

Standard Bidding Document

Provision of 100 Laboratory Associates for deployment in schools and colleges of Federal Directorate of Education Islamabad
(Non-Consultancy Services)

National

Single Stage-Two Envelope



September 18, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **FDE (FDE)** has reserved Funds for the procurement planned for FY **2026-27**. The **FDE (FDE)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Provision of 100 Laboratory Associates for deployment in schools and colleges of Federal Directorate of Education Islamabad**" with the reference of "**P127213**"
2. The **FDE (FDE)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Call at Deposit, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/127213>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, November 5, 2026 02:00 PM**. E-bids will be opened on the same day at **Thursday, November 5, 2026 02:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on **<https://vendors.epads.gov.pk/>**. A tutorial to explain the registration process is available at

<https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before Dead deadline

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. Opening of Bids

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **BDS**, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

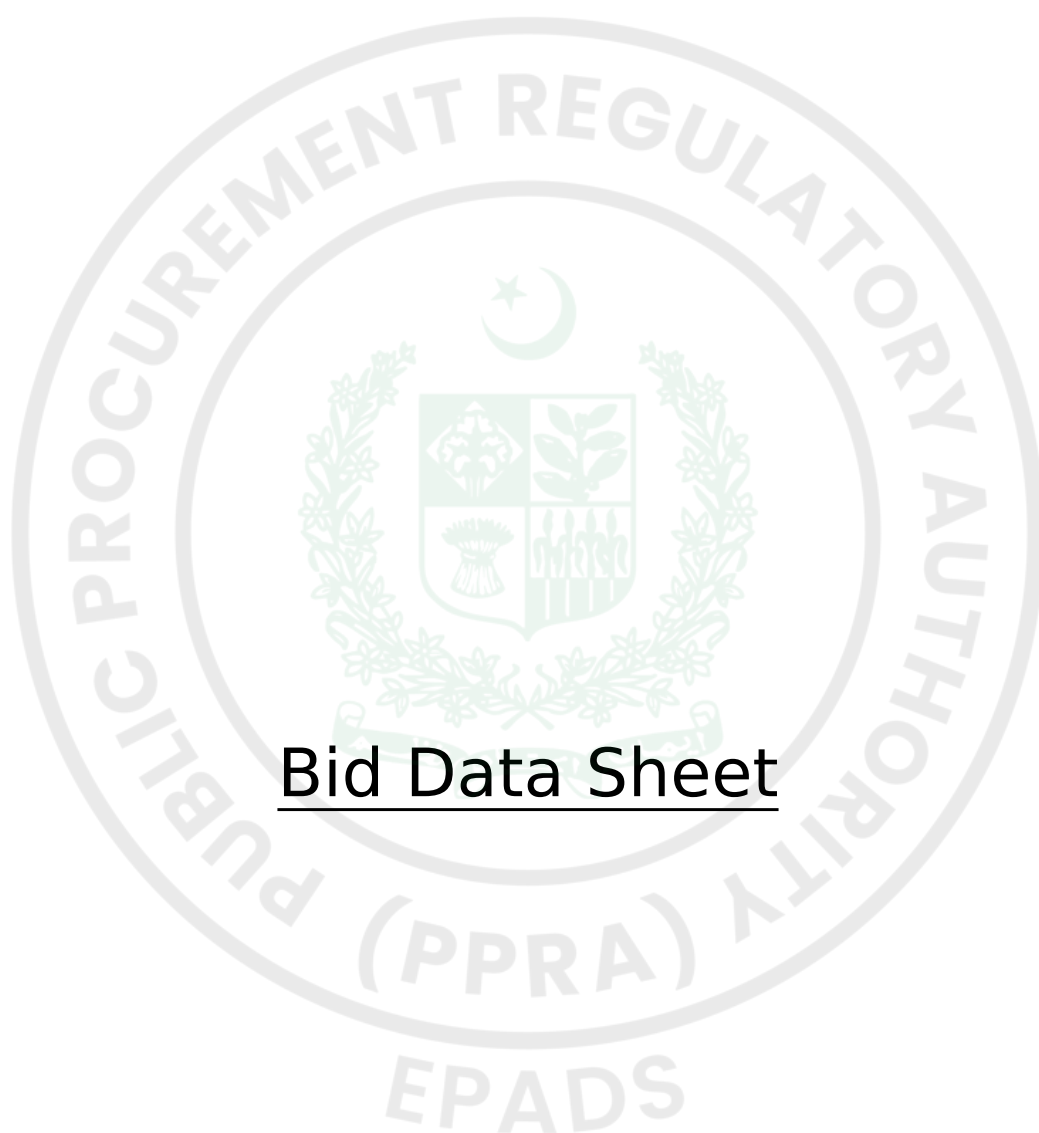
H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **FDE (FDE)**

The subject of procurement is: **Provision of 100 Laboratory Associates for deployment in schools and colleges of Federal Directorate of Education Islamabad**

Expected commencement date: **Monday, November 16, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P127213**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Tuesday, September 29, 2026

Pre-Bid Meeting: Friday, September 25, 2026 10:00 AM

Venue: Federal Directorate of Education, G-9/4

BDS Clause Number 5

Any addendum, in case issued, shall be published on **FDE (FDE)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Call at Deposit, Demand Draft**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Federal Directorate of Education, G-9/4

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, November 5, 2026 02:00 PM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Thursday**

Date: **Thursday, November 5, 2026**

Time : **02:30 PM**

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Call at Deposit, Demand Draft**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Sole Proprietorship	NADRA CITIZENSHIP (CNIC/NICOP)
Partnership Firm	FBR (NTN)
Company (Private Limited)	SECP
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	
NGO / NPO	
IGO	

Eligibility Criteria	Document
Registration with relevant Government authorities to engage in business in case of firms / Certificate of Incorporation in the case of companies. (required document: Valid registration certificate / Certificate of Incorporation.)	Yes

Registered with FBR, having valid NTN and GST registration with active status on the taxpayers list. (document required: Valid NTN and GST registration / active taxpayer status evidence.)	Yes
Certificates of registration with Employee Old Age Benefit Institution (EOBI) and Social Security registration of the employees. (required document: Valid EOBI and Social Security registration certificates.)	Yes
Submission of tax returns for the last three years. (required document: Tax returns for the last three years.)	Yes
Minimum Rs. 50 million average annual turnover of the last three financial years. The average turnover shall refer to the individual bidder and not the composite turnover of affiliates, subsidiaries, sister concerns, or parent companies. (required document: Audited Financial Statement through registered Chartered Accountant Firm, specifying net worth and turn over for the specified years.)	Yes
Affidavit on stamp paper confirming that the firm/agency is not blacklisted / debarred by any Government, Semi-Government organization, or Autonomous body. (required document: Original affidavit on stamp paper.)	Yes
Refundable bid security of PKR 2 Million in the shape of Call Deposit Receipt (CDR) / pay order / Bank Draft in favor of DDO FDE. (required document: Original CDR / pay order / Bank Draft for PKR 2 Million in favor of DDO FDE.)	Yes
Have submitted Technical Proposal and Financial Proposal through E-PADS and bidders have to ensure that Financial Proposal is not part of the Technical Proposal in any form (required document: Statement on company letter head)	Yes
Local office in Islamabad / Rawalpindi is mandatory. (document required : ownership or tenancy agreement document)	Yes

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	100
Passing Marks	65
Experience of the Firm / company	
Minimum 5 Years of experience required and each year of experience add 1.5 marks maximum up to 15 Marks (10 Years of Experience=15 Marks) (Qualitative)(Doc Required)	15
Experience for management & provision of Human Resource services during last five years in any field (excluding construction of buildings) supported by satisfactory completion certificate	

Maximum Marks (Qualitative)(Doc Required)	20
126 to 150 Persons (20)	
101 to 125 Person (15)	
76 to 100 persons (10)	
50 to 75 persons (5)	
Relevant Experience of the during last 5 years for providing academic staff(Teachers, Lab Assistants, Computer Lab supervisors etc) to Educational Institutions (Schools / Colleges/Universities) supported by completion certificate	
3 mark for each work order having at least provision of 70 personnels, up to 15 marks maximum (Qualitative)(Doc Required)	15
Average annual turnover of last three financial years supported by Audited Financial Statements specifying the net worth	
Maximum marks allocated to this main category (Qualitative)(Doc Required)	10
PKR 126 Million or above (10)	
PKR 101 million to PKR 125 million (7)	
PKR 76 million to PKR 100 million (5)	
PKR 50 million to PKR 75 million (3)	
Work Plan and Methodology	

Management and Organizational Chart, Scheduling and Engagement Commitment, Hiring and Selection procedure of Lab Associates, Deployment HR Management System, Task Management, Attendance Management Plan, Training Modules and Training plan of Laboratory Associates. (Qualitative)(Doc Required)	15
Complaint handling system (Qualitative)(Doc Required)	3
Presentation, including details of Work Plan and project management and execution methodology (Qualitative)(Doc Required)	12
Human Resource	
Project Manager: (Main contact person of the Project): Provide Emails, Cell #, Addresses and CVs) Educational Qualification: Minimum 18 Years of Education in Project Management, Business Administration, Human Resource Management or related field= 2.5 Experience: 5 years or more experience in Project Management, Human Resource Management or Related= 2.5 (Qualitative)(Doc Required)	5
2 Supervisors: (Problem Solving Positions): Provide Emails, Cell #, Addresses and CVs) Educational Qualifications: Minimum 16 Years of Education in Human Resource Management, Project Management, Business administration of related fields= 3 Marks (1.5 Marks for each person) Experience: Minimum 3 Years' Experience in related fields = 2 (1 Marks for each Person) (Qualitative)(Doc Required)	5

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Lab Associates including Management Cost	Address: Associated Schools and Colleges of FDE Schedule: 27 Days Quantity: 100/person	100/person	2000000 PKR

Related Services :

Yes

Position	Related Services
Lab Associates including Management Cost	Service provider will be responsible for the training of deployed Laboratory Associates to equip them with the skills to perform duties described above The training modules will be endorsed by FDE & training will not be less than 3 days and 6hrs/day

Services Specifications

Positions Without Lots :

Position: Lab Associates including Management Cost

Specifications / Requirements:

The Federal Directorate of Education (FDE) intends to hire the services of registered and eligible service provider firms/companies for the provision of 100 Laboratory Associates (45 Males+ 55 Females) for ICT schools/colleges working under the ambit of FDE for a period of two (02) years, extendable by one (01) year subject to satisfactory performance, in accordance with the following terms and conditions:

1. Minimum Qualification and Strength of Laboratory Associates

- The service provider shall provide a total of 100 Laboratory Associates, for science laboratories (Physics, Chemistry, Biology & Science Labs) in the schools/colleges working under FDE, Islamabad.
- Each Laboratory Associate must possess at least a BS degree or equivalent qualification in the relevant subject: 1. Physics (50) 2. Chemistry, Biology, Biochemistry or equivalent (50).
- The age of the Laboratory Associates shall be 25-35 years.
- The service provider shall deploy only those Associates who are physically and medically fit to perform the assigned duties.
- Federal Directorate of Education may conduct screening of suitable candidates from the pool provided by the service provider to obtain suitable candidates for the task.

2. Deployment and Availability

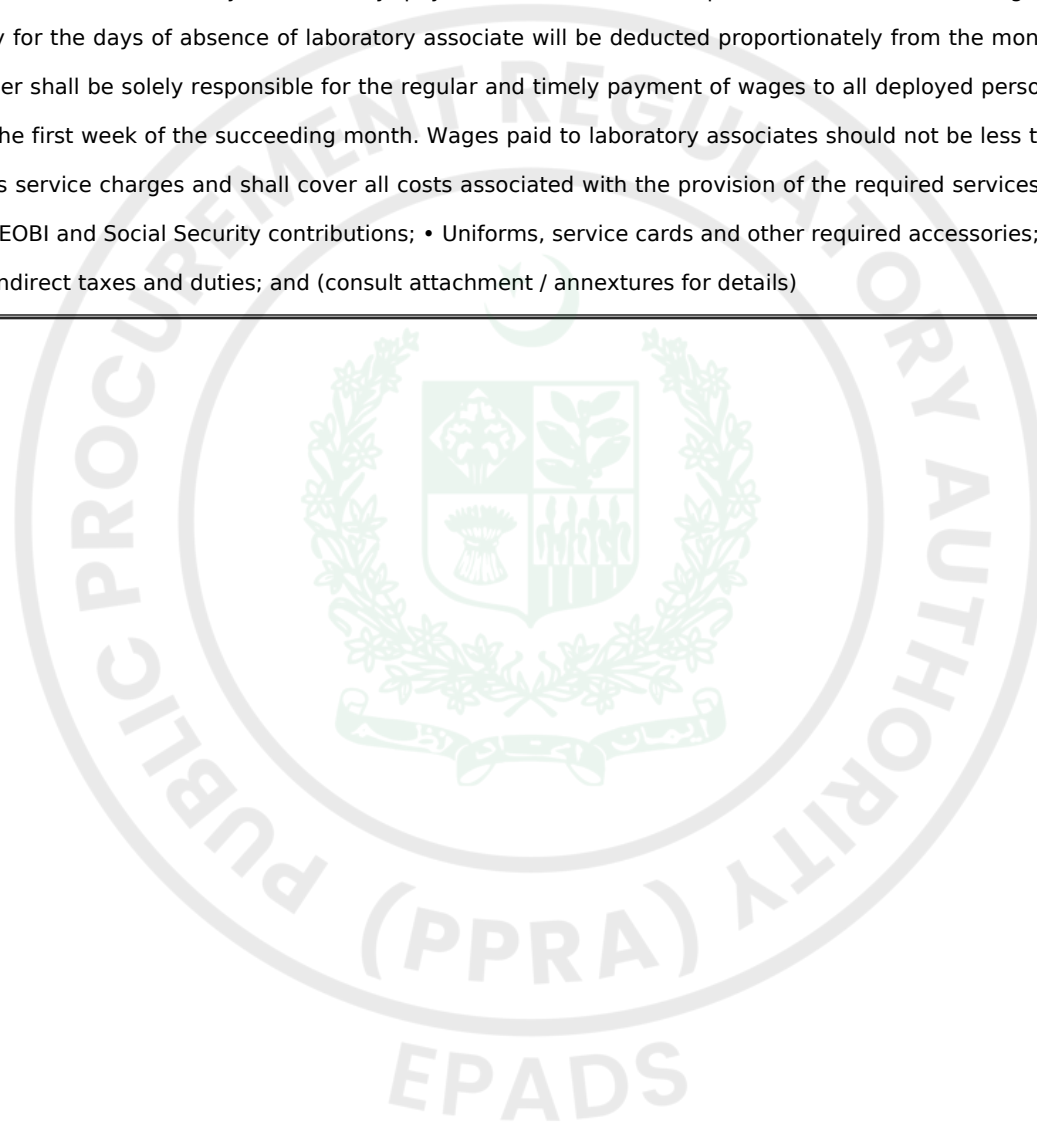
- Laboratory Associates shall be provided in accordance with the approved deployment plan and institutional requirements and according to academic activities in schools/colleges.
- The detailed deployment plan shall be shared by FDE separately.
- In case of absence, resignation, removal, or replacement of any Laboratory Associate, the service provider shall provide an immediate replacement from its pool of reserve Associates within 5 working days.
- The service provider shall maintain an adequate pool of reserve Associates to ensure uninterrupted provision of services.
- Any replacement shall be made in prior consultation with FDE in advance, wherever practicable, and the replacement shall be introduced to the concerned Head of Institution, designated focal person, or supervisor before assuming duty.
- FDE or the concerned Head of Institution shall have the right to require replacement of any Laboratory Associate, and the service provider shall make such replacement immediately.

3. Documentation and Verification

- Before deployment, the service provider shall provide FDE with a complete personnel file for each Laboratory Associate containing, at minimum: • Verified copy of NADRA CNIC; • CVs of all Laboratory Associates • Verified educational certificate/degree; • Recent photographs; • Police clearance/character certificate; and • Any other document required by FDE.
- The service provider shall provide a list of all deployed Associates, including their names, addresses, CNIC numbers, proof of training and other prescribed particulars, before deployment.
- The service provider shall ensure police character verification of all deployed Associates within ten (10) days of award of the contract, where the same has not already been furnished.
- Each Laboratory Associate shall carry a valid service card duly issued/attested by the service provider along with the original NADRA CNIC while on duty.

4. Conduct of the Laboratory Associates: The service provider shall be fully responsible for any misconduct committed by its deployed personnel and shall be liable for any loss or damage caused as a result of

such misconduct, subject to applicable law and contractual provisions. 5. Attendance and Verification of Services i. Daily attendance of Laboratory Associates shall be recorded in the prescribed attendance register/Biometric Machine at the place of deployment. ii. The attendance record shall be verified by the designated Head of Institution, Supervisor/In-charge, where applicable, and FDE/concerned institutional authority. iii. Monthly payments to the service provider shall be made against approved invoices and duly verified attendance/service records. iv. The salary for the days of absence of laboratory associate will be deducted proportionately from the monthly salary. 6. Wages, Statutory Obligations and Service Charges i. The service provider shall be solely responsible for the regular and timely payment of wages to all deployed personnel. ii. A certificate confirming payment of wages shall be submitted to FDE during the first week of the succeeding month. Wages paid to laboratory associates should not be less than 50,000 per month. iii. The rates quoted by the service provider shall constitute its service charges and shall cover all costs associated with the provision of the required services, including, but not limited to: • Wages and applicable overtime, where admissible; • EOBI and Social Security contributions; • Uniforms, service cards and other required accessories; • Medical care/compensation in case of on-duty injuries, as applicable; • Direct and indirect taxes and duties; and (consult attachment / annexures for details)



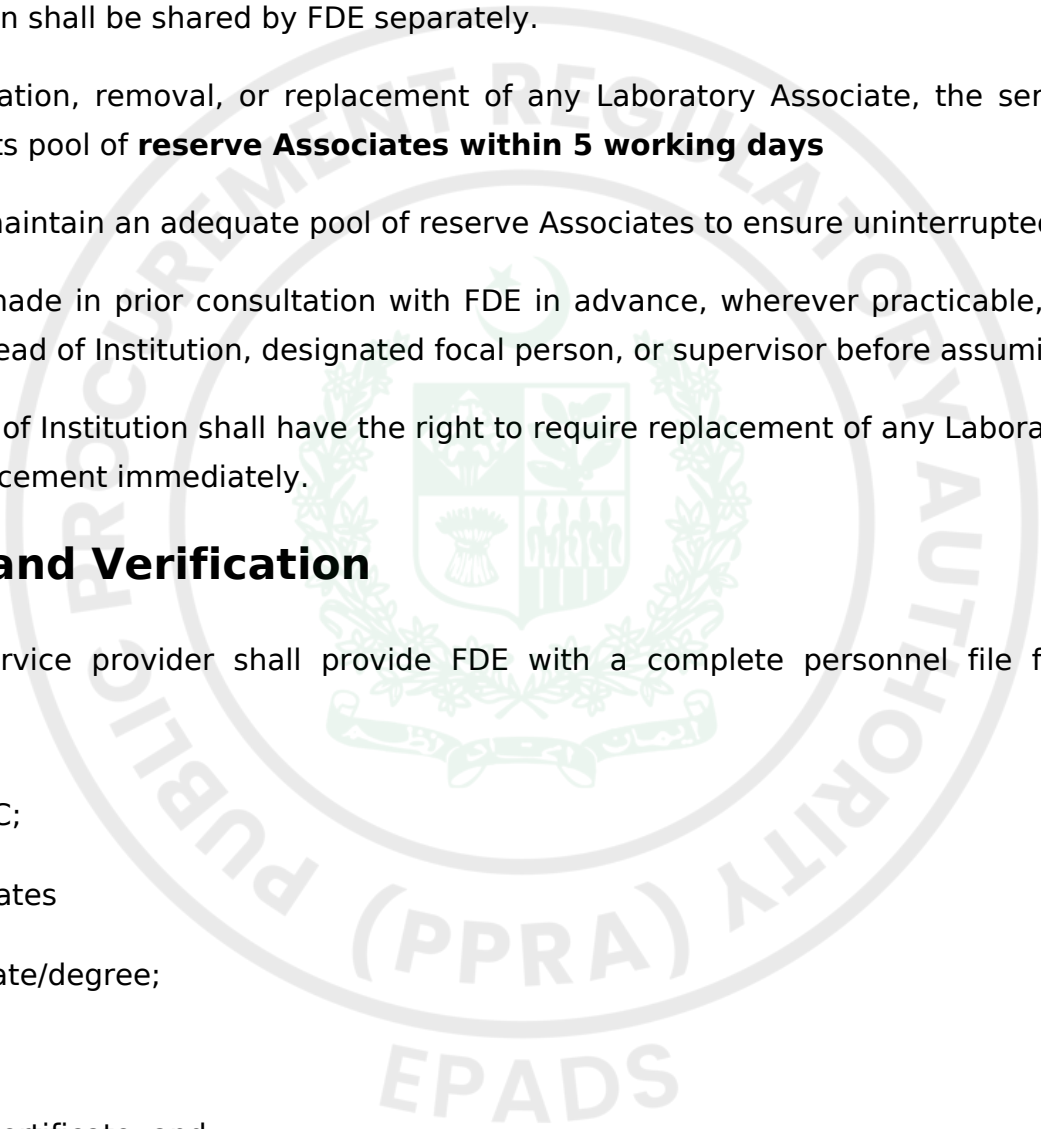
Scope of Work

The Federal Directorate of Education (FDE) intends to hire the services of registered and eligible service provider firms/companies for the provision of **100 Laboratory Associates (45 Males+ 55 Females)** for ICT schools/colleges working under the ambit of FDE for a period of **two (02) years**, extendable by **one (01) year** subject to satisfactory performance, in accordance with the following terms and conditions:

1. Minimum Qualification and Strength of Laboratory Associates

- i. The service provider shall provide a total of **100 Laboratory Associates**, for science laboratories(**Physics, Chemistry, Biology & Science Labs**) in the schools/colleges working under FDE, Islamabad.
- ii. Each Laboratory Associate must possess at least a **BS degree or equivalent qualification** in the relevant subject:
 1. Physics (50)
 2. Chemistry, Biology, Biochemistry or equivalent (50).
- iii. The age of the Laboratory Associates shall be **25-35 years**.
- iv. The service provider shall deploy only those Associates who are **physically and medically fit** to perform the assigned duties.
- v. Federal Directorate of Education may conduct screening of suitable candidates from the pool provided by the service provider to obtain suitable candidates for the task.

2. Deployment and Availability

- 
- i. Laboratory Associates shall be provided in accordance with the approved deployment plan and institutional requirements and according to academic activities in schools/colleges.
 - ii. The detailed deployment plan shall be shared by FDE separately.
 - iii. In case of absence, resignation, removal, or replacement of any Laboratory Associate, the service provider shall provide an immediate replacement from its pool of **reserve Associates within 5 working days**
 - iv. The service provider shall maintain an adequate pool of reserve Associates to ensure uninterrupted provision of services.
 - v. Any replacement shall be made in prior consultation with FDE in advance, wherever practicable, and the replacement shall be introduced to the concerned Head of Institution, designated focal person, or supervisor before assuming duty.
 - vi. FDE or the concerned Head of Institution shall have the right to require replacement of any Laboratory Associate, and the service provider shall make such replacement immediately.

3. Documentation and Verification

- i. Before deployment, the service provider shall provide FDE with a complete personnel file for each Laboratory Associate containing, at minimum:
 - Verified copy of NADRA CNIC;
 - CVs of all Laboratory Associates
 - Verified educational certificate/degree;
 - Recent photographs;
 - Police clearance/character certificate; and

- Any other document required by FDE.
- ii. The service provider shall provide a list of all deployed Associates, including their names, addresses, CNIC numbers, proof of training and other prescribed particulars, before deployment.
- iii. The service provider shall ensure police character verification of all deployed Associates within **ten (10) days of award of the contract**, where the same has not already been furnished.
- iv. Each Laboratory Associate shall carry a valid **service card duly issued/attested by the service provider** along with the original NADRA CNIC while on duty.

4. Conduct of the Laboratory Associates:

The service provider shall be fully responsible for any misconduct committed by its deployed personnel and shall be liable for any loss or damage caused as a result of such misconduct, subject to applicable law and contractual provisions.

5. Attendance and Verification of Services

- i. Daily attendance of Laboratory Associates shall be recorded in the prescribed attendance register/Biometric Machine at the place of deployment.
- ii. The attendance record shall be verified by the designated Head of Institution, Supervisor/In-charge, where applicable, and FDE/concerned institutional authority.
- iii. Monthly payments to the service provider shall be made against **approved invoices and duly verified attendance/service records**.
- iv. **The salary for the days of absence of laboratory associate will be deducted proportionately from the monthly salary.**

6. Wages, Statutory Obligations and Service Charges

- i. The service provider shall be solely responsible for the **regular and timely payment of wages** to all deployed personnel.
- ii. A certificate confirming payment of wages shall be submitted to FDE during the **first week of the succeeding month. Wages paid to laboratory associates should not be less than 50,000 per month.**
- iii. The rates quoted by the service provider shall constitute its **service charges** and shall cover all costs associated with the provision of the required services, including, but not limited to:
- Wages and applicable overtime, where admissible;
 - EOBI and Social Security contributions;
 - Uniforms, service cards and other required accessories;
 - Medical care/compensation in case of on-duty injuries, as applicable;
 - Direct and indirect taxes and duties; and
 - All other costs necessary for satisfactory performance of the contract.

7. Status of Deployed Personnel

The Laboratory Associates engaged by the service provider shall remain employees/personnel of the service provider and **shall not, under any circumstances, be considered employees of the Government of Pakistan, Ministry of Federal Education & Professional Training, FDE, or the institution where they are deployed.**

8. Contract Period and Performance

- i. The initial contract shall remain valid for **two (02) years** from the date of commencement.

ii. The contract may be extended for **one (01) additional year** subject to satisfactory performance and mutual agreement, in accordance with applicable rules.

9. Misconduct, Fraud and Blacklisting

i. In the event that the service provider or its personnel are found involved in misconduct, misappropriation, fraud, cheating, theft, or any other serious contractual violation during the currency of the contract, FDE shall be entitled to take appropriate action under the applicable rules and contractual provisions.

ii. Where applicable, the service provider may be **blacklisted/debarred**, and the security deposit/performance guarantee may be **forfeited in favor of FDE/Government of Pakistan**, subject to due process and applicable rules.

10. Discontinuation of Services by the Contractor

If the contractor intends to discontinue the services during the contract period, it shall provide **at least ninety (30) days' prior written notice** to FDE. Failure to provide the required notice shall constitute a breach of contract and may result in withholding of outstanding payments and/or forfeiture of the security deposit/performance guarantee, subject to the terms of the contract and applicable rules.

11. Dispute Resolution

In case of any dispute between FDE and the service provider that cannot be resolved amicably, the matter shall be referred for arbitration in accordance with the applicable rules and contractual provisions. The **Secretary, Ministry of Federal Education & Professional Training**, shall be the final authority after providing both parties an opportunity of personal hearing, as stipulated in the contract.

12. Firm and Fixed Rates

The rates quoted and approved by FDE and subsequently accepted by the service provider shall remain **firm and fixed throughout the original contract period and any approved extension** and shall not be revised upward for any reason, except where an increase in the **statutory minimum wage or applicable Government-imposed tax** necessitates such adjustment, subject to approval by the procuring agency and applicable rules.

LABORATORY ASSOCIATE

Position	Laboratory Associate
Organization	Federal Directorate of Education (FDE), Islamabad
Place of Deployment	FDE Schools / Colleges / Educational Institutions
Laboratory Coverage	Biology, Chemistry, Physics, STEM and Combined Science Laboratories
Primary Reporting Officer	Head of Institution / Principal or designated laboratory focal person
Academic Assignment	May be assigned a maximum of two periods including arrangements in place of other teacher, in the Lab. Associate's main or related subject at High School or Higher Secondary level, if required by the Head of Institution.

1. Purpose of the Position

The Laboratory Associate shall support the effective, safe, organized, and efficient functioning of science laboratories in FDE educational institutions. The position will ensure that laboratory facilities, equipment, materials, records, and practical activities are adequately prepared and maintained to facilitate quality practical teaching and learning. The Associate may be assigned to any Science laboratory according to institutional requirements.

2. Core Duties and Responsibilities

1. **Laboratory Assignment:** Perform duties in any laboratory assigned by the Head of Institution, including Biology, Chemistry, Physics, STEM or Combined Science Laboratory.
2. **Laboratory Readiness:** Prepare the laboratory, apparatus, equipment, chemicals/materials, models, specimens, and other required resources before scheduled practical periods.
3. **Distribution of Practical Equipment:** Arrange and issue practical equipment and materials to students or practical groups according to the requirements of each practical activity, and ensure proper return after use.
4. **Store and Inventory Management:** Maintain the laboratory store and updated stock registers, store logs, issue/return records, inventory lists, and other prescribed records. Maintain records relating to laboratory inventory, equipment condition, breakage/loss, consumption of materials, practical activities, repairs, maintenance, and other prescribed documentation.
5. **Equipment Maintenance:** Maintain laboratory equipment, apparatus, instruments, furniture, fixtures, and other resources in good working condition; promptly report damaged, missing, expired, or malfunctioning items.
6. **STEM Activities:** Laboratory Associates will facilitate STEM activities in science laboratories and support teachers and students in the safe and effective use of STEM equipment. They will continuously develop their technical skills and proficiency in operating, handling, and maintaining STEM and laboratory equipment to effectively support practical, inquiry-based, and project-

based learning.

7. Cleanliness and Organization: Keep laboratories, preparation areas, stores, workstations, equipment, and furniture neat, clean, hygienic, safe, and properly organized.

8. Support for Practical Demonstrations: Assist subject teachers in setting up and demonstrating practical activities, experiments, demonstrations, and other laboratory-based learning experiences.

9. Safety and Risk Management: Support safe laboratory practices, including proper handling, storage, labeling, and disposal of chemicals and materials; report hazards, accidents, spillages, or unsafe conditions immediately. In case of any fire or accident to immediately deal with the mater.

10. Preparation of Materials: Prepare, arrange, label, and organize chemicals, reagents, specimens, slides, models, charts, apparatus, and other resources required for practical lessons.

11. Teaching Support: Support practical classes and, when assigned by the Head of Institution, teach a maximum of two periods in the Associate's main subject at High School or Higher Secondary level.

12. Practical Examination Duties: Perform duties related to school/college practical examinations, Board practical examinations, preparation of practical stations, handling of required equipment/materials, and relevant records.

13. Repair and Maintenance Coordination: Report requirements for repair, replacement, servicing, or procurement of laboratory equipment and assist in coordination when assigned.

14. Resource Conservation: Use chemicals, consumables, equipment, water, electricity, and other laboratory resources responsibly and economically, minimizing wastage.

15. Student Assistance: Assist students, under the supervision of the concerned teacher, in the appropriate use of laboratory equipment and materials and reinforce laboratory safety procedures.

16. Opening and Closing Procedures: Ensure laboratories are properly arranged before use and that equipment, chemicals, electrical appliances, water/gas supplies, and other relevant facilities are secured after activities, as applicable.

17. Incident Reporting: Record and report breakage, loss, accidents, damage, unsafe practices, or other incidents affecting laboratory resources or safety.

3. Laboratory-Specific Responsibilities

- The Laboratory Associate may be assigned or rotated across different laboratories according to workload, timetable, staff availability, and institutional requirements.
- The Associate shall familiarize themselves with the equipment, materials, procedures, safety requirements, and record systems applicable to each assigned laboratory.
- In a Combined Science Laboratory, the Associate shall support practical activities across Biology, Chemistry, Physics, STEM and other relevant science areas within their competence and under the direction of the concerned teacher.
- The Associate shall not independently conduct hazardous experiments or handle high-risk chemicals/materials without appropriate authorization, supervision, and adherence to institutional safety procedures.

4. Records and Documentation

- Laboratory stock register / store log.
- Equipment and apparatus inventory.
- Issue and return register for practical equipment.
- Consumable/chemical consumption record, where applicable.

- Breakage, loss, damage, and replacement record.
- Repair, servicing, and maintenance record.
- Practical preparation / laboratory-use record, where prescribed.
- Safety and incident record.

5. Professional Conduct and Accountability

- Maintain punctuality, regular attendance, professional discipline, confidentiality, and responsible conduct.
- Follow the directions of the Head of Institution and work collaboratively with subject teachers, laboratory staff, students, and other institutional personnel.
- Maintain accountability for laboratory equipment and materials entrusted to the Associate and promptly report shortages, damage, misuse, or loss.
- Observe applicable FDE instructions, institutional rules, laboratory safety procedures, examination protocols, and professional standards.
- Ensure that laboratory resources are used only for authorized educational and institutional purposes.

6. Performance Expectations

- Laboratories remain clean, organized, safe, and ready for scheduled practical activities.
- Required equipment and materials are prepared and made available before practical periods.
- Laboratory inventory and store records remain accurate, current, and verifiable.

- Equipment and resources are properly maintained and shortages or defects are reported in a timely manner.
- Practical classes and demonstrations receive timely and effective logistical support.
- Assigned teaching, examination, record-keeping, and institutional duties are performed efficiently and professionally.

7. Training of the Labs Associates: Service provider will be responsible for the training of deployed Laboratory Associates to equip them with the skills to perform duties described above. The training modules will be endorsed by Federal Directorate of Education and training will not be less than 3 days and six hours a day.

7. Scope of Additional Duties

The Laboratory Associate may be assigned additional duties by the Head of Institution where such duties are reasonably connected with laboratory management, science education, practical examinations, Science labs record keeping, school/college events, STEM science exhibitions, emergency preparedness, or other academic and institutional requirements. Such assignments should not compromise the core laboratory responsibilities of the Associate.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the SCC.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

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

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: FDE (FDE), Director Federal Directorate of Education, G-9/4

The Supplier is:

The title of the subject procurement is: Provision of 100 Laboratory Associates for deployment in schools and colleges of Federal Directorate of Education Islamabad

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

FDE (FDE), Director
Federal Directorate of Education, G-9/4
+92-344-755-1749
naveedanjum022@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

FDE (FDE), Director
Federal Directorate of Education, G-9/4
+92-344-755-1749
naveedanjum022@gmail.com

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10% to 5.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Call at Deposit, Demand Draft

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and

proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P127213**

To: **FDE (FDE), Director Federal Directorate of Education, G-9/4**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20____ between **FDE (FDE), Director Federal Directorate of Education, G-9/4**

(hereinafter called “the Procuring Agency”) of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Provision of 100 Laboratory Associates for deployment in schools and colleges of Federal Directorate of Education Islamabad (P127213)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. *[add here: any other documents]*

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

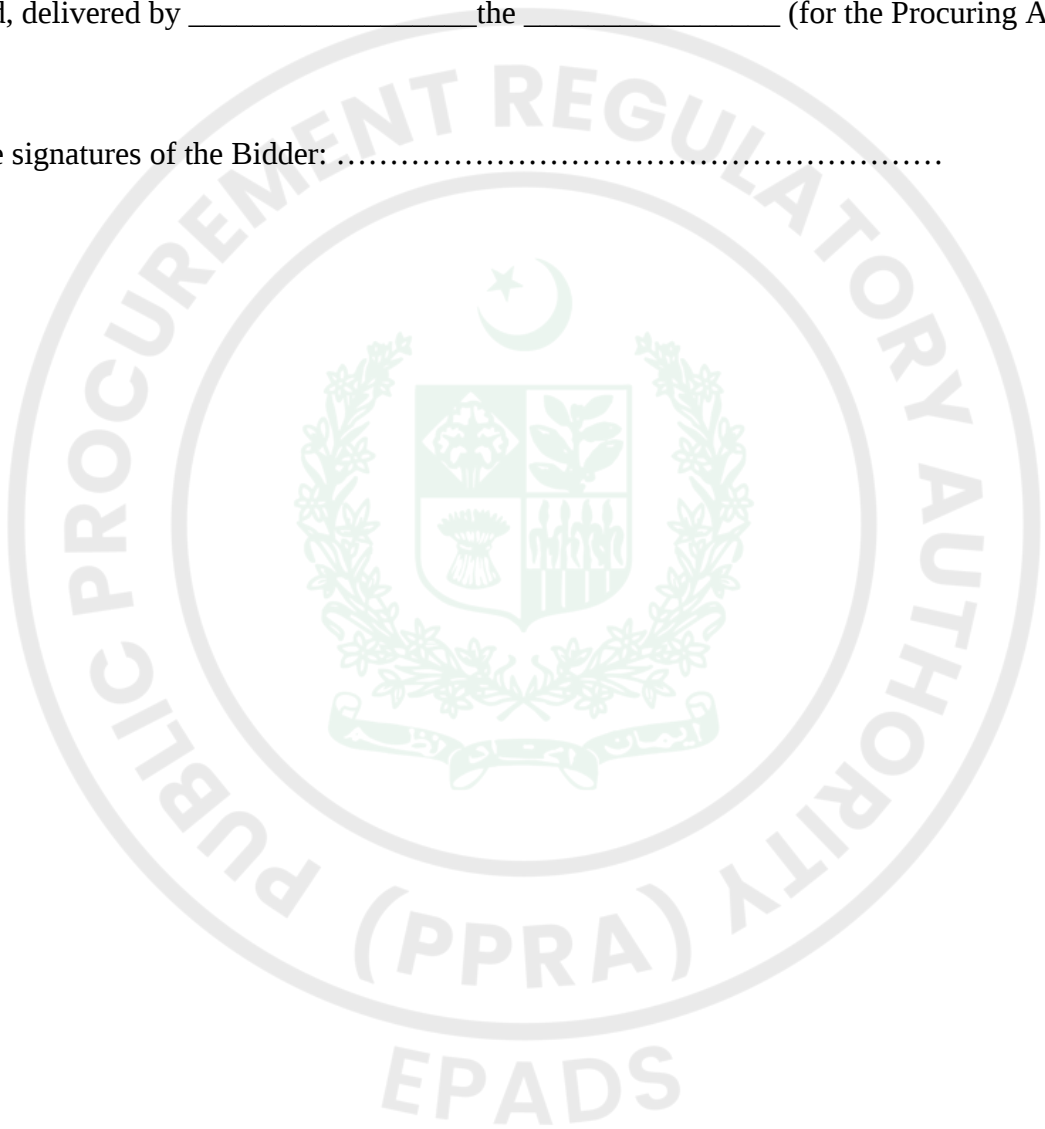
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

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

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

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

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

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



Performance Guarantee Form

Performance Guarantee Form

To: **FDE (FDE), Director Federal Directorate of Education, G-9/4**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Completing bidding document

any information / document required in this annexure must be uploaded accordingly.

Information (Read-Only)

See Form Under Additional Forms and Documents: **Completing bidding document** (page number: 82)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 100)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 101)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 103)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 104)

Average Annual Turnover

Average annual turnover for past 3 years

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 106)





Additional Forms and Documents

**GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
Ministry of Federal Education & Professional Training
Islamabad**

TENDER / BIDDING DOCUMENT

For

**Provision of 100 Laboratory Associates for deployment in schools/ colleges of Federal
Directorate of Education Islamabad through
Single Stage Two Envelope procedure**

Bid Submission (Closing) Date and Time: October 5, 2026 by 2:00 PM.

Bid Opening Date and Time: October 5, 2026 by 2:30 PM

Pre Bid Meeting: September 25, 2026 at 10:00 am

No. F. 1-64/2026/(Lab Associates) FDE
Government of Pakistan
Ministry of Federal Education and Professional Training

INVITATION TO BID

Tender / Request For Proposals For “Provision of 100 Laboratory Associates for Deployment in schools/ colleges of Federal Directorate of Education Islamabad”.

The Federal Directorate of Education, Ministry of Federal Education and Professional Training is inviting sealed bids through E-PADS from the service provider, registered/Incorporated with relevant government authorities, registered with Income Tax, Sales Tax Departments, for the works as detailed below:

S.#	Name of work	Bid Security (PKR)	Date and Time of receiving of tenders on EPADs	Date and Time of opening of Tenders	Pre-Bid Meeting
1	Provision of 100 Laboratory Associates for Deployment in schools/ colleges of Federal Directorate of Education Islamabad	1,5000,000/-	05-10-2026 at 2:00 pm	05-10-2026 at 2:30 pm	25-09-2026 At 10:00AM

Conditions:

1. The firms who fulfill the criteria mentioned in the Bid document available on EPADS version 2.0 at (www.eprocure.gov.pk). Manual submission without submission on EPADS version 2.0 is not allowed.
2. The interested firms should submit the Technical and Financial Proposals as per procedure mentioned in the RFP.
3. If any contractor wants to participate in tender opening process through their representative, they should issue authority letter on letter head pad of the firm depicting complete valid address & contact numbers along with attested copy of CNIC this shall be presented at the time of opening of the bid.
4. The Bid Security shall be in the form of Call Deposit Receipt (CDR)/Pay Order/Bank Draft Bearing Name of Firm in favor of DDO, Federal Directorate of Education (FDE), Ministry of Federal Education and Professional Training, from any scheduled Bank and a copy of the same shall be uploaded with the technical proposal. Original CDR shall be submitted with the technical proposal. Without CDR/Pay Order/Bank Draft the firms shall be rejected during technical evaluation stage. Cash /cheque will not be accepted.
5. The contractor will submit the documentary evidence as per instructions given in the bidding documents, without which tender will be liable for rejection.
6. The procuring agency reserves the right to increase or decrease the number of Laboratory Associates in accordance with the available budget. Procuring Agency may reject all bids or proposals at any time prior to acceptance of bid or proposal. The Procuring Agency shall upon request communicate about the updates of process, to any supplier or contractor who submitted a bid or proposal, but is not required to justify those grounds.
7. The bidding shall be conducted in line with the procedure prescribed under Public Procurement Rules 2004, e-Pak Procurement Regulations, 2023 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders registered in the EPADS.
8. The electronic bids prepared in accordance with the instructions prescribed in the electronic bidding documents must be submitted through EPADS which shall opened on the same day

- as per given deadline.
9. A Pre – Bid meeting will be held on September 25, 2026 at 10:00 am in the Committee Room of FDE, Rohtas Road, G-9/4, Islamabad for clarification and details are mentioned in the bid document.
 10. No bid will be accepted after closing time.
 11. Note: This Tender Notice is also available on PPRA website www.ppra.gov.pk and FDE's website www.fde.gov.pk

Director (P&D),
Federal Directorate of Education
Ministry of Federal Education & Professional Training
Rohtas Road, G-9/4, Islamabad.



Provision of 100 Laboratory Associates for deployment in schools/ colleges of Federal Directorate of Education Islamabad through Single Stage Two Envelope procedure

INTRODUCTION:

Federal Directorate of Education (FDE) under the Ministry of Federal Education and Professional Training having a network of more than 432 school/colleges is responsible to provide quality education under the jurisdiction of Federal Capital territory.

OBJECTIVE:

The interested bidders will provide 100 Laboratory Associates for deployment in school/ colleges of Federal Directorate of Education Islamabad. The said deployment in Schools/ Colleges of FDE will address the issues of the organization, direction, and supervision of Laboratory resources, personnel, and operations.

The primary objective of hiring the services of a qualified service provider is to deploy 100 competent Laboratory Associates in Federal Directorate of Education (FDE) educational institutions to ensure the effective, safe, and well-organized functioning of Biology, Chemistry, Physics, and Combined Science laboratories. The Laboratory Associates will provide essential technical and logistical support for practical teaching, including preparation and management of laboratory equipment and materials, maintenance of laboratory facilities and records, support for practical demonstrations and examinations, and ensuring laboratory readiness and safety, thereby strengthening the quality and effectiveness of practical science education across FDE institutions.

MANDATORY / ELIGIBILITY CRITERIA:

Provision of 100 Laboratory Associates for Deployment in FDE Schools / Colleges

Eligibility Requirement: A bidder meeting all mandatory eligibility requirements and furnishing verifiable documentary proof shall be declared responsive. Non-compliance with any mandatory requirement shall lead to disqualification.

S. No.	Eligibility Area	Mandatory Requirement	Required Documentary Evidence	Bidder's Compliance (Yes/No)
1.	Legal Registration	Registration with relevant Government authorities to engage in business in case of firms / Certificate of Incorporation in the case of companies.	Valid registration certificate / Certificate of Incorporation.	
2.	FBR Registration	Registered with FBR, having valid NTN and GST registration with active status on the taxpayers list.	Valid NTN and GST registration / active taxpayer status evidence.	
3.	EOBI & Social Security	Certificates of registration with Employee Old Age Benefit Institution (EOBI) and Social Security registration of the employees.	Valid EOBI and Social Security registration certificates.	
4.	Tax Returns	Submission of tax returns for the last three years.	Tax returns for the last three years.	
5.	Financial Capacity	Minimum Rs. 50 million average annual turnover of the last three	Audited Financial Statements Shall be	

		financial years. The average turnover shall refer to the individual bidder and not the composite turnover of affiliates, subsidiaries, sister concerns, or parent companies.	verified through the online UDIN list, specifying net worth and turn over for the specified years.	
6.	Non-Blacklisting	Affidavit on stamp paper confirming that the firm/agency is not blacklisted / debarred by any Government, Semi-Government organization, or Autonomous body.	Original affidavit on stamp paper.	
7.	Bid Security	Refundable bid security of PKR 2 Million in the shape of Call Deposit Receipt (CDR) / pay order / Bank Draft in favor of DDO FDE.	Original CDR / pay order / Bank Draft for PKR 2 Million in favor of DDO FDE.	
8.	Technical Proposal & Financial Proposal	Have submitted Technical Proposal and Financial Proposal through E-PADS and bidders have to ensure that Financial Proposal is not part of the Technical Proposal in any form	Technical Proposal and Financial Proposal Submitted through E-PADS.	
9.	Local Office	Local office in Islamabad / Rawalpindi is mandatory.	Documentary proof of local office address.	

Mandatory Compliance Declaration

The bidder confirms that all mandatory eligibility requirements listed above are fulfilled and that the documentary evidence submitted is valid, authentic, and verifiable.

Name of Authorized Representative	
Designation & Company	
Signature & Date	

VALIDITY OF BIDS:

Bids shall remain valid for ninety (120) days w.e.f. date of opening of proposal.

ALTERNATE BIDS:

Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s)/ proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway.

SUBMISSION OF BIDS/OFFERS:

The Technical and Financial Proposals will be submitted through E-PADS and bids not submitted through E-PADS will not be accepted in any case. Moreover, sealed hard copies of bids/offers both the proposals (Technical and Financial) shall be submitted on or before **October, 5, 2026 at 2:00 PM** on the following address: -

Deputy Director Training/ Secretary Procurement Committee
Federal Directorate of Education
Rohtas Road, G-9/4, Islamabad.

Any bid submitted/ received late, shall not be considered at any stage and shall be returned unopened.

OPENING OF BIDS:

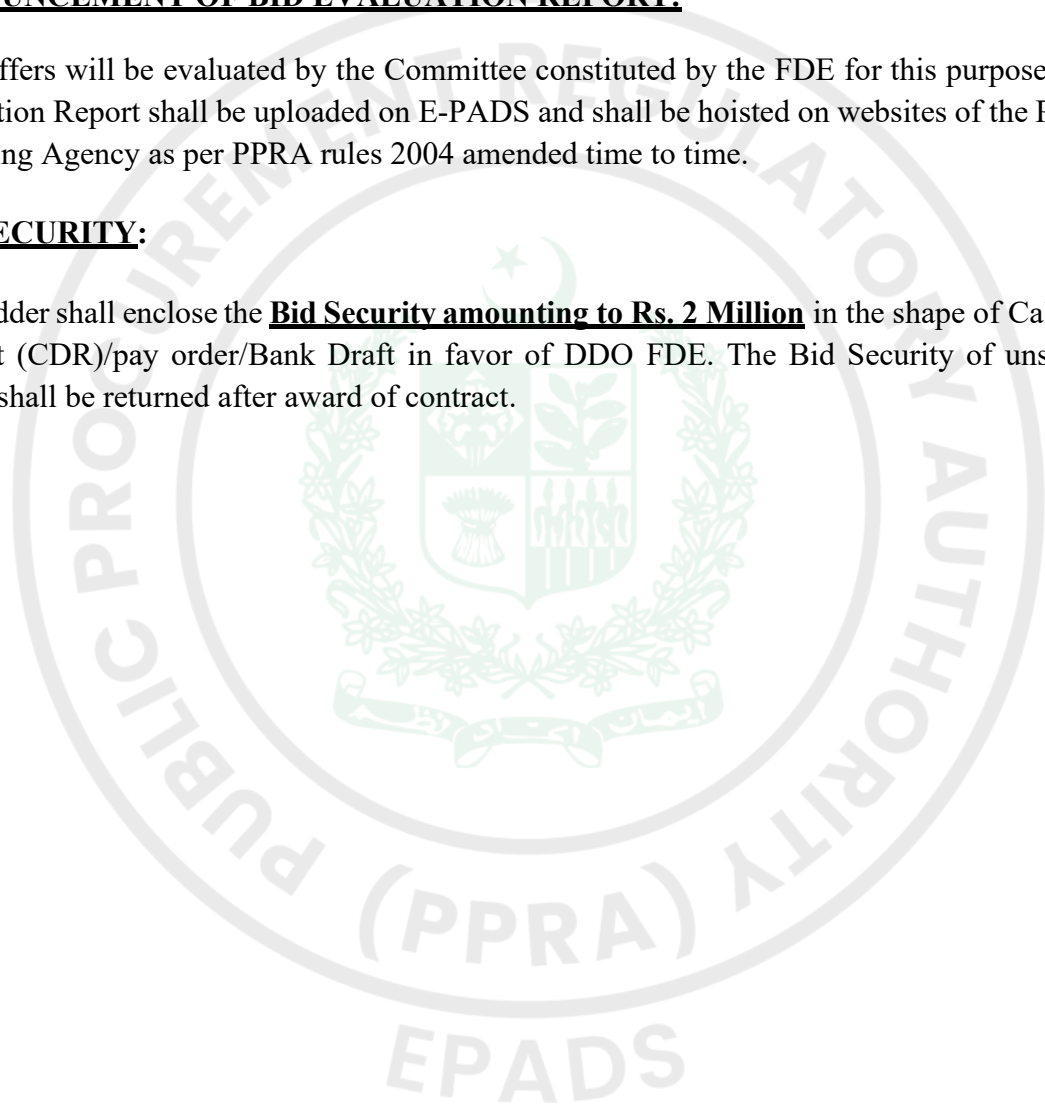
The Proposals shall be opened **October, 5, 2026 at 2:30 PM** at Committee room Federal Directorate of Education Rohtas Road G-9/4, Islamabad.

ANNOUNCEMENT OF BID EVALUATION REPORT:

Bids/Offeres will be evaluated by the Committee constituted by the FDE for this purpose. The Bid Evaluation Report shall be uploaded on E-PADS and shall be hoisted on websites of the PPRA and Procuring Agency as per PPRA rules 2004 amended time to time.

BID SECURITY:

The Bidder shall enclose the **Bid Security amounting to Rs. 2 Million** in the shape of Call Deposit Receipt (CDR)/pay order/Bank Draft in favor of DDO FDE. The Bid Security of unsuccessful bidder shall be returned after award of contract.



TERMS OF REFERENCE (TORs) LABORATORY ASSOCIATES

The Federal Directorate of Education (FDE) intends to hire the services of registered and eligible service provider firms/companies for the provision of **100 Laboratory Associates (45 Males+ 55 Females)** for ICT schools/colleges working under the ambit of FDE for a period of **two (02) years**, extendable by **one (01) year** subject to satisfactory performance, in accordance with the following terms and conditions:

1. Minimum Qualification and Strength of Laboratory Associates

- i. The service provider shall provide a total of 100 Laboratory Associates, for science laboratories (Physics, Chemistry, Biology & Science Labs) in the schools/colleges working under FDE, Islamabad.
- ii. Each Laboratory Associate must possess at least a **BS degree or equivalent qualification** in the relevant subject:
 1. Physics (50)
 2. Chemistry, Biology, Biochemistry or equivalent (50).
- iii. The age of the Laboratory Associates shall be **25-35 years**.
- iv. The service provider shall deploy only those Associates who are **physically and medically fit** to perform the assigned duties.
- v. Federal Directorate of Education may conduct screening of suitable candidates from the pool provided by the service provider to obtain suitable candidates for the task.

2. Deployment and Availability

- i. Laboratory Associates shall be provided in accordance with the approved deployment plan and institutional requirements and according to academic activities in schools/colleges.
- ii. The detailed deployment plan shall be shared by FDE separately.
- iii. In case of absence, resignation, removal, or replacement of any Laboratory Associate, the service provider shall provide an immediate replacement from its pool of reserve Associates **within 5 working days**
- iv. The service provider shall maintain an adequate pool of reserve Associates to ensure uninterrupted provision of services.
- v. Any replacement shall be made in prior consultation with FDE in advance, wherever practicable, and the replacement shall be introduced to the concerned Head of Institution, designated focal person, or supervisor before assuming duty.
- vi. FDE or the concerned Head of Institution shall have the right to require replacement of any Laboratory Associate, and the service provider shall make such replacement immediately.

3. Documentation and Verification

- i. Before deployment, the service provider shall provide FDE with a complete personnel file for each Laboratory Associate containing, at minimum:

- Verified copy of NADRA CNIC;
- CVs of all Laboratory Associates
- Verified educational certificate/degree;
- Recent photographs;
- Police clearance/character certificate; and
- Any other document required by FDE.

ii. The service provider shall provide a list of all deployed Associates, including their names, addresses, CNIC numbers, proof of training and other prescribed particulars, before deployment.

iii. The service provider shall ensure police character verification of all deployed Associates within ten (10) days of award of the contract, where the same has not already been furnished.

iv. Each Laboratory Associate shall carry a valid service card duly issued/attested by the service provider along with the original NADRA CNIC while on duty.

4. Conduct of the Laboratory Associates:

The service provider shall be fully responsible for any misconduct committed by its deployed personnel and shall be liable for any loss or damage caused as a result of such misconduct, subject to applicable law and contractual provisions.

5. Attendance and Verification of Services

i. Daily attendance of Laboratory Associates shall be recorded in the prescribed attendance register/Biometric Machine at the place of deployment.

ii. The attendance record shall be verified by the designated Head of Institution, Supervisor/In-charge, where applicable, and FDE/concerned institutional authority.

iii. Monthly payments to the service provider shall be made against approved invoices and duly verified attendance/service records.

iv. The salary for the days of absence of laboratory associate will be deducted proportionately from the monthly salary.

6. Wages, Statutory Obligations and Service Charges

i. The service provider shall be solely responsible for the regular and timely payment of wages to all deployed personnel.

ii. A certificate confirming payment of wages shall be submitted to FDE during the first week of the succeeding month. **Wages paid to laboratory associates should not be less than 50,000 per month.**

iii. The rates quoted by the service provider shall constitute its service charges and shall cover all costs associated with the provision of the required services, including, but not limited to:

- Wages and applicable overtime, where admissible;
- EOBI and Social Security contributions;
- Uniforms, service cards and other required accessories;
- Medical care/compensation in case of on-duty injuries, as applicable;
- Direct and indirect taxes and duties; and
- All other costs necessary for satisfactory performance of the contract.

7. Status of Deployed Personnel

The Laboratory Associates engaged by the service provider shall remain employees/personnel of the service provider and shall not, under any circumstances, be considered employees of the Government of Pakistan, Ministry of Federal Education & Professional Training, FDE, or the institution where they are deployed.

8. Contract Period and Performance

- i. The initial contract shall remain valid for **two (02) years** from the date of commencement.
- ii. The contract may be extended for **one (01) additional year** subject to satisfactory performance and mutual agreement, in accordance with applicable rules.

9. Misconduct, Fraud and Blacklisting

- i. In the event that the service provider or its personnel are found involved in misconduct, misappropriation, fraud, cheating, theft, or any other serious contractual violation during the currency of the contract, FDE shall be entitled to take appropriate action under the applicable rules and contractual provisions.
- ii. Where applicable, the service provider may be blacklisted/debarred, and the security deposit/performance guarantee may be forfeited in favor of FDE/Government of Pakistan, subject to due process and applicable rules.

10. Discontinuation of Services by the Contractor

If the contractor intends to discontinue the services during the contract period, it shall provide **at least ninety (30) days' prior written notice** to FDE. Failure to provide the required notice shall constitute a breach of contract and may result in withholding of outstanding payments and/or forfeiture of the security deposit/performance guarantee, subject to the terms of the contract and applicable rules.

11. Dispute Resolution

In case of any dispute between FDE and the service provider that cannot be resolved amicably, the matter shall be referred for arbitration in accordance with the applicable rules and contractual provisions. The **Secretary, Ministry of Federal Education & Professional Training**, shall be the final authority after providing both parties an opportunity of personal hearing, as stipulated in the contract.

12. Firm and Fixed Rates

The rates quoted and approved by FDE and subsequently accepted by the service provider shall remain firm and fixed throughout the original contract period and any approved extension and shall not be revised upward for any reason, except where an increase in the statutory minimum wage or applicable Government-imposed tax necessitates such adjustment, subject to approval by the procuring agency and applicable rules.

TECHNICAL PROPOSAL EVALUATION CRITERIA

Total Score: 100 Marks

Firm/Organization will apply for this program individually. JV is not allowed.

S. No.	Main Category	Subcategory	Category / Subcategory Description	Maximum Marks
1	Experience of the Firm/Company		Maximum marks allocated to this main category	15
		1.1	Minimum 5 Years of experience required and each year of experience add 1.5 marks maximum up to 15 Marks (10 Years of Experience=15 Marks)	15
2	Experience for management & provision of Human Resource services during last five years in any field (excluding construction of buildings) supported by satisfactory completion certificate		Maximum marks allocated to this main category	20
		2.1	126 to 150 Persons	20
		2.2	101 to 125 Person	15
		2.3	76 to 100 persons	10
		2.4	50 to 75 persons	5
3	Relevant Experience of the Firm/Company during last 5 years for providing academic staff (Teachers, Laboratory assistants, Computer Lab supervisors, Teaching fellows, Tech fellows etc) to Educational Institutions (Schools / Colleges/Universities) supported by satisfactory completion certificate		Maximum marks allocated to this main category	15
		3.1	3 mark for each work order having at least provision of 70 personals, up to 15 marks maximum	15
4	Average annual turnover of last three financial years supported by Audited Financial Statements specifying the net worth		Maximum marks allocated to this main category	10
		4.1	PKR 126 Million or above	10
		4.2	PKR 101 million to PKR 125 million	7
		4.3	PKR 76 million to PKR 100 million	5
		4.4	PKR 50 million to PKR 75 million	3
6	Work Plan and Methodology		Maximum marks allocated to this main category	30
		6.1	Management and Organizational Chart, Scheduling and Engagement Commitment, Hiring and Selection procedure of Lab Associates, Deployment HR Management System, Task Management, Attendance Management Plan, Training Modules and Training plan of Laboratory Associates.	15
		6.2	Complaint handling system	3
		6.3	Presentation, including details of Work Plan and project management and execution methodology	12
7	Human Resource		Maximum marks allocated to this main category	10

		7.1	Project Manager: (Main contact person of the Project): Provide Emails, Cell #, Addresses and CVs) Educational Qualification: Minimum 18 Years of Education in Project Management, Business Administration, Human Resource Management or related field= 2.5 Experience: 5 years or more experience in Project Management, Human Resource Management or Related= 2.5	5
		7.2	2 Supervisors: (Problem Solving Positions): Provide Emails, Cell #, Addresses and CVs) Educational Qualifications: Minimum 16 Years of Education in Human Resource Management, Project Management, Business administration of related fields= 3 Marks (1.5 Marks for each person) Experience: Minimum 3 Years’ Experience in related fields = 2 (1 Marks for each Person)	5
	TOTAL		TOTAL POINTS	100.00

Note: In the final evaluation, the Technical Proposal will carry a weightage of 70%, while the Financial Proposal will carry a weightage of 30%.

- i. The technical evaluation will be conducted according to the criteria specified, with a minimum qualifying threshold / score of 65% required to qualify for the financial stage. Only bids meeting or exceeding this threshold will proceed to financial evaluation.

Technical Score = Points Obtained

- ii. The FDE/MoFEPT will notify in writing to the organization/ firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.

Note: Please note that Bid Security PKR 2,000,000/- in the shape of CDR/Pay order / Demand Draft, must be furnished with the Technical Proposal NOT Financial Proposal.

FINANCIAL PROPOSAL

Form Fin-2 Summary of Cost Form

(Financial Proposal)

HR Cost

Item-A	Unit Cost in PKR		Quantity	Total Cost in PKR	
	Amount Without Tax	Amount with Tax		Amount Without Tax	Amount with Tax
Laboratory Associates			100		

Management /Allied Cost

Item-B	Amount Without Tax (PKR)	Amount with Tax (PKR)
Management Cost		

Note: Payment will be made on the basis of monthly attendance of Laboratories Associates.

Total Cost

Amount Without Tax in PKR (A+B)	Amount with Tax In PKR

Total Amount without Tax: _____

Total Amount in Words with Tax: _____

Authorized Signature [in full and initial]

Name and Title of Signatory:

Company Stamp:

Name of Firm:

Address

Number of Lab Associates may increase/ decrease, on the basis of budgetary provision by the FDE. FDE has discretion to increase / decrease the number of Lab Associates which cannot be challenged.

*In case of increase / decrease in the number of Lab Associates only the cost of Lab Associates will

be enhanced / decreased, according to the number increased / decreased, while all other factors shall remain the same

Corporate Seal (where appropriate)

FINANCIAL PROPOSAL EVALUATION

- i. The Financial proposal will carry 30% weightage towards the total score, to determine the total score to ascertain the most advantageous bid.

$$\text{Financial Score} = 30 \times \frac{\text{Lowest Amount quoted by a bidder/ company in financial bid}}{\text{Amount quoted by the company being rated}}$$

- ii. On opening the financial proposal in the presence of the bidding firm(s) representatives who wish to attend, FDE/MoFEPT will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.
- iii. For the purpose of evaluation / comparison of bids, total lump sum cost with all applicable taxes will be considered.

TOTAL SCORE

Total score shall determine the most advantageous bid, in terms of the technical score and the financial score.

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

JOB DESCRIPTION AND DUTY CRITERIA:

LABORATORY ASSOCIATE

Position	Laboratory Associate
Organization	Federal Directorate of Education (FDE), Islamabad
Place of Deployment	FDE Schools / Colleges / Educational Institutions
Laboratory Coverage	Biology, Chemistry, Physics, STEM and Combined Science Laboratories
Primary Reporting Officer	Head of Institution / Principal or designated laboratory focal person
Academic Assignment	May be assigned a maximum of two periods including arrangements in place of other teacher, in the Lab. Associate's main or related subject at High School or Higher Secondary level, if required by the Head of Institution.

1. Purpose of the Position

The Laboratory Associate shall support the effective, safe, organized, and efficient functioning of science laboratories in FDE educational institutions. The position will ensure that laboratory facilities, equipment, materials, records, and practical activities are adequately prepared and maintained to facilitate quality practical teaching and learning. The Associate may be assigned to any Science laboratory according to institutional requirements.

2. Core Duties and Responsibilities

- a) **Laboratory Assignment:** Perform duties in any laboratory assigned by the Head of Institution, including Biology, Chemistry, Physics, STEM or Combined Science Laboratory.

- b) **Laboratory Readiness:** Prepare the laboratory, apparatus, equipment, chemicals/materials, models, specimens, and other required resources before scheduled practical periods.
- c) **Distribution of Practical Equipment:** Arrange and issue practical equipment and materials to students or practical groups according to the requirements of each practical activity, and ensure proper return after use.
- d) **Store and Inventory Management:** Maintain the laboratory store and updated stock registers, store logs, issue/return records, inventory lists, and other prescribed records. Maintain records relating to laboratory inventory, equipment condition, breakage/loss, consumption of materials, practical activities, repairs, maintenance, and other prescribed documentation.
- e) **Equipment Maintenance:** Maintain laboratory equipment, apparatus, instruments, furniture, fixtures, and other resources in good working condition; promptly report damaged, missing, expired, or malfunctioning items.
- f) **STEM Activities:** Laboratory Associates will facilitate STEM activities in science laboratories and support teachers and students in the safe and effective use of STEM equipment. They will continuously develop their technical skills and proficiency in operating, handling, and maintaining STEM and laboratory equipment to effectively support practical, inquiry-based, and project-based learning.
- g) **Cleanliness and Organization:** Keep laboratories, preparation areas, stores, workstations, equipment, and furniture neat, clean, hygienic, safe, and properly organized.
- h) **Support for Practical Demonstrations:** Assist subject teachers in setting up and demonstrating practical activities, experiments, demonstrations, and other laboratory-based learning experiences.
- i) **Safety and Risk Management:** Support safe laboratory practices, including proper handling, storage, labeling, and disposal of chemicals and materials; report hazards, accidents, spillages, or unsafe conditions immediately. In case of any fire or accident to immediately deal with the matter.
- j) **Preparation of Materials:** Prepare, arrange, label, and organize chemicals, reagents, specimens, slides, models, charts, apparatus, and other resources required for practical lessons.
- k) **Teaching Support:** Support practical classes and, when assigned by the Head of Institution, teach a maximum of two periods in the Associate's main subject at High School or Higher Secondary level.
- l) **Practical Examination Duties:** Perform duties related to school/college practical examinations, Board practical examinations, preparation of practical stations, handling of required equipment/materials, and relevant records.
- m) **Repair and Maintenance Coordination:** Report requirements for repair, replacement, servicing, or procurement of laboratory equipment and assist in coordination when assigned.
- n) **Resource Conservation:** Use chemicals, consumables, equipment, water, electricity, and other laboratory resources responsibly and economically, minimizing wastage.
- o) **Student Assistance:** Assist students, under the supervision of the concerned teacher, in the appropriate use of laboratory equipment and materials and reinforce laboratory safety procedures.
- p) **Opening and Closing Procedures:** Ensure laboratories are properly arranged before use and that equipment, chemicals, electrical appliances, water/gas supplies, and other relevant facilities are secured after activities, as applicable.

- q) **Incident Reporting:** Record and report breakage, loss, accidents, damage, unsafe practices, or other incidents affecting laboratory resources or safety.

3. Laboratory-Specific Responsibilities

- The Laboratory Associate may be assigned or rotated across different laboratories according to workload, timetable, staff availability, and institutional requirements.
- The Associate shall familiarize themselves with the equipment, materials, procedures, safety requirements, and record systems applicable to each assigned laboratory.
- In a Combined Science Laboratory, the Associate shall support practical activities across Biology, Chemistry, Physics, STEM and other relevant science areas within their competence and under the direction of the concerned teacher.
- The Associate shall not independently conduct hazardous experiments or handle high-risk chemicals/materials without appropriate authorization, supervision, and adherence to institutional safety procedures.

4. Records and Documentation

- Laboratory stock register / store log.
- Equipment and apparatus inventory.
- Issue and return register for practical equipment.
- Consumable/chemical consumption record, where applicable.
- Breakage, loss, damage, and replacement record.
- Repair, servicing, and maintenance record.
- Practical preparation / laboratory-use record, where prescribed.
- Safety and incident record.

5. Professional Conduct and Accountability

- Maintain punctuality, regular attendance, professional discipline, confidentiality, and responsible conduct.
- Follow the directions of the Head of Institution and work collaboratively with subject teachers, laboratory staff, students, and other institutional personnel.
- Maintain accountability for laboratory equipment and materials entrusted to the Associate and promptly report shortages, damage, misuse, or loss.
- Observe applicable FDE instructions, institutional rules, laboratory safety procedures, examination protocols, and professional standards.
- Ensure that laboratory resources are used only for authorized educational and institutional purposes.

6. Performance Expectations

- Laboratories remain clean, organized, safe, and ready for scheduled practical activities.
- Required equipment and materials are prepared and made available before practical periods.
- Laboratory inventory and store records remain accurate, current, and verifiable.
- Equipment and resources are properly maintained and shortages or defects are reported in a timely manner.
- Practical classes and demonstrations receive timely and effective logistical support.
- Assigned teaching, examination, record-keeping, and institutional duties are performed efficiently and professionally.

7. Training of the Labs Associates: Service provider will be responsible for the training of deployed Laboratory Associates to equip them with the skills to perform duties described above

The training modules will be endorsed by Federal Directorate of Education and training will not be less than 3 days and six hours a day.

7. Scope of Additional Duties

The Laboratory Associate may be assigned additional duties by the Head of Institution where such duties are reasonably connected with laboratory management, science education, practical examinations, Science labs record keeping, school/college events, STEM science exhibitions, emergency preparedness, or other academic and institutional requirements. Such assignments should not compromise the core laboratory responsibilities of the Associate.

BIDDING PROCEDURE:

Bids are invited as per Single Stage – Two Envelope Procedure in accordance with sub rule (b) of rule 36 of the Public Procurement Regulatory Authority (PPRA) rules, 2004 amended time to time.

INSTRUCTIONS TO THE BIDDERS:

- i. Bidder must read all the contents of this document and understand all the requirements.
- ii. Bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion.
- iii. Bid Security in shape of Call Deposit Receipt (CDR)/pay order/Bank Draft amounting to Rs.5 Million shall be submitted in favor of DDO, FDE.
- iv. There should not be any over-writing, double writing, crossed, additional conditions.
- v. Rates shall be quoted clearly in digits as well as in words.
- vi. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security and not uploaded on E-PADS, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected / non- responsive.

General Conditions of Contract

Contract:

The FDE shall, send the Letter of Intent, to the successful Bidder to sign a contract for a period of two years, which is further extendable for a period of one year on mutual consent of both the parties. Within ten working days of the receipt of such Contract, the Bidder shall sign and date the Contract.

Contract Documents and Information:

The Service Provider shall not, without the FDE prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Ministry in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

Contract Language:

The Contract and all documents relating to the Contract, exchanged between the Service Provider and the FDE, shall be in English. The Service Provider shall bear all costs of translation to English and all risks of the accuracy of such translation.

Price:

The Service Provider shall not charge prices for the services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Service Provider in the Price Schedule (Financial Bid).

Assignment / Subcontract:

The Services will not assign or sub-contract its obligations under the Contract, in whole or in part to any other firm/organization.

Extensions in time for performance of obligations under the Contract:

If the Service Provider encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Service Provider shall, by written notice served on the FDE, promptly indicate the facts of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of such notice, the FDE shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Service Provider with a copy to the Client, extend the Service Provider's time for performance of its obligations under the Contract.

Termination for Default:

If the Service Provider fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract, or engages in any illegal activities, the FDE may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served to the Service Provider, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Service Provider; provided that the termination of the Contract shall be resorted to only if the Service Provider does not cure its failure/ delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

Termination for Insolvency:

If the service provider becomes bankrupt or otherwise insolvent, the FDE may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Service Provider, indicate the nature of the insolvency, and terminate the Contract, in whole or in part, without any compensation to the Service Provider.

Termination for Convenience:

The FDE may, at any time, by written thirty (30) days' notice served on the Service Provider, terminate the Contract, in whole or in part. The Services which are complete or to be completed by the Service Provider, within thirty working days after the receipt of such notice, shall be accepted by the FDE.

Force Majeure:

Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the FDE or of the Service Provider. If by reasons of Force Majeure supplies or services cannot be delivered by the due delivery date, then the delivery date may be

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

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☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the [number] years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.