NATIONAL COMMISSION FOR HUMAN DEVELOPMENT (NCHD)

Provincial Office, Khyber Pakhtunkhwa

BIDDING DOCUMENT

Procurement of Goods and Non-Consultancy Services under Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment during FY 2026-27, to be implemented in the districts of Shangla, Peshawar and Torghar, Khyber Pakhtunkhwa.

Procurement Method	Open Competitive Bidding (Single Stage–Two Envelope Procedures, as applicable to the respective Lots specified in this Bidding Document)

Lot No.	Description
Lot–1	Outsourcing of Project Staff through Service Provider
Lot–2	Printing of Household Survey Forms
Lot–3	Broad-Based Community Meetings (BBCM) — Refreshments and Event Banners
Lot–4	Framework Contract for Supply of Learning Aids, Science Kits, Supplementary Reading Books and Essential Stationery
Lot–5	Communication, Advocacy and Digital & Social Media Campaign
Lot–6	Vehicle Rental and Operational Support

NCHD/EDU/KP/2026/001

Table of Contents

Invitation to Bids

GOVERNMENT OF PAKISTAN
Ministry of Federal Education and Professional Training
National Commission for Human Development
E&SED Khyber Pakhtunkhwa, Peshawar.

(IFB No.: NCHD/EDU/KP/2026/001)
PROCUREMENT OF GOODS AND NON-CONSULTANCY SERVICES

Invitation to Bids

1. The National Commission for Human Development (NCHD)-Peshawar invites sealed bids electronically from well reputed Firms/Vendors/Suppliers registered with Income Tax and Sales Tax Departments with Active Tax Payer Status of Federal Board of Revenue (FBR) through **single stage - two envelope procedure** in terms of Rule 36(b) of PPRA Rules, 2004 for the Procurement of Outsourcing of Project Staff through Service Provider, Printing of Household Survey Forms , Broad-Based Community Meetings (BBCM) — Refreshments and Event Banners , Supply of Learning Aids, Science Kits, Supplementary Reading Books and Essential Stationery , Communication, Advocacy and Digital & Social Media Campaign, Vehicle Rental and Operational Support project during the financial year 2026-27 for the **Project: "Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment",** to be implemented in the districts of **Shangla, Peshawar and Torghar**, Khyber Pakhtunkhwa. The bidders are required to apply/participate through EPADS (PPRA).

3. The Procuring Agency has reserved the funds for the procurement during the FY 2026-27. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the Procurement of Misc. items mentioned in above para for Project.

4. All bids must be accompanied by a Bid Security as mentioned in the Bidding Documents (Re-fundable) in shape of Bank Draft/CDR in the name of National Commission for Human Development (NCHD):

Lot No.	Description	Bid Security
Lot–1	Outsourcing of Project Staff through a Service Provider	Rs.275,000/-
Lot–2	Printing of Household Survey Forms	Rs.16,000/-
Lot–3	Broad-Based Community Meetings (BBCM) — Refreshments and Event Banners	Rs.23,000/-
Lot–4	Supply of Learning Aids, Science Kits, Supplementary Reading Books and Essential Stationery	Rs.260,000/-
Lot–5	Communication, Advocacy and Digital & Social Media Campaign	Rs.45,000/-
Lot–6	Vehicle Rental and Operational Support	Rs.24,000/-

5. The bidders shall submit scanned copy of Bid Security on EPADS and Original Bank Draft/CDR will be submitted to the Finance & Administration Department, NCHD, E&SED Khyber Pakhtunkhwa, Peshawar.

6. Tender Notice is available at EPADS, NCHD's and PPRA's website. Bidding Documents can be collected from the address mentioned below before close of office hours or can be downloaded from the website of NCHD (www.nchd.org.pk) & EPADS.

7. The bids must be submitted through EPADS on or before 11:00 am Monday, September 21, 2026. The bids will be opened on the same date at 11:30 am on www.eprocure.gov.pk in the presence of bidders'/ their representatives who choose to attend at below given address.

8. NCHD will not entertain any bid, not submitted through EPADS.

Deputy Director Finance & Administration,
National Commission for Human Development (NCHD)

Directorate of Elementary & Secondary Education (E&SED), Government of Khyber Pakhtunkhwa
Peshawar Tel: 091-9212151.

Section I — Instructions to Bidders (ITB)

1. Scope of Procurement

1.1 The National Commission for Human Development (NCHD), Provincial Office Peshawar hereinafter referred to as the **"Procuring Agency"**, invites sealed bids from eligible bidders for the procurement of Goods and Non-Consultancy Services under for the project titled **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

1.2 The procurement comprises the Lots identified in the Bidding Documents and described in Section IV (Conditions for Lots and Procurement Requirements) of this Bidding Document as per PPRA rules 2004.

1.3 Unless otherwise specified in the Bid Data Sheet (BDS), bidders may submit a Bid for one or more Lots. Each Lot shall be evaluated independently, and the Procuring Agency may award one or more Lots to the same bidder or to different bidders.

2. Source of Funds

2.1 This procurement shall be financed from project funds .

3. Fraud, Corruption and Prohibited Practices

3.1 The Procuring Agency requires all bidders, contractors, suppliers, service providers, and their personnel to observe the highest standards of integrity, fairness, and ethical conduct throughout the procurement process and during execution of the Contract.

3.2 The Procuring Agency may reject a Bid, terminate a Contract, or take any other action permissible under applicable law where it determines that a bidder or contractor has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices.

3.3 For the purposes of this Clause:

a. **Corrupt Practice** means offering, giving, receiving, or soliciting, directly or indirectly, anything of value to improperly influence the actions of another party.

b. **Fraudulent Practice** means any act or omission, including misrepresentation, intended to mislead another party for financial or other benefit.

c. **Collusive Practice** means an arrangement between two or more bidders designed to improperly influence the outcome of the procurement process.

d. **Coercive Practice** means impairing or threatening to impair any person or property to influence participation in the procurement process or execution of the Contract.

e. **Obstructive Practice** means deliberately destroying, falsifying, altering, or concealing evidence material to an investigation, or making false statements during an investigation.

3.4 Any bidder found to have engaged in prohibited practices may, in addition to rejection of its Bid, be reported to the competent authority for any action permissible under the Public Procurement Rules, 2004 and other applicable laws.

4. Eligible Bidders

4.1 A bidder may be a sole proprietorship, partnership, company, joint venture, consortium (where permitted), or any other legal entity lawfully established under the laws of Pakistan.

4.2 The bidder shall possess the legal capacity to enter into and perform the Contract.

4.3 The bidder shall not be under suspension, debarment, or blacklisting by any Federal Government, Provincial Government, Autonomous Body, Public Sector Organization, or Regulatory Authority where such action legally affects eligibility to participate in this procurement.

4.4 The bidder shall possess a valid National Tax Number (NTN) and, a valid Sales Tax Registration Certificate.

4.5 Government-owned entities may participate only where they are legally and financially autonomous, operate under commercial law, and are not dependent agencies of the Procuring Agency.

4.6 Conflict of Interest

A bidder shall disclose any actual, potential, or perceived conflict of interest that could influence its participation in this procurement. Failure to disclose such conflict may result in rejection of the Bid or termination of the Contract, as applicable.

5. Eligible Goods and Services

5.1 All Goods and Non-Consultancy Services supplied under the Contract shall conform to the Technical Specifications and Terms of Reference contained in this Bidding Document.

5.2 Unless otherwise specified, all Goods shall be new, unused, of current production, and free from defects in design, materials, and workmanship.

5.3 Wherever a manufacturer's name, brand, model, catalogue number, trademark, or similar reference appears in the Technical Specifications, it shall be deemed to include the words **"or equivalent"**, unless compatibility with existing systems or equipment requires otherwise.

6. Cost of Bidding

6.1 The bidder shall bear all costs associated with the preparation and submission of its Bid.

6.2 The Procuring Agency shall not be responsible for any costs incurred by the bidder, regardless of the outcome of the procurement process.

7. Contents of the Bidding Document

The Bidding Document consists of:

a. Invitation for Bids (IFB);
b. Instructions to Bidders (ITB);
c. Bid Data Sheet (BDS);
d. Evaluation and Qualification Criteria;
e. Conditions for Lots and Procurement Requirements;

f. General Conditions of Contract (GCC);
g. Special Conditions of Contract (SCC);
h. Contract Forms;
i. Annexures; and
j. Any Addendum issued by the Procuring Agency.

8. Clarification of Bidding Documents

8.1 A prospective bidder requiring clarification of the Bidding Document shall submit its request in writing to the Procuring Agency at the address specified in the Bid Data Sheet.

8.2 Requests for clarification shall be received in writing to the procuring agency within the period specified in the Bid Data Sheet.

8.3 The Procuring Agency shall issue written responses to all timely requests for clarification without identifying the source of the request.

8.4 All clarifications and Addenda issued by the Procuring Agency shall form an integral part of the Bidding Document and shall be binding upon all prospective bidders.

9. Amendment of the Bidding Document

9.1 At any time before the deadline for submission of Bids, the Procuring Agency may amend the Bidding Document by issuing a written Addendum.

9.2 Every Addendum shall form an integral part of the Bidding Document.

9.3 Where necessary, the Procuring Agency may extend the deadline for submission of Bids to allow bidders reasonable time to consider the Addendum.

10. Language of the Bid

10.1 The Bid, all correspondence, and all documents relating to the Bid exchanged between the bidder and the Procuring Agency shall be in the English language.

10.2 Supporting literature in another language shall be accompanied by an accurate English translation. In case of any inconsistency, the English translation shall prevail.

11. Documents Comprising the Bid

The Bid shall comprise, at a minimum:

a. Bid Submission Form;
b. Bid Security or Bid Securing Declaration (where applicable);
c. Bidder Information Form;
d. Documentary evidence establishing the bidder's eligibility;
e. Documentary evidence demonstrating the bidder's qualifications and technical capability;
f. Documentary evidence demonstrating financial capacity, where required;
g. Technical Proposal (where applicable);

h. Financial Proposal (where applicable);

i. Price Schedule;

j. Affidavit of Non-Blacklisting, where required;

k. Conflict of Interest Declaration; and

l. Any other document specified in the Bid Data Sheet.

11.2 Authenticity of Documents

By submitting a Bid, the bidder certifies that all information, declarations, certificates, financial statements, experience records, and supporting documents are true, complete, and authentic. Submission of forged, altered, false, or misleading documents shall constitute sufficient grounds for rejection of the Bid and any other action permissible under applicable law.

12. Bid Prices

12.1 The bidder shall quote all prices in **Pakistani Rupees (PKR)** unless otherwise specified in the Bid Data Sheet (BDS).

12.2 The quoted prices shall include all costs necessary for complete performance of the Contract, including but not limited to transportation, loading, unloading, packing, insurance, labour, supervision, administrative overheads, duties, taxes, and all other incidental expenses, unless expressly excluded in the BDS.

12.3 Unless otherwise provided in the Contract or Special Conditions of Contract (SCC), all quoted prices shall remain **firm and fixed** throughout the Contract period and shall not be subject to escalation.

12.4 The bidder shall ensure that the Financial Proposal is complete and that no mandatory item is left unpriced. Where an item is omitted from the Price Schedule, the Procuring Agency may treat its cost as included in other quoted prices, where legally permissible.

13. Bid Validity

13.1 Bids shall remain valid for the period specified in the Bid Data Sheet.

13.2 A Bid valid for a shorter period than that specified shall be rejected as non-responsive.

13.3 In exceptional circumstances and before expiry of the original validity period, the Procuring Agency may request bidders in writing to extend the validity of their Bids.

13.4 A bidder may refuse such request without forfeiture of its Bid Security, except where otherwise provided under the applicable procurement rules.

14. Bid Security

14.1 The bidder shall furnish Bid Security in the amount, form, and currency specified in the Bid Data Sheet.

14.2 Bid Security shall remain valid for at least **Sixty Days (60) days** beyond the expiry of the Bid Validity Period unless otherwise specified in the BDS.

14.3 Bid Security of unsuccessful bidders shall be returned promptly after completion of the procurement process in accordance with the applicable procurement rules.

14.4 Bid Security may be forfeited only in the circumstances expressly provided in the Tender Document and applicable procurement rules.

15. Format and Signing of Bid

15.1 The bidder shall prepare **one (01) original** Bid and the number of copies specified in the Bid Data Sheet.

15.2 The original Bid shall be signed by the authorized representative of the bidder.

15.3 Every page of the original Bid should be initialed by the authorized signatory with numbering Any correction, erasure, or overwriting shall also be initialed by the same authorized signatory.

15.4 A Power of Attorney or Board Resolution authorizing the signatory shall be submitted where required.

16. Sealing and Marking of Bids

16.1 The bidder shall seal and mark the Bid in accordance with the procedure specified in the Bid Data Sheet.

16.2 The outer envelope shall clearly indicate:

- Tender Number;
- Project Title;
- Lot Number(s);
- Name and Address of the Bidder; and
- **"DO NOT OPEN BEFORE THE PRESCRIBED BID OPENING TIME."**

16.3 The Procuring Agency shall not be responsible for premature opening or misplacement of improperly sealed or marked bids.

17. Deadline for Submission of Bids

17.1 Bids shall be delivered to the address specified in the Bid Data Sheet not later than the date and time indicated therein.

17.2 Late Bids shall not be accepted and shall be returned unopened.

17.3 The official time maintained by the Procuring Agency shall be the reference for determining whether a Bid has been submitted before the prescribed deadline.

18. Withdrawal, Substitution and Modification of Bids

18.1 A bidder may withdraw, substitute, or modify its Bid before the submission deadline by providing written notice to the Procuring Agency.

18.2 No Bid may be withdrawn after the submission deadline except in accordance with the applicable procurement rules.

18.3 A substituted or modified Bid shall be prepared, sealed, marked, and submitted in the same manner as the original Bid.

19. Bid Opening

19.1 Bids shall be opened publicly at the date, time, and place specified in the Bid Data Sheet.

19.2 Bidders or their duly authorized representatives may attend the Bid Opening.

19.3 The Bid Opening Committee shall prepare, sign, and maintain the Bid Opening Minutes. For procurements using the **Single Stage–Two Envelope Procedure**, only the Technical Proposals shall be opened initially. Financial Proposals of technically qualified bidders shall be opened subsequently after completion of the technical evaluation, with prior written notice to the qualified bidders.

19.4 The Bid Opening Minutes shall record, as applicable:

- names of bidders;
- confirmation of receipt before the deadline;
- presence or absence of Bid Security (where required);
- quoted prices read out (for financial openings);
- discounts offered (if announced); and
- any other information read aloud during the opening session.

20. Confidentiality

20.1 Information relating to the examination, clarification, evaluation, comparison of Bids, recommendation for award, and contract approval shall remain confidential until publication of the Bid Evaluation Report or award of Contract, as applicable under the procurement rules.

20.2 Any attempt by a bidder to influence the Procuring Agency, the Evaluation Committee, or any public official during the evaluation process may result in rejection of its Bid and any other action permissible under applicable law.

21. Evaluation of Bids

21.1 Bids shall be evaluated strictly in accordance with the evaluation methodology and qualification criteria specified in **Section III — Evaluation and Qualification Criteria**.

21.2 No evaluation criterion other than those published in the Bidding Document shall be applied.

22. Acceptance or Rejection of Bids

22.1 The Procuring Agency reserves the right to accept or reject any or all Bids, at any stage prior to contract award, strictly in accordance with the Public Procurement Rules, 2004.

22.2 Rejection or annulment shall not impose any liability upon the Procuring Agency except as may be required under applicable law.

23. Award of Contract

23.1 The successful bidder shall execute the Contract Agreement within the period specified in the Letter of Acceptance.

23.2 Failure of the successful bidder to execute the Contract Agreement or furnish the required Performance Security within the prescribed period may constitute sufficient grounds for cancellation of the award and any action permissible under the Tender Document and applicable procurement rules.

24. Performance Security

24.1 The successful bidder shall furnish Performance Security in the amount, form, and validity specified in the Letter of Acceptance, the Bid Data Sheet, and the Special Conditions of Contract.

24.2 Failure to furnish the required Performance Security within the prescribed period may result in cancellation of the award and any other action permissible under the Tender Document and applicable procurement rules.

Section II — Bid Data Sheet (BDS)

The following specific data shall supplement, amend, or clarify the provisions of the **Instructions to Bidders (ITB)**. In the event of any inconsistency between the ITB and this Bid Data Sheet (BDS), the provisions of this BDS shall prevail.

ITB Clause	Bid Data
1.1	**Procuring Agency:** National Commission for Human Development (NCHD), Peshawar.
1.1	**Project Title:** Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment.
1.3	**Procurement Method:** Open Competitive Bidding under the Public Procurement Rules, 2004. The applicable bidding procedure for each Lot shall be as specified in this Bidding Document.
1.3	Bidders may submit Bids for one or more Lots. Each Lot shall be evaluated independently and may be awarded separately.
2.1	**Source of Funds:** Project Funds.
4.1	Eligible bidders shall be firms, companies, manufacturers, suppliers, service providers, or other legal entities duly registered in Pakistan.
4.2	Bidder shall possess the legal capacity to enter into contracts.
4.3	The bidder shall not be blacklisted, suspended, or debarred by any Federal Government, Provincial Government, Autonomous Body, Public Sector Organization, or Regulatory Authority where such action legally affects eligibility to participate in this procurement.
4.4	The bidder shall possess a valid National Tax Number (NTN).
4.4	The bidder shall possess a valid Sales Tax Registration Certificate and shall comply with all applicable tax laws of Pakistan.
6.1	The bidder shall bear all costs associated with the preparation and submission of its Bid. The Procuring Agency shall not reimburse any such costs regardless of the outcome of the procurement process.
8.2	Requests for clarification shall be submitted in writing to the Procuring Agency **not later than seven (7) calendar days** before the Bid Submission Deadline.
8.3	Responses to requests for clarification shall be communicated in writing to all prospective bidders without identifying the source of the request. Such responses shall form an integral part of the Bidding Document.
9.1	The Procuring Agency may amend the Bidding Document through issuance of a written Addendum at any time before the Bid Submission Deadline. Each Addendum shall form an integral part of the Bidding Document.

<table>
<tr><th>ITB Clause</th><th>Bid Data</th></tr>
<tr><td>10.1</td><td>Language of Bid: only English.</td></tr>
<tr><td>11.1</td><td>The Bid shall comprise all documents specified in ITB Clause 11 together with any additional documents required under this Bid Data Sheet or the respective Lot requirements.</td></tr>
<tr><td>12.1</td><td>Currency of Bid: Pakistani Rupees (PKR).</td></tr>
<tr><td>12.2</td><td>Quoted prices shall include all applicable taxes, duties, transportation, loading, unloading, insurance, packing, labour, supervision, overheads, and all other incidental costs unless expressly excluded in the relevant Price Schedule or Lot-specific requirements.</td></tr>
<tr><td>12.3</td><td>Price Basis: Prices quoted shall remain firm and fixed throughout the Contract period and shall not be subject to adjustment or escalation unless expressly provided in the Special Conditions of Contract (SCC).</td></tr>
<tr><td>13.1</td><td>Bid Validity Period: 90 days from the date of Bid Opening, unless otherwise specified in the Invitation for Bids or Tender Notice.</td></tr>
<tr><td>14.1</td><td>Bid Security:
<table>
<tr><th>Lot No.</th><th>Description</th><th><u>Bank Draft//CDR //P.O.</u></th></tr>
<tr><td>Lot–1</td><td>Rupees Two Hundred Seventy-Five Thousand Only</td><td>Rs.275,000/-</td></tr>
<tr><td>Lot–2</td><td>Rupees Sixteen Thousand Only</td><td>Rs.16,000/-</td></tr>
<tr><td>Lot–3</td><td>Rupees Twenty Three Thousand Only</td><td>Rs.23,000/-</td></tr>
<tr><td>Lot–4</td><td>Rupees Two Hundred Sixty Thousand Only</td><td>Rs.260,000/-</td></tr>
<tr><td>Lot–5</td><td>Rupees Forty Five Thousand Only</td><td>Rs.45,000/-</td></tr>
<tr><td>Lot–6</td><td>Rupees Twenty Four Thousand Only</td><td>Rs.24,000/-</td></tr>
</table></td></tr>
<tr><td>14.2</td><td>Validity of Bid Security: Sixty (60) days beyond the expiry of the Bid Validity Period unless otherwise specified.</td></tr>
<tr><td>15.1</td><td>Number of Bid Copies: One (01) Original marked "ORIGINAL" and one (01) Copy marked "COPY", unless otherwise specified in the Tender Notice. In case of discrepancy, the Original shall prevail.</td></tr>
<tr><td>15.3</td><td>Every page of the Original Bid shall be signed or initialed by the authorized signatory of the Bidder with page numbering.</td></tr>
<tr><td>16.2</td><td>Sealing and Marking: Bids shall be sealed in accordance with the Instructions to Bidders. The outer envelope shall clearly indicate the Tender Number, Lot Number(s), Project Title, Bidder's Name and Address, and the statement "DO NOT OPEN BEFORE THE PRESCRIBED BID OPENING TIME."</td></tr>
</table>

ITB Clause	Bid Data
17.1	**Bid Submission Address:** NCHD Provincial Office, Khyber Pakhtunkhwa, Directorate of E&SED Khyber Pakhtunkhwa. Tel.091-9212151.
17.2	**Bid Submission Deadline:** 31st August,2026
17.2	Late Bids shall not be accepted and shall be returned unopened.
18.1	Bidders may withdraw, substitute, or modify their Bids before the submission deadline by written notice to the Procuring Agency.
19.1	**Date and Time and Venue of Bid Opening:** Date: 31st August, 2026 Time:11:30am Venue: NCHD Provincial Office, Khyber Pakhtunkhwa, Directorate of E&SED Khyber Pakhtunkhwa. Tel.091-9212151.
19.3	For procurements using the **Single Stage–Two Envelope Procedure**, only the Technical Proposals shall be opened initially. Financial Proposals of technically qualified bidders shall be opened subsequently after completion of the technical evaluation, with prior written notice to the qualified bidders.
20.1	Information relating to examination, clarification, evaluation, comparison of Bids, recommendation for award, and contract approval shall remain confidential until publication of the Bid Evaluation Report or award of Contract, except where disclosure is required under applicable law.
21.1	Evaluation shall be conducted strictly in accordance with **Section III — Evaluation and Qualification Criteria**. No criterion other than those published in the Tender Document shall be applied.
22.1	The Procuring Agency reserves the right to reject any or all Bids or to annul the procurement process prior to award strictly in accordance with the Public Procurement Rules, 2004.
23.1	**Notification of Award:** The successful Bidder shall be notified through a Letter of Acceptance issued by the Procuring Agency.
23.2	The successful Bidder shall execute the Contract Agreement within the period specified in the Letter of Acceptance. Failure to do so may result in cancellation of the award and any other action permissible under the Tender Document and applicable procurement rules.
24.1	**Performance Security:** The successful Bidder shall furnish Performance Security in the amount, form, and validity specified in the Letter of Acceptance and Special Conditions of Contract (SCC). The percentage or amount shall be finalized by the Procuring Agency before issuance of the Tender Document.
24.2	Performance Security shall remain valid until satisfactory completion of the Contract and fulfillment of all contractual obligations unless otherwise specified in the SCC.

Additional Project-Specific Information

Procuring Agency	National Commission for Human Development (NCHD)
Implementing Office	Provincial Office, NCHD Khyber Pakhtunkhwa
Project	Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment
Procurement Method	Open Competitive Bidding
Contract Type	The applicable Contract Type for each Lot shall be as specified in the respective Lot requirements and Contract Forms.

Applicable Law

This procurement shall be governed by:

- Public Procurement Rules, 2004;
- Applicable laws of Pakistan;
- The executed Contract;
- The Special Conditions of Contract (SCC).

Order of Precedence

In case of inconsistency, the following order of precedence shall apply:

m. Contract Agreement
n. Letter of Acceptance
o. Special Conditions of Contract
p. General Conditions of Contract
q. Conditions for Lots and Procurement Requirements
r. Bid Data Sheet
s. Instructions to Bidders
t. Bid submitted by the Successful Bidder

Section III — Evaluation and Qualification Criteria

3.1 General Principles

3.1.1 Evaluation of Bids shall be carried out strictly in accordance with the Public Procurement Rules, 2004, the procedures specified in this Bidding Document, and the evaluation and qualification criteria stated herein.

3.1.2 No evaluation criterion, qualification requirement, scoring methodology, or assessment factor other than those expressly stated in this Bidding Document shall be applied.

3.1.3 Each Lot shall be evaluated independently. A bidder may be awarded one or more Lots, provided that it satisfies the eligibility, qualification, and evaluation requirements applicable to each Lot.

3.1.4 The evaluation process shall be conducted in accordance with the principles of transparency, fairness, equal treatment, competition, and accountability.

3.1.5 All evaluations shall be based solely on the information and documentary evidence submitted by the bidder. No assumptions or unpublished criteria shall be applied.

3.1.6 The Evaluation Committee shall maintain complete records of the evaluation process, including scoring sheets, clarifications, arithmetic corrections (where applicable), and recommendations for award.

3.2 Evaluation Method Applicable to Each Lot

The following procurement procedures shall apply:

Lot	Description	Procurement Procedure
Lot–1	Outsourcing of Project Staff through Service Provider	Single Stage – Two Envelope
Lot–2	Printing of Household Survey Forms	Single Stage – One Envelope
Lot–3	Broad-Based Community Meetings (BBCM)	Single Stage – Two Envelope
Lot–4	Supply of Learning Aids, Science Kits, Supplementary Reading Books and Essential Stationery	Single Stage – One Envelope
Lot–5	Communication, Advocacy and Digital & Social Media Campaign	Single Stage – Two Envelope
Lot–6	Vehicle Rental and Operational Support	Single Stage – One Envelope

Part A — Single Stage – One Envelope Procedure

The Evaluation Committee shall evaluate bids in the following sequence:

Stage 1 — Preliminary Examination

The Committee shall verify that the Bid:

- has been submitted before the prescribed deadline;
- contains a duly signed Bid Submission Form;
- includes all mandatory documents required under the Bidding Document;
- includes Bid Security, where applicable;
- has been properly sealed and marked;
- complies with the Bid Validity requirement.

Failure to satisfy any mandatory requirement may render the Bid **non-responsive**.

Stage 2 — Eligibility Verification

The Committee shall verify that the bidder possesses:

- legal registration;
- valid National Tax Number (NTN);
- Sales Tax Registration (where applicable);
- relevant business registration;
- legal capacity to enter into contracts;
- declaration of non-blacklisting;
- conflict of interest declaration (where required).

The Procuring Agency may verify the authenticity of the submitted documents from the issuing authorities.

Stage 3 — Technical Responsiveness

The Committee shall determine whether the Bid substantially complies with the Technical Specifications and procurement requirements by verifying:

- compliance with the Technical Specifications;
- compliance with the required delivery schedule;
- warranty obligations (where applicable);
- manufacturer's authorization (where applicable);
- submission of samples (where required);
- fulfillment of the minimum qualification requirements specified for the relevant Lot.

Only substantially responsive Bids shall proceed to the Financial Evaluation stage.

Stage 4 — Financial Evaluation

Financial Evaluation shall be conducted only for Bids determined to be substantially responsive. The Evaluation Committee shall:

- verify arithmetic accuracy;
- apply arithmetic corrections in accordance with Clause 3.3;
- prepare a Comparative Statement of Prices;
- determine the **Lowest Evaluated Responsive Bidder**.

The evaluation shall consider only the criteria specified in this Bidding Document.

Stage 5 — Post Qualification

Before recommending an award, the Procuring Agency may verify any or all of the following:

- registered office address;
- warehouse or storage facilities (where applicable);
- equipment and machinery;
- financial capacity;
- previous contract experience;
- tax compliance status;
- references and client performance.

Failure to satisfy the Post Qualification requirements may result in rejection of the Bid and consideration of the next lowest evaluated responsive Bidder.

Award

Subject to successful Post Qualification, the Contract shall be awarded to the **Lowest Evaluated Responsive Bidder** meeting all eligibility, qualification, and technical requirements in accordance with the Public Procurement Rules, 2004.

Part B — Single Stage – Two Envelope Procedure

(Applicable to all Lots 1, 2, 3, 4, 5, and 6)

3.6 General Procedure

For procurements conducted under the **Single Stage–Two Envelope Procedure**, bidders shall submit their Technical Proposal and Financial Proposal in separate sealed envelopes enclosed within one outer envelope.

At the initial public bid opening, only the Technical Proposals shall be opened. The Financial Proposals shall remain sealed and securely retained by the Procuring Agency until completion of the technical evaluation.

Only the Financial Proposals of technically qualified bidders shall be opened at the notified date, time, and venue.

Stage 1 — Preliminary Examination

Each Technical Proposal shall be examined to verify that it:

- has been submitted before the prescribed deadline;
- has been properly signed by the authorized representative;

- contains all mandatory forms and declarations;
- includes Bid Security, where applicable;
- is properly sealed and marked;
- complies with the Bid Validity requirements.

Failure to satisfy any mandatory requirement may render the Bid non-responsive.

Stage 2 — Eligibility Verification

The Evaluation Committee shall verify that the bidder possesses:

- valid legal registration;
- National Tax Number (NTN);
- Sales Tax Registration, where applicable;
- relevant business registration;
- legal authority to enter into contracts;
- declaration regarding non-blacklisting;
- declaration regarding conflict of interest.

The Procuring Agency reserves the right to verify the authenticity of any submitted document from the issuing authority.

Stage 3 — Technical Evaluation

Only Technical Proposals meeting the preliminary and eligibility requirements shall be evaluated. Evaluation shall be carried out strictly in accordance with the published criteria and scoring methodology. No criterion other than those stated in this Bidding Document shall be applied. The Evaluation Committee shall record written justification for the marks awarded under each criterion.

Technical Evaluation Framework

The following evaluation framework shall apply unless modified under the relevant Lot-specific requirements:

Criterion	Maximum Marks
Relevant Experience	25
Technical Methodology / Work Plan	20
Key Personnel	25
Equipment / Resources	10
Financial Capacity	10
Understanding of Assignment / Innovation	10
Total	**100**

> *Where a Lot-specific evaluation matrix is provided in this Bidding Document, that matrix shall prevail over this general framework.*

Minimum Technical Qualifying Score

Unless otherwise specified under the relevant Lot: **Minimum Technical Qualifying Score: 70 Marks out of 100.** Only bidders obtaining the minimum qualifying score shall proceed to the Financial Evaluation stage.

Evaluation of Experience

Experience shall be evaluated only on the basis of documentary evidence submitted with the Bid. Acceptable evidence may include:

- Completion Certificates;
- Purchase Orders;
- Work Orders;
- Contract Agreements;
- Performance Certificates;
- Client Completion Letters.

The Evaluation Committee may verify any submitted experience.

Evaluation of Personnel

Where personnel evaluation is applicable, the Committee shall evaluate:

- educational qualifications;
- relevant professional certifications;
- years of relevant experience;
- previous assignments of similar nature;
- proposed role under the Contract.

Replacement of proposed key personnel after award shall require prior written approval of the Procuring Agency.

Financial Capacity

Financial capacity shall be assessed using documentary evidence including audited financial statements, bank certificates, turnover statements, and tax returns where required. The Committee shall not rely upon assumptions or information obtained outside the procurement process unless verified during Post Qualification.

Stage 4 — Opening of Financial Proposals

Upon completion of the Technical Evaluation:

- only technically qualified bidders shall be invited to attend the Financial Proposal Opening;
- the date, time, and venue shall be communicated in writing;
- Financial Proposals of technically non-qualified bidders shall remain unopened and shall be returned in accordance with the applicable procurement procedures.

Stage 5 — Financial Evaluation

The Evaluation Committee shall:

- verify arithmetic accuracy;
- apply arithmetic corrections where required;
- prepare the Comparative Statement;
- determine the Evaluated Bid Price;
- combine technical and financial results where the applicable procurement procedure requires combined evaluation.

Arithmetic Corrections

Where discrepancies are identified:

- unit rates shall prevail over extended totals;
- words shall prevail over figures;
- corrections shall be recorded in the Bid Evaluation Report.

Where a bidder refuses to accept the arithmetic correction, its Bid may be rejected in accordance with the Tender Document.

Abnormally Low Bids

Where a Bid appears abnormally low in relation to the scope of work, the Procuring Agency may seek written clarification regarding methodology, pricing assumptions, technical approach, staffing, and cost structure. Failure to provide a satisfactory explanation may result in rejection of the Bid.

Post Qualification

Prior to recommendation of award, the Procuring Agency may verify office premises, financial capability, available equipment, proposed personnel, tax compliance, litigation history, and previous client performance. Failure to satisfy the Post Qualification requirements may result in rejection of the Bid.

Recommendation for Award

The Evaluation Committee shall recommend for award the bidder whose Bid:

- is substantially responsive;
- satisfies the qualification requirements;
- achieves the required technical score (where applicable);
- offers the Lowest Evaluated Responsive Bid or the Most Advantageous Bid, as applicable under the procurement procedure specified for the relevant Lot.

Evaluation Committee Responsibilities

Every member of the Evaluation Committee shall maintain confidentiality, avoid conflicts of interest, evaluate independently, sign the evaluation sheets, and record reasons for marks awarded.

Bid Evaluation Report

Following completion of the evaluation, the Evaluation Committee shall prepare a comprehensive Bid Evaluation Report containing:

- procurement reference;
- list of bidders;

- preliminary examination results;
- technical evaluation results;
- financial evaluation results;
- arithmetic corrections;
- post-qualification findings;
- recommendation for award;
- reasons for rejection of unsuccessful bids.

The Bid Evaluation Report shall be submitted to the Competent Authority for approval in accordance with the applicable procurement procedures.

Section IV — Conditions for Lots and Procurement Requirements

This Section sets out the objective, scope, technical requirements, and contract-administration conditions specific to each Lot. Unless expressly varied below, the General Conditions of Contract (Section V) and Special Conditions of Contract (Section VI) shall apply to every Lot.

Lot–1 — Outsourcing of assistant

through Service Provider

1. Objective

The objective of this Lot is to engage a qualified and experienced Human Resource Management / Manpower Outsourcing Service Provider for provision, deployment, payroll administration, supervision, and replacement of project personnel required for implementation of the project titled **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

The Service Provider shall ensure uninterrupted availability of qualified personnel throughout the Contract period.

2. Scope of Services

The successful Service Provider shall be responsible for:

- recruitment of qualified personnel in accordance with the qualification criteria approved by the Procuring Agency;
- verification of educational qualifications, professional experience, and identity documents;
- deployment of personnel within the prescribed timelines;
- payroll administration;
- payment of salaries and statutory deductions;
- replacement of personnel where required;
- maintenance of attendance records;
- compliance with applicable labor laws;
- performance monitoring in coordination with the Procuring Agency;
- submission of monthly reports;
- maintenance of complete personnel records.

3. Nature of Engagement

Personnel deployed under this Contract shall remain employees of the Service Provider. Nothing contained in this Contract shall be construed as creating an employer–employee relationship between the deployed personnel and the National Commission for Human Development (NCHD). The Service Provider shall remain solely responsible for all obligations arising from such employment.

4. Personnel Requirements

The number, designation, qualification, experience, reporting arrangements, and deployment locations of personnel shall be as specified in **Annexure-L1**. The Procuring Agency reserves the right to reasonably increase or decrease the deployment requirements during implementation in accordance with the Contract.

5. Recruitment Standards

The Service Provider shall ensure that every proposed employee:

- possesses the prescribed educational qualification;
- possesses the required professional experience;
- is medically fit;
- possesses valid CNIC;
- has no criminal conviction affecting suitability;
- satisfies all eligibility criteria specified by the Procuring Agency.

The Procuring Agency reserves the right to verify any submitted credentials.

6. Replacement of Personnel

Where any deployed employee resigns, is absent without authorization, demonstrates unsatisfactory performance, becomes medically unfit, is removed upon written request of the Procuring Agency, or violates applicable laws or contractual obligations, the Service Provider shall provide an equally qualified replacement within **seven (07) calendar days** or such shorter period as may be specified by the Procuring Agency in urgent cases. No additional financial liability shall accrue to the Procuring Agency due to such replacement.

7. Attendance and Performance Monitoring

The Service Provider shall maintain daily attendance, leave records, deployment records, monthly payroll, and performance reports. Attendance may be verified through attendance registers, biometric attendance (where available), digital attendance systems, and field verification.

8. Payroll Administration

The Service Provider shall calculate monthly salaries, deduct all applicable taxes, deposit statutory deductions, maintain payroll records, provide salary slips to employees, and submit payroll summaries to the Procuring Agency. Salary payments shall be made not later than the date prescribed in the Contract.

9. Labour Law Compliance

The Service Provider shall comply with all applicable labour, employment, social security, taxation, occupational safety, and welfare laws of Pakistan. Where applicable, the Service Provider shall remain responsible for EOBI, Social Security, Employees' compensation, income tax deductions, minimum wage compliance, leave entitlements, and other statutory obligations. Failure to comply shall constitute breach of Contract.

10. Code of Conduct

All deployed personnel shall maintain professional conduct, observe confidentiality, avoid conflicts of interest, comply with instructions issued by the Procuring Agency, refrain from political or unlawful activities during official assignments, and maintain respectful conduct with beneficiaries and stakeholders.

11. Confidentiality

The Service Provider and all deployed personnel shall treat all project information, records, databases, beneficiary information, reports, survey data, passwords, login credentials, and official correspondence as confidential. No information shall be disclosed without prior written approval of the Procuring Agency unless required by law. The confidentiality obligation shall survive expiry or termination of the Contract.

12. Performance Standards

The Service Provider shall ensure uninterrupted deployment, timely salary payments, minimum staff turnover, prompt replacement of personnel, accurate reporting, and compliance with deployment schedules. Failure to achieve the prescribed service levels may result in contractual remedies including deductions, liquidated damages (where applicable), or termination.

13. Reporting Requirements

The Service Provider shall submit a Monthly Deployment Report, Attendance Report, Payroll Summary, Replacement Report, Incident Report (where applicable), and Compliance Certificate. The Procuring Agency may prescribe additional reporting formats during implementation.

14. Payment

Payments shall be made in accordance with the Payment Schedule specified in the Contract after verification of satisfactory deployment, attendance, deliverables, invoices, and supporting documents. The Procuring Agency may withhold payment for unsupported claims or contractual non-compliance.

15. Inspection and Verification

The Procuring Agency may at any time inspect deployment, verify attendance, verify payroll, interview deployed personnel, verify qualifications, and inspect records maintained by the Service Provider. The Service Provider shall provide full cooperation during such inspections.

16. Contract Performance

The performance of the Service Provider shall be evaluated periodically using indicators including deployment efficiency, replacement response time, attendance compliance, reporting quality, payroll accuracy, contractual compliance, and responsiveness to instructions. Performance evaluation may be considered in future procurements, subject to applicable rules.

17. Completion

Upon expiry or termination of the Contract, the Service Provider shall submit all pending reports, return all official records and assets, settle all outstanding obligations relating to deployed personnel, and facilitate smooth transition to any successor arrangement.

Lot–2 — Printing of Household Survey Forms

1. Objective

The objective of this Lot is to procure high-quality printing services for the production, packaging, and delivery of Household Survey Forms and associated printed materials required for implementation of the project titled **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

The successful bidder shall print and deliver the survey forms strictly in accordance with the technical specifications, approved artwork, and delivery schedule prescribed by the Procuring Agency.

2. Scope of Work

The Contractor shall be responsible for:

- receipt of the final approved artwork from the Procuring Agency;
- pre-press processing and page layout verification;
- preparation of digital proofs;
- incorporation of approved corrections;
- printing of Household Survey Forms;
- trimming, counting, bundling, packing, labeling, and transportation;
- delivery to designated locations;
- replacement of defective or damaged printed material.

No printing shall commence until the written approval of the final proof has been obtained from the Procuring Agency.

3. Technical Specifications

Unless otherwise specified in the Price Schedule or Annexure-L2, the printed material shall conform to the following minimum requirements:

Item	Specification
Printing Process	Offset Printing
Printing Quality	High Resolution
Colour	Black & White / Colour (as specified in approved artwork)
Paper Size	As specified in approved artwork
Paper Quality	Good quality offset paper of the GSM specified by the Procuring Agency
Printing	Double-sided where specified
Ink	Permanent, smudge-resistant printing ink
Finishing	Proper trimming and alignment

Item	Specification
Binding	Not applicable unless specifically required

Any deviation from the approved specifications shall require prior written approval of the Procuring Agency.

4. Approved Artwork

The Procuring Agency shall provide the final approved artwork in editable and/or print-ready electronic format. The Contractor shall not modify text, numbering, layout, logos, barcodes, QR codes, serial numbers, or formatting without prior written approval.

5. Proof Approval

Before mass printing, the Contractor shall submit one (01) digital proof (PDF) and one (01) hard-copy colour proof (where applicable). Mass production shall commence only after written approval by the Procuring Agency. Approval of the proof shall not relieve the Contractor of responsibility for printing errors attributable to the Contractor.

6. Printing Standards

The printed forms shall be clean and legible; free from blurred text; free from ink smudging; properly registered; have uniform margins; be correctly aligned; and be free from missing pages, duplicate pages, torn sheets, wrinkles, and folds.

7. Quantity Variation

The Procuring Agency reserves the right to increase or decrease the quantities within the limits permitted under the applicable procurement rules and the Contract. Payment shall be made only for the quantities actually ordered, printed, accepted, and delivered.

8. Quality Assurance

The Procuring Agency reserves the right to inspect printing operations during production, including paper verification, GSM verification, ink quality, colour consistency, registration, print clarity, finishing quality, and packaging. The Contractor shall provide unrestricted access for inspection during normal working hours.

9. Packaging

Printed forms shall be counted accurately, bundled securely, packed in durable cartons, and protected from moisture, dust, and physical damage during transportation. Each carton shall clearly indicate the Project Name, Item Description, Quantity, Carton Number, and Delivery Destination.

10. Delivery

The Contractor shall deliver the printed material to the locations specified by the Procuring Agency within the delivery period stated in the Contract. Delivery shall include unloading, stacking where directed, submission of delivery challans, and acknowledgement of receipt. Risk of loss or damage shall remain with the Contractor until formal acceptance by the Procuring Agency.

11. Inspection upon Delivery

Upon delivery, the Procuring Agency may inspect quantity, paper quality, printing quality, dimensions, completeness, packaging, and compliance with the approved proof. Inspection may be conducted at the delivery location or any designated inspection facility. Acceptance shall not prejudice the Procuring Agency's right to reject latent defects discovered subsequently.

12. Rejection and Replacement

The Procuring Agency may reject any printed material that does not conform to the approved proof, contains printing defects, contains missing or duplicate pages, uses inferior paper or ink, is damaged during transportation, or fails to meet the Contract specifications. Rejected material shall be replaced by the Contractor at its own cost within the period specified by the Procuring Agency. Replacement shall not entitle the Contractor to any extension of time or additional payment unless approved in writing.

13. Delivery Schedule

The Contractor shall complete printing and delivery within the period specified in the Contract or Purchase Order. Where phased delivery is required, the Contractor shall comply with the delivery schedule communicated by the Procuring Agency.

14. Payment

Payment shall be made after successful delivery, inspection, acceptance, submission of invoice, and submission of supporting delivery documents. The Procuring Agency may withhold payment for rejected or non-conforming materials until satisfactory replacement has been completed.

15. Warranty of Quality

The Contractor warrants that all printed materials conform to the approved specifications, are free from printing defects, are produced using the approved paper and ink quality, and comply with the approved artwork. The Contractor shall rectify any printing defect attributable to its workmanship at its own cost.

16. Performance Monitoring

Performance shall be evaluated based on compliance with specifications, print quality, delivery performance, responsiveness to instructions, replacement of defective materials, and overall contractual compliance.

17. Completion

Upon completion of the Contract, the Contractor shall deliver all ordered quantities, remove waste material generated during production (where applicable), submit final delivery records, and certify completion of the printing assignment. The Procuring Agency shall issue a Completion Certificate upon satisfactory fulfillment of the contractual obligations.

Lot–3 — Broad-Based Community Meetings (BBCM)

1. Objective

The objective of this Lot is to engage a qualified supplier for the provision of refreshments and event branding materials required for **Broad-Based Community Meetings (BBCMs)** organized by the National Commission for Human Development (NCHD) under the project **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

The BBCMs shall be **planned, coordinated, facilitated, and conducted by NCHD personnel**. The Contractor's responsibility shall be limited to the supply and delivery of the items specified under this Lot.

2. Scope of Supply

The Contractor shall supply only the following items, as specified in the Purchase Order or Call-off Order:

- Refreshments for participants;
- Event banners;
- Any ancillary consumables specifically listed in the Purchase Order.

No event management, facilitation, staffing, venue management, or coordination services are included under this Lot unless expressly stated in writing by the Procuring Agency.

3. Refreshments

The Contractor shall supply fresh, hygienically prepared refreshments in accordance with the quantities specified by the Procuring Agency. The refreshments shall be prepared under hygienic conditions, be fit for human consumption, be delivered on time, be properly packed, and comply with applicable food safety standards. The Procuring Agency reserves the right to reject refreshments that are stale, contaminated, damaged, or otherwise unsuitable.

4. Event Banner

The Contractor shall print and supply event banners in accordance with the artwork approved by the Procuring Agency. Unless otherwise specified, each banner shall be printed in full colour, use high-resolution printing, be free from printing defects, be produced on durable flex material (or other material specified by the Procuring Agency), and include approved project branding only. The Contractor shall not modify the approved artwork without prior written approval.

5. Quantities

The quantities of refreshments and banners shall be specified in the respective Purchase Order or Call-off Order. The Procuring Agency does not guarantee any minimum quantity. Actual quantities shall depend upon project implementation requirements.

6. Delivery

The Contractor shall deliver the required supplies to the locations specified by the Procuring Agency within the time stated in the Purchase Order. Delivery shall include unloading, handing over to the designated NCHD representative, and submission of the Delivery Challan. Risk of loss or damage shall remain with the Contractor until formal acceptance.

7. Inspection

The Procuring Agency may inspect the quality of refreshments, freshness, packaging, quantity, banner dimensions, printing quality, and compliance with approved artwork. Any item failing inspection may be rejected.

8. Replacement

Rejected refreshments or banners shall be replaced immediately, or within the period specified by the Procuring Agency, at no additional cost. Failure to replace rejected items may constitute a contractual default.

9. Payment

Payment shall be made only after successful delivery, satisfactory inspection, acceptance by the Procuring Agency, and submission of invoice and supporting documents. No payment shall be made for rejected items until satisfactory replacement has been completed.

10. Performance Standards

Performance shall be evaluated based on timely delivery, quality of refreshments, printing quality of banners, compliance with specifications, responsiveness to instructions, and contractual compliance.

11. Completion

Upon completion of all deliveries, the Contractor shall submit a Delivery Summary, Delivery Challans, Final Invoice, and Completion Report (if requested). The Procuring Agency shall issue a Completion Certificate after satisfactory fulfillment of the Contract.

Lot–4 — Framework Contract for Supply of Learning Aids, Science Kits, Supplementary Reading Books and Essential Stationery

1. Objective

The objective of this Lot is to establish a **Framework Contract** with a qualified supplier for the supply and delivery of Learning Aids, Science Kits, Supplementary Reading Books, Essential Stationery, and other educational materials required under the project **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

The Framework Contract is intended to provide flexibility in procurement by enabling the Procuring Agency to procure items on an **as-required basis** during the Contract period through the issuance of individual Purchase Orders (Call-off Orders).

2. Scope of Supply

The successful Supplier shall supply educational materials specified in the **Market Schedule of Rates (MSOR), Technical Specifications, and Price Schedule**, including but not limited to:

- Learning Aids;
- Science Kits;
- Supplementary Reading Books;
- Student Stationery;
- Teacher Support Materials (where applicable);
- Educational Kits and Accessories; and
- Any other item specifically included in the approved MSOR.

The detailed specifications, estimated quantities (where applicable), and technical requirements are provided in **Annexure-L4**.

3. Nature of Framework Contract

3.1 This Framework Contract establishes pre-agreed rates, specifications, and contractual conditions for the supply of the listed items during the Contract period.

3.2 The Framework Contract **does not constitute a commitment by the Procuring Agency to purchase any minimum quantity** of goods.

3.3 Actual procurement shall be made only through written Purchase Orders (Call-off Orders) issued by the Procuring Agency.

3.4 The Supplier shall not claim compensation, damages, loss of profit, or any other payment arising solely from the Procuring Agency's decision not to procure the estimated quantities.

4. Market Schedule of Rates (MSOR)

The Supplier shall quote unit rates for every item included in the MSOR. Quoted rates shall remain valid throughout the Framework Contract period unless otherwise provided in the Special Conditions of

Contract. The Procuring Agency reserves the right to purchase all listed items, selected items, or increased or reduced quantities, strictly in accordance with the Contract and applicable procurement rules.

5. Purchase Orders (Call-off Orders)

Supply shall be made only upon issuance of a written Purchase Order by the Procuring Agency. Each Purchase Order shall specify item description, quantity, delivery location, delivery period, inspection requirements, and any special instructions. The Supplier shall acknowledge receipt of each Purchase Order within **two (2) working days**.

6. Delivery Requirements

The Supplier shall deliver the ordered goods to the locations specified in the respective Purchase Order. Delivery shall include transportation, unloading, stacking where directed, submission of delivery challans, and submission of inspection documents, where required. Risk of loss or damage shall remain with the Supplier until formal acceptance by the Procuring Agency.

7. Delivery Period

The delivery period for each Purchase Order shall be specified in the Purchase Order. Where urgent delivery is required, the Procuring Agency may specify an expedited delivery schedule. Failure to comply with the prescribed delivery period may constitute a breach of Contract.

8. Samples

Where required, the Supplier shall submit representative samples before bulk supply. No bulk supply shall commence until written approval of the samples has been issued by the Procuring Agency. Approval of samples shall not relieve the Supplier of responsibility for maintaining the approved quality throughout the Contract.

9. Quality Standards

All supplied items shall conform to the Technical Specifications, be new and unused, be free from manufacturing defects, comply with applicable Pakistani standards or internationally recognized standards where specified, and possess adequate durability for educational use. Where books are supplied, printing quality, binding, paper quality, and content shall conform to the approved specifications.

10. Inspection

The Procuring Agency reserves the right to inspect samples, manufacturing process (where applicable), packing, labeling, transportation, and delivered goods. Inspection may be conducted before dispatch, during delivery, or after delivery. Inspection by the Procuring Agency shall not relieve the Supplier of contractual responsibility for quality.

11. Acceptance of Goods

Acceptance of the supplied Goods shall be subject to successful inspection by the Procuring Agency, based on verification of quantity, specifications, quality, packaging, labeling, physical condition, and compliance with the approved samples (where applicable). Acceptance of Goods at the delivery point shall not prejudice the Procuring Agency's right to reject Goods for latent defects discovered subsequently.

12. Rejection of Goods

The Procuring Agency may reject any Goods that do not conform to the Technical Specifications, differ from the approved sample, are damaged during transportation, are defective or expired, are counterfeit or of inferior quality, are improperly packed or labeled, or fail inspection. The Procuring Agency shall notify the Supplier in writing of the reasons for rejection.

13. Replacement of Rejected Goods

The Supplier shall replace all rejected Goods at its own cost within the period specified in the Purchase Order or within **seven (7) calendar days** from receipt of the rejection notice, whichever is applicable. Replacement Goods shall be subject to the same inspection and acceptance procedures. Failure to replace rejected Goods within the prescribed period may constitute a breach of Contract.

14. Warranty

The Supplier warrants that all Goods supplied under the Framework Contract are new and unused, conform to the approved specifications, are free from manufacturing defects, and are suitable for their intended educational purpose. Where manufacturer warranties are available, the Supplier shall transfer the benefit of such warranties to the Procuring Agency. The warranty period, where applicable, shall commence from the date of acceptance of the Goods.

15. Packaging and Labeling

All Goods shall be packed in a manner that protects them from damage, moisture, dust, and mishandling during transportation and storage. Each package shall be clearly labeled with the Project Name, Item Description, Quantity, Package Number, Supplier Name, and Purchase Order Number. Where fragile items are supplied, the packages shall bear appropriate handling instructions.

16. Payment

Payment shall be made only after satisfactory delivery of the Goods, successful inspection and acceptance, submission of the Supplier's invoice, submission of the Delivery Challan, and submission of any other supporting documents required under the Contract. Payment shall be made only for the quantities actually delivered and accepted.

17. Framework Contract Administration

The Procuring Agency shall administer the Framework Contract through authorized Purchase Orders (Call-off Orders). Each Purchase Order shall constitute a binding instruction under the Framework Contract and shall specify items required, quantities, delivery location, delivery period, inspection requirements, and any special instructions. No verbal instructions shall modify the Framework Contract or any Purchase Order.

18. Contract Ceiling

The total value of Purchase Orders issued under this Framework Contract shall not exceed the approved Contract value unless varied in accordance with the applicable procurement rules and the Contract. The Procuring Agency reserves the right to issue multiple Purchase Orders during the Framework Contract period until the approved Contract value is exhausted or the Contract expires.

19. Performance Monitoring

The performance of the Supplier shall be monitored throughout the Framework Contract period based on compliance with specifications, delivery performance, quality of supplied Goods, replacement of defective items, responsiveness to Purchase Orders, responsiveness to complaints, and overall contractual compliance. The Procuring Agency may maintain a performance record for use in future contract management and procurement decisions, subject to applicable laws and rules.

20. Records and Audit

The Supplier shall maintain complete records relating to Purchase Orders, invoices, delivery challans, inspection reports, replacement records, and warranty claims. The Procuring Agency or any authorized audit authority may inspect such records during the Contract period and for the period required under applicable law.

21. Contract Completion

Upon expiry or completion of the Framework Contract, the Supplier shall complete all outstanding Purchase Orders issued before expiry, replace any rejected Goods relating to completed Purchase Orders, settle all warranty obligations, and submit a Final Supply Statement summarizing all Purchase Orders executed under the Framework Contract. The Procuring Agency shall issue a Completion Certificate upon satisfactory fulfillment of all contractual obligations.

Lot–5 — Communication, Advocacy, and Digital & Social Media Campaign for Educational Access and Retention

1. Objective

The objective of this Lot is to engage qualified service providers to support the National Commission for Human Development (NCHD) in implementing digital awareness and advocacy activities aimed at promoting educational access, enrollment, retention, and community participation under the project **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

The services under this Lot are limited to the activities specified in this Section.

2. Scope of Services

The successful Contractor shall provide the following services:

Activity 2.4.1 — Hiring of Digital Platforms for Awareness Campaign

Indicative Budget: **Rs. 1,200,000**. The Contractor shall arrange publication and promotion of approved awareness messages through suitable digital platforms, including social media platforms and other online channels approved by the Procuring Agency.

Activity 2.4.2 — Messages by Media Influencers

Indicative Budget: **Rs. 300,000**. The Contractor shall engage suitable media influencers, subject to prior written approval by the Procuring Agency, for dissemination of approved awareness messages supporting educational access and retention.

3. Content Approval

All communication materials, messages, graphics, captions, hashtags, scripts, and promotional content shall be prepared or published **only after prior written approval** of the Procuring Agency. The Contractor shall not publish, circulate, or broadcast any material that has not been formally approved.

4. Digital Platform Requirements

The Contractor shall ensure that digital platforms used for the campaign are genuine and active, have verifiable audience reach, are appropriate for public awareness campaigns, and comply with applicable laws and platform policies. The Contractor shall provide evidence of publication, including links, screenshots, and performance reports.

5. Media Influencers

Media influencers proposed by the Contractor shall have an established digital presence, maintain a professional public profile, have content suitable for public awareness campaigns, and be approved by the Procuring Agency before engagement. The Procuring Agency reserves the right to reject any proposed influencer without assigning reasons.

6. Campaign Duration

The campaign schedule shall be determined by the Procuring Agency. The Contractor shall publish approved content within the timelines communicated through written instructions.

7. Reporting Requirements

The Contractor shall submit campaign reports including dates of publication, platform details, links to published content, screenshots, audience reach, engagement statistics (where available), and influencer activity reports. Reports shall be submitted within **five (5) working days** after completion of each campaign activity.

8. Intellectual Property

All communication materials, graphics, captions, campaign designs, and other content developed under this Contract shall become the property of the National Commission for Human Development (NCHD). The Contractor shall not reuse or publish such materials without prior written approval of the Procuring Agency.

9. Performance Standards

Performance shall be assessed based on timely publication, compliance with approved content, achievement of campaign schedule, quality of reporting, responsiveness to instructions, and contractual compliance.

10. Payment

Payment shall be made after satisfactory completion of the assigned activity, submission of supporting evidence, verification by the Procuring Agency, acceptance of deliverables, and submission of a valid invoice.

11. Completion

Upon completion of the assignment, the Contractor shall submit a Final Campaign Report, Digital Evidence of Publications, Influencer Activity Summary, and Final Invoice. The Procuring Agency shall issue a Completion Certificate after satisfactory fulfillment of the contractual obligations.

> *Procurement Note: The Procuring Agency may, at its discretion, structure this Lot as two separate sub-lots — Lot–5A (Hiring of Digital Platforms for Awareness Campaign) and Lot–5B (Messages by Media Influencers) — where the approved procurement plan and market conditions favour engaging specialized providers for each activity.*

Lot–6 — Vehicle Rental and Operational Support for Provincial Office (PO), NCHD

1. Objective

The objective of this Lot is to engage a qualified vehicle rental service provider for provision of **one (01) vehicle** to support the operational, supervisory, monitoring, coordination, and field activities of the National Commission for Human Development (NCHD), Provincial Office, Khyber Pakhtunkhwa, during implementation of the project **"Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment."**

2. Scope of Services

The Contractor shall provide **one (01) roadworthy vehicle** on a full-time rental basis for official use by the Provincial Office (PO), NCHD. The vehicle shall be available exclusively for official project activities throughout the Contract period.

3. Vehicle Specifications

The vehicle shall, at a minimum:

- be in good mechanical condition;
- possess valid registration with the relevant Excise and Taxation Authority;
- have valid route permit (where applicable);
- possess valid comprehensive insurance;
- have a valid fitness certificate (where applicable);
- be clean, safe, and properly maintained;
- have functional air conditioning;
- have properly functioning seat belts and safety features.

The exact make, model, seating capacity, fuel type, and minimum model year shall be specified in **Annexure-L6 (Technical Specifications)**.

4. Driver

Where the Contract includes a driver, the Contractor shall ensure that the driver possesses a valid driving licence appropriate for the vehicle, has adequate driving experience, maintains professional conduct, complies with all traffic laws, and follows instructions issued by the authorized NCHD officer regarding official travel. Any change of driver shall require prior intimation to the Procuring Agency.

5. Maintenance and Operational Responsibility

Unless otherwise specified in the Special Conditions of Contract (SCC), the Contractor shall remain responsible for routine maintenance, preventive maintenance, mechanical repairs, replacement of worn-out tyres, insurance, registration renewal, and payment of applicable taxes related to vehicle ownership. The Contractor shall ensure that the vehicle remains available throughout the Contract period.

6. Vehicle Replacement

If the vehicle becomes unserviceable due to breakdown, accident, or major mechanical failure, the Contractor shall provide a replacement vehicle of **equivalent or better specification within twenty-four (24) hours**, unless otherwise approved by the Procuring Agency. No additional payment shall be made for the replacement vehicle.

7. Availability

The vehicle shall remain available during official working hours and for authorized field visits outside normal working hours when required by the Procuring Agency. Planned maintenance shall be scheduled in consultation with the Procuring Agency to minimize disruption.

8. Inspection

The Procuring Agency may inspect the vehicle at any time to verify roadworthiness, cleanliness, safety, maintenance condition, and contractual compliance. The Contractor shall promptly rectify any deficiencies identified during inspection.

9. Payment

Payment shall be made on a **monthly basis** (or as specified in the Contract) after verification of satisfactory vehicle availability, confirmation of satisfactory performance, submission of invoice, and submission of any supporting documents required under the Contract. Deductions may be made for prolonged non-availability of the vehicle attributable to the Contractor.

10. Performance Standards

The Contractor shall ensure continuous availability of the vehicle, roadworthy condition, timely maintenance, prompt replacement in case of breakdown, and compliance with contractual obligations. Repeated failure to maintain the required service standards may result in contractual remedies, including termination in accordance with the Contract.

11. Completion

Upon expiry of the Contract, the Contractor shall complete all outstanding contractual obligations, settle any pending claims relating to the service, and return any documents or materials belonging to the Procuring Agency. The Procuring Agency shall issue a Completion Certificate upon satisfactory completion of the Contract.

> *Procurement Note: The vehicle category (e.g. sedan, double cabin, SUV), whether rental is with or without driver, fuel-cost responsibility, mileage limits, and monthly rental basis shall be defined in Annexure-L6 (Technical Specifications) and/or the Special Conditions of Contract (SCC) before issuance, so that all bidders quote on a consistent basis.*

Section V — General Conditions of Contract (GCC)

These General Conditions of Contract (GCC) shall apply to all Lots awarded under this Bidding Document unless modified by the Special Conditions of Contract (SCC). In case of any inconsistency between the GCC and SCC, the SCC shall prevail.

1. Definitions

For the purposes of this Contract:

- **Contract** means the Contract Agreement executed between the Procuring Agency and the Contractor together with all documents forming part of the Contract.
- **Contract Price** means the amount payable to the Contractor under the Contract.
- **Contractor** means the successful Bidder with whom the Contract is executed.
- **Goods** means all items, materials, equipment, supplies, educational materials, printed materials, and other goods to be supplied under the Contract.
- **Services** means all non-consultancy services to be provided under the Contract.
- **Procuring Agency** means the National Commission for Human Development (NCHD).
- **Project** means the project identified in the Special Conditions of Contract.
- **Purchase Order** means a written instruction issued under a Framework Contract requiring supply of specified Goods.
- **Day** means a calendar day unless otherwise specified.

2. Contract Documents

The following documents shall constitute the Contract and shall be read as complementary to one another:

u. Contract Agreement;
v. Letter of Acceptance;
w. Special Conditions of Contract;
x. General Conditions of Contract;
y. Technical Specifications and Procurement Requirements;
z. Bid Data Sheet;
aa. Instructions to Bidders;
bb. Contractor's Bid;
cc. Purchase Orders (where applicable);
dd. Any Contract Amendment duly executed by both Parties.

In the event of inconsistency, the order above shall prevail.

3. Governing Law

This Contract shall be governed by and interpreted in accordance with the laws of the **Islamic Republic of Pakistan**.

4. Language

The governing language of the Contract shall be **English**. Where translations exist, the English version shall prevail.

5. Notices

All notices under the Contract shall be in writing, identify the Contract reference, and be delivered by hand, courier, registered post, or electronic mail where accepted by both Parties. A notice shall become effective upon receipt.

6. Scope of Contract

The Contractor shall supply the Goods and/or provide the Services described in the Contract and shall perform all obligations necessary for successful completion of the Contract. The Contractor shall comply with all lawful instructions issued by the Procuring Agency that are consistent with the Contract.

7. Contract Price

The Contract Price shall be the price stated in the Contract Agreement and shall include all taxes, duties, transportation, labour, insurance, overheads, and all other costs necessary for complete performance of the Contract unless expressly excluded. No additional payment shall be made except where specifically authorized under the Contract.

8. Taxes and Duties

The Contractor shall be responsible for all taxes, duties, levies, and statutory obligations applicable under the laws of Pakistan. The Procuring Agency shall deduct withholding taxes in accordance with applicable tax laws.

9. Performance Security

Where required under the Contract, the Contractor shall furnish Performance Security in the form and amount specified in the Special Conditions of Contract. Failure to furnish Performance Security within the prescribed period may result in cancellation of the award. Performance Security shall remain valid until satisfactory completion of the Contract.

10. Standards of Performance

The Contractor shall perform the Contract with due skill and care, in accordance with accepted professional standards, in compliance with applicable laws, in accordance with the Technical Specifications, and within the prescribed timelines.

11. Inspection and Acceptance

The Procuring Agency may inspect Goods, Services, manufacturing processes, deployment of personnel, vehicles, printed materials, educational materials, and documentation, before delivery, during delivery, or after delivery. Acceptance shall be subject to satisfactory compliance with the Contract and shall not prejudice the Procuring Agency's right to reject latent defects discovered subsequently.

12. Delivery and Completion

The Contractor shall complete delivery of Goods and/or Services within the period specified in the Contract or the relevant Purchase Order. Time shall be of the essence. Any anticipated delay shall immediately be notified in writing to the Procuring Agency together with reasons and proposed corrective measures.

13. Payment

Payments shall be made only after satisfactory performance, inspection, acceptance, submission of invoices, and submission of supporting documents required under the Contract. The Procuring Agency may withhold payment for Goods or Services not complying with the Contract.

14. Records and Audit

The Contractor shall maintain complete and accurate records relating to the performance of the Contract. The Procuring Agency, Internal Audit, Auditor General of Pakistan, or any other legally authorized authority may inspect such records during the Contract period and for the record-retention period required under applicable law.

15. Warranty

15.1 The Contractor warrants that all Goods supplied under the Contract shall be new and unused, unless otherwise specified; conform to the Technical Specifications; be free from defects in design, materials, and workmanship; and be suitable for their intended purpose.

15.2 Where Services are provided, the Contractor warrants that such Services shall be performed with due skill, care, diligence, and in accordance with accepted professional standards.

15.3 During the warranty period, the Contractor shall, at its own cost, promptly repair, replace, or rectify any defects attributable to its workmanship, materials, or non-compliance with the Contract.

16. Liquidated Damages

16.1 If the Contractor fails to deliver the Goods or perform the Services within the prescribed time, the Procuring Agency may impose Liquidated Damages at the rate specified in the **Special Conditions of Contract (SCC)**.

16.2 The total amount of Liquidated Damages shall not exceed the maximum percentage specified in the SCC.

16.3 Imposition of Liquidated Damages shall not relieve the Contractor from its obligation to complete the Contract.

17. Variations and Amendments

17.1 No amendment to the Contract shall be valid unless made in writing and signed by authorized representatives of both Parties.

17.2 Variations in quantities, delivery schedules, or scope of work shall be made only in accordance with the Contract and the applicable procurement rules.

18. Force Majeure

18.1 Neither Party shall be liable for failure or delay in performing its contractual obligations if such failure results from an event beyond its reasonable control, including but not limited to natural disasters, floods, earthquakes, war, civil unrest, acts of terrorism, epidemics or pandemics, and government restrictions.

18.2 The affected Party shall notify the other Party in writing within **seven (7) calendar days** of becoming aware of the Force Majeure event.

18.3 The Parties shall make reasonable efforts to mitigate the effects of the Force Majeure event and resume performance as soon as practicable.

19. Suspension

19.1 The Procuring Agency may suspend performance of the Contract, in whole or in part, by written notice where necessary in the public interest or due to circumstances affecting project implementation.

19.2 During suspension, the Contractor shall take reasonable steps to minimize costs and protect Goods, Services, and work already completed.

20. Termination

The Procuring Agency may terminate the Contract, in whole or in part, by written notice if the Contractor:

- fails to perform contractual obligations;
- fails to deliver Goods or Services within the prescribed time without acceptable justification;
- becomes insolvent or bankrupt;
- engages in fraudulent, corrupt, collusive, coercive, or obstructive practices;
- submits forged or misleading documents;
- commits a material breach of the Contract that remains unremedied after written notice.

The Contractor may request termination where continued performance becomes impossible due to prolonged Force Majeure or other circumstances recognized under the Contract.

21. Confidentiality

The Contractor shall keep confidential all information obtained during performance of the Contract, including but not limited to project records, beneficiary information, databases, reports, official correspondence, and electronic records. The confidentiality obligation shall survive expiry or termination of the Contract.

22. Intellectual Property

Unless otherwise provided in the Contract, all reports, designs, artwork, communication materials, databases, software configurations, photographs, videos, documents, and other deliverables prepared under the Contract shall become the property of the National Commission for Human Development (NCHD). The Contractor shall not reproduce, publish, distribute, or use such materials without prior written approval of the Procuring Agency.

23. Assignment and Subcontracting

The Contractor shall not assign, transfer, or subcontract the whole or any substantial part of the Contract without the prior written approval of the Procuring Agency. Approval of any subcontract shall not relieve the Contractor of its responsibilities and obligations under the Contract.

24. Fraud and Corruption

The Contractor shall comply with the highest standards of integrity throughout the Contract period. If the Procuring Agency determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, it may take action in accordance with the Contract, the Public Procurement Rules, 2004, and other applicable laws, including termination of the Contract, forfeiture of Performance Security (where applicable), and reporting to the competent authorities.

25. Settlement of Disputes

The Parties shall first attempt to resolve any dispute arising under the Contract through mutual consultation and amicable negotiations. If the dispute cannot be resolved amicably within **thirty (30) calendar days**, either Party may refer the matter to the competent court of jurisdiction in Pakistan unless another dispute resolution mechanism is expressly provided in the Special Conditions of Contract.

26. Survival of Obligations

Termination or expiry of the Contract shall not affect obligations relating to confidentiality, intellectual property, warranties, audit, indemnities (where applicable), settlement of outstanding payments, and any other provisions intended by their nature to survive termination.

27. Entire Agreement

The Contract constitutes the entire agreement between the Parties and supersedes all previous negotiations, correspondence, understandings, and representations relating to its subject matter.

28. Contract Completion

Upon satisfactory completion of all contractual obligations, the Procuring Agency shall issue a Completion Certificate; Performance Security shall be released in accordance with the Contract; and the Contractor shall submit all outstanding reports and records required under the Contract.

Section VI — Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) shall supplement and, where necessary, amend the General Conditions of Contract (GCC). In the event of any inconsistency between the GCC and the SCC, the provisions of the SCC shall prevail.

1. Procuring Agency

National Commission for Human Development (NCHD), Head Office, Islamabad. Implementing Office: Provincial Office, NCHD, Khyber Pakhtunkhwa, Peshawar.

2. Project

Technical Support to E&SED Khyber Pakhtunkhwa in Reducing Out-of-School Children (OOSC) and Community Engagement to Improve School Environment.

3. Contract Commencement

The Contract shall become effective from the date of signing by both Parties or from such other date as specified in the Letter of Acceptance.

4. Contract Period

To be finalized by the Procuring Agency before issuance of the Tender Document. Where applicable, Framework Contracts shall remain valid for the period specified in the Contract Agreement.

5. Contract Administrator

The Procuring Agency shall nominate a Contract Administrator who shall be responsible for monitoring Contract performance, issuing Purchase Orders (where applicable), certifying deliverables, processing payments, coordinating inspections, and maintaining Contract records. The name and designation of the Contract Administrator shall be notified after Contract award.

6. Delivery Locations

Goods and Services shall be delivered or performed at the locations specified in the Contract Agreement, Purchase Orders (where applicable), and written instructions issued by the Procuring Agency. Delivery locations may include the Provincial Office, District Offices, Schools, Project Sites, and other officially designated locations.

7. Delivery Period

The delivery or completion period for each Lot shall be specified in the Contract Agreement, Purchase Orders, Activity Orders, or written instructions issued by the Procuring Agency.

8. Performance Security

Where Performance Security is required, the successful Contractor shall furnish it in the amount specified below: **Performance Security: _____ % of the Contract Price** — to be finalized by the Procuring Agency before issuance of the Tender Document. The Performance Security shall remain valid until satisfactory completion of the Contract.

9. Liquidated Damages

For delay attributable to the Contractor, Liquidated Damages shall be imposed at **_____ % of the Contract Price per day/week**, subject to a maximum of **_____ % of the Contract Price** — to be finalized by the Procuring Agency before issuance.

10. Payment Terms

Payments shall be made after satisfactory completion of the assigned Goods or Services, inspection and acceptance, submission of invoice, and submission of supporting documents. Payment shall normally be processed within **thirty (30) days** after receipt of complete documentation, subject to availability of funds and fulfillment of contractual obligations.

11. Taxes

Applicable taxes shall be deducted in accordance with the prevailing laws of Pakistan. Any change in taxation during Contract performance shall be dealt with in accordance with applicable laws and the Contract.

12. Inspection and Acceptance

Inspection shall be carried out by representatives authorized by the Procuring Agency. Acceptance shall be based upon compliance with specifications, satisfactory performance, completion of required documentation, and compliance with Contract requirements.

13. Reporting Requirements

Where applicable, the Contractor shall submit Monthly Progress Reports, Delivery Reports, Attendance Reports, Activity Completion Reports, Supply Statements, Performance Reports, and any additional reports reasonably required by the Procuring Agency. Reporting formats may be prescribed by the Procuring Agency during Contract implementation.

14. Framework Contracts

For Framework Contracts, Purchase Orders shall be issued as and when required; no minimum quantity is guaranteed; and payment shall be made only for Goods actually ordered, delivered, and accepted.

15. Confidentiality

The Contractor shall maintain strict confidentiality regarding all project information obtained during performance of the Contract. Confidentiality obligations shall survive expiry or termination of the Contract.

16. Intellectual Property

All reports, educational materials, artwork, databases, communication materials, photographs, videos, and other deliverables prepared under the Contract shall become the property of the National Commission for Human Development (NCHD), unless otherwise specified.

17. Replacement of Personnel / Goods

Where applicable, defective Goods shall be replaced by the Contractor at its own cost; unsatisfactory personnel shall be replaced within the period specified by the Procuring Agency; and replacement shall not result in additional financial liability for the Procuring Agency.

18. Insurance

The Contractor shall maintain all insurance required under applicable law and the Contract, including insurance relating to personnel, vehicles, Goods, or equipment, where applicable.

19. Force Majeure Notification

The Contractor shall notify the Procuring Agency within **seven (7) calendar days** after becoming aware of a Force Majeure event. Supporting documentary evidence shall be provided where available.

20. Contract Close-Out

Before final release of Performance Security, the Contractor shall complete all contractual obligations, submit all pending reports, rectify all outstanding deficiencies, settle all warranty obligations, and return all records and property belonging to the Procuring Agency.

21. Address for Notices

Procuring Agency: National Commission for Human Development (NCHD), Head Office, Islamabad; Provincial Office, NCHD, Khyber Pakhtunkhwa, Peshawar. *(Complete postal addresses, telephone numbers, and email addresses shall be inserted before issuance.)*

Contractor: As specified in the Contract Agreement.

22. Lot-Specific Special Conditions

Where any Lot contains specific contractual requirements differing from these SCC, those requirements shall prevail only for that particular Lot and only to the extent expressly stated.

Section VII — Contract Forms

Form–1: Letter of Acceptance

Ref. No.: ________________________ **Date:** ________________________

To: M/s ____

Address: ____

Subject: Letter of Acceptance

Dear Sir/Madam,

With reference to your Bid dated ____________ submitted in response to Tender No. ____________ for the procurement of ____________, the National Commission for Human Development (NCHD) is pleased to inform you that your Bid has been accepted.

The Contract Price is: **PKR ____________** (Rupees _____________________________________)

You are requested to:

ee. acknowledge receipt of this Letter within **seven (7) calendar days**;

ff. submit the required Performance Security (where applicable);

gg. execute the Contract Agreement within the prescribed period.

Failure to comply may result in cancellation of the award in accordance with the Tender Document.

Yours faithfully,

Director General National Commission for Human Development (NCHD)

Form–2: Contract Agreement

This Contract Agreement is made on this ____ day of ______________ 20____

BETWEEN **National Commission for Human Development (NCHD)** (hereinafter called the "Procuring Agency")

AND **M/s ________________________________** (hereinafter called the "Contractor")

WHEREAS the Procuring Agency invited Bids for the procurement of Goods and Non-Consultancy Services;

AND WHEREAS the Contractor submitted the successful Bid;

NOW THEREFORE the Parties agree as follows:

hh. The Contractor shall perform the Contract in accordance with the Contract Documents.

ii. The Procuring Agency shall pay the Contractor the Contract Price in accordance with the Contract.

jj. The following documents shall form part of this Agreement: Letter of Acceptance; Contractor's Bid; Special Conditions of Contract; General Conditions of Contract; Technical Specifications; Price Schedule; Purchase Orders (where applicable); and all Contract Amendments.

kk. This Agreement shall become effective from the date of signature by both Parties.

National Commission for Human Development	Contractor
Signature: ____________________	Signature: ____________________
Name: ____________________	Name: ____________________
Designation: ____________________	Designation: ____________________
Date: ____________________	Company Seal / Date: ____________________

Form–3: Performance Security

(To be issued by a Scheduled Bank)

Bank Guarantee No. ________________ Date ________________

At the request of M/s _________________________________, we hereby irrevocably undertake to pay the National Commission for Human Development (NCHD) any amount not exceeding **PKR _____________** upon receipt of your first written demand stating that the Contractor has failed to perform its obligations under the Contract.

This Guarantee shall remain valid until _____________________, unless released earlier by the Procuring Agency.

Authorized Signatory — Scheduled Bank — Official Seal

Form–4: Bid Security

(To be issued by a Scheduled Bank)

Bank Guarantee No. ________________ Date ________________

We hereby undertake to pay NCHD an amount not exceeding **PKR _____________** upon receipt of your written demand if the Bidder:

- withdraws the Bid during the Bid Validity Period;
- refuses to execute the Contract;
- fails to furnish Performance Security where required.

This Guarantee shall expire automatically upon completion of the Bid Validity Period unless a claim is made before such expiry.

Form–5: Bid Submission Form

To: The Director General, National Commission for Human Development

We, the undersigned, hereby submit our Bid for Tender No. ________________________.

We declare that:

- we have examined the Bidding Document;
- we accept all terms and conditions;

- we are eligible to participate;
- we are not blacklisted where such blacklisting legally affects eligibility;
- we agree to keep our Bid valid for the prescribed period;
- all information submitted is true and complete.

Name of Bidder: ____________________ Authorized Signature: ____________________ Company Seal

Form–6: Bidder Information Form

Particular	Information
Company Name	
Registered Address	
Postal Address	
Telephone	
Email	
NTN	
Sales Tax Registration	
Registration Authority	
Contact Person	
Years of Experience	

Form–7: Declaration of Non-Blacklisting

We hereby declare that our firm has not been blacklisted, debarred, or suspended by any authority in a manner that legally affects our eligibility to participate in this procurement. We further certify that all information provided is true.

Authorized Signature — Company Seal

Form–8: Conflict of Interest Declaration

We declare that no actual, potential, or perceived conflict of interest exists that would improperly influence our participation in this procurement. Should any conflict arise during the procurement process or Contract execution, we undertake to disclose it immediately in writing to the Procuring Agency.

Authorized Signature — Company Seal

Section VIII — Annexures

Annexure–A: Technical Specifications

This Annexure shall contain the detailed technical specifications for each Lot, including:

Lot–1

- Personnel Requirements
- Qualification Criteria
- Experience Requirements
- Deployment Locations
- Reporting Structure

Lot–2

- Household Survey Form Printing Specifications
- Paper Quality (GSM)
- Size
- Printing Colors
- Packaging Requirements

Lot–3

- BBCM Banner Specifications
- Refreshment Menu
- Quantity per Meeting
- Delivery Requirements

Lot–4

- Learning Aids Specifications
- Science Kit Specifications
- Supplementary Reading Book Specifications
- Stationery Specifications
- Approved Brands (where justified) or "or equivalent"

Lot–5

- Digital Campaign Requirements
- Social Media Platform Requirements
- Influencer Deliverables
- Reporting Requirements

Lot–6

- Vehicle Technical Specifications

- Minimum Model Year
- Fuel Type
- Seating Capacity
- Insurance Requirements

Annexure–B: Bill of Quantities (BOQ) / Price Schedule

A separate Price Schedule shall be prepared for each Lot, containing: Item Description; Unit of Measurement; Estimated Quantity (where applicable); Unit Rate; Total Price; Applicable Taxes; and Grand Total.

For **Framework Contracts**, quantities shall be clearly identified as **estimated only** and shall not constitute a commitment to purchase.

Annexure–C: Delivery Schedule

This Annexure shall specify Delivery Locations; Delivery Timeline; Partial Deliveries (where permitted); Completion Milestones; and Inspection Points.

Annexure–D: Reporting Formats

The Contractor shall use the reporting formats prescribed by the Procuring Agency. Depending on the Lot, these may include a Monthly Progress Report, Attendance Report, Payroll Summary, Delivery Report, Activity Completion Report, Digital Campaign Report, Vehicle Utilization Report, and Performance Report.

Annexure–E: Inspection and Acceptance Checklist

The Procuring Agency shall use this checklist for inspection and acceptance of Goods and Services, including Contract Reference; Lot Number; Date of Inspection; Item Description; Quantity; Compliance with Specifications; Quality Assessment; Acceptance/Rejection; Remarks; and Signature of Inspection Committee.

Annexure–F: Performance Evaluation Form

The Procuring Agency shall periodically evaluate Contractor performance using measurable indicators such as Timely Delivery; Quality of Goods/Services; Compliance with Specifications; Responsiveness; Reporting; Contract Administration; and Overall Performance Rating. This form shall become part of the Contract performance record.

Annexure–G: List of Delivery Locations

This Annexure shall identify the approved delivery locations for each Lot. Where delivery locations are not finalized at the time of tender issuance, the Annexure shall state: "Delivery locations shall be communicated through Purchase Orders or written instructions issued by the Procuring Agency."

Annexure–H: Contact Details

Procuring Agency: National Commission for Human Development (NCHD), Head Office, Islamabad; Provincial Office, Khyber Pakhtunkhwa. Postal Address / Telephone / Email / Website *(to be inserted before issuance)*.

Annexure–I: Forms to be Submitted by Bidders

The following completed forms shall form part of the Bid:

- Bid Submission Form
- Bidder Information Form
- Price Schedule
- Technical Proposal (where applicable)
- Financial Proposal (where applicable)
- Non-Blacklisting Declaration
- Conflict of Interest Declaration
- Manufacturer's Authorization (where applicable)
- Bid Security
- Any other document required in the Bid Data Sheet.

Annexure–J: Checklist for Bid Submission

Document	Attached (Yes/No)
Bid Submission Form	
Bid Security	
Technical Proposal	
Financial Proposal	
Price Schedule	
Company Registration	
NTN Certificate	
Sales Tax Registration	
Experience Documents	
Financial Statements	
Affidavit of Non-Blacklisting	
Conflict of Interest Declaration	
Other Required Documents	

Section IX — Final Procurement Review and Recommendation for Approval

> *Internal document — for Director General approval only. This Section shall be removed from the copy of the Bidding Document issued to bidders.*

9.1 Purpose

This Section presents the final procurement review of the Standard Bidding Document prior to its submission for approval. It confirms that the document has been reviewed from legal, procurement, technical, financial, and administrative perspectives and identifies the remaining project-specific particulars that shall be finalized before issuance of the Tender Notice.

9.2 Summary of Review

The Standard Bidding Document has been prepared in accordance with the applicable provisions of the Public Procurement Rules, 2004 and incorporates the essential components required for transparent, competitive, and efficient procurement of Goods and Non-Consultancy Services, comprising:

- Invitation for Bids (IFB);
- Instructions to Bidders (ITB);
- Bid Data Sheet (BDS);
- Evaluation and Qualification Criteria;
- Procurement Requirements for all Lots;
- General Conditions of Contract (GCC);
- Special Conditions of Contract (SCC);
- Bid Forms;
- Contract Forms; and
- Annexures.

9.3 Pre-Issuance Verification

Before publication of the Tender Notice, the Procuring Agency shall verify the following:

A. Procurement Information

- Tender Number has been assigned.
- Advertisement Reference has been finalized.
- Bid Submission and Opening Schedule has been approved.
- Contract Duration has been confirmed.
- Funding Source has been confirmed.
- Bid Security and Performance Security requirements have been finalized.
- Liquidated Damages provisions have been finalized.

B. Administrative Information

- Official postal addresses are complete.
- Official email addresses are correct.
- Contact persons have been nominated.
- Table of Contents, page numbering, and cross-references have been updated.

C. Legal and Procurement Verification

- All clause references between the ITB, BDS, Evaluation Criteria, GCC, SCC, Forms, and Annexures have been verified.
- All placeholders have been replaced with the approved project-specific information.
- Evaluation criteria are objective, measurable, and supported by documentary evidence.
- Technical Specifications, BOQs, Price Schedules, and Contract Forms are consistent with the approved project requirements and budget.
- The procurement procedure is fully aligned with the Public Procurement Rules, 2004.

9.4 Overall Conclusion

Based on the comprehensive legal, procurement, technical, financial, and administrative review undertaken, this Standard Bidding Document provides a complete and appropriate framework for conducting an open, transparent, competitive, and accountable procurement process.

Subject to incorporation of the remaining project-specific particulars intentionally left blank and approval by the Competent Authority, the document is considered suitable for issuance through Open Competitive Bidding in accordance with the Public Procurement Rules, 2004.

9.5 Recommendation

It is recommended that the Director General may kindly:

ll. Review and approve this Standard Bidding Document;

mm. Authorize incorporation of the remaining project-specific particulars prior to advertisement; and

nn. Accord approval for issuance of the Tender Notice in accordance with the Public Procurement Rules, 2004.

END OF STANDARD BIDDING DOCUMENT

Prepared by

National Commission for Human Development (NCHD)
Provincial Office, Khyber Pakhtunkhwa
Peshawar