

**REQUEST FOR PROPOSALS  
DOCUMENT  
SELECTION OF CONSULTANTS**

**Hiring of Consultancy Firm/Consortium for School  
Observation & Academic Development Initiative-  
“SOADI”**

**RFP # - SEF/NP/2017-18/05**

Issued by:

.....  
**Acting Deputy Director (Procurement),**  
Sindh Education Foundation,  
Govt. of Sindh,  
Karachi

## **Foreword**

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010.

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## Preface

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the SPPR 2010 (amended in 2013).
2. Before preparing an RFP, the procuring agency/ user must be familiar with the SPPR 2010, and Rule No 72
3. Rule No 72 (1) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.
4. In case Rule No 72 (1) is not to be used, as the assignment is not a standard or routine nature, and standards and practices are not well-established, and procuring agency choses other method of selection according to **Rule No 72** (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.
5. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet

## Section 1. Letter of Invitation

[RFP # - SEF/NP/2017-18/05]

Dear Mr. /Ms:

Sindh Education Foundation- Government of Sindh invites proposal to provide following consultancy Services:

**“Hiring of Consultancy Firm/Consortium for School Observation & Academic Development Initiative-“SOADI”** Details are provided in **Terms of Reference** section. The request of proposal has been addressed to all interested firm/ consortia of firms fulfilling prescribed selection criteria as mentioned below:

- The eligible Firm/consortium having at least **3 years of experience** in providing the consulting services for school observation/ development or similar nature of experience for providing services as per the details mentioned in TORs.
- Having a minimum per annum financial turnover of **15 Million PKR**.
- Having required registration documents including required tax documentation (NTN, FBR, SRB and etc.).
- List of litigations with clients (if any) and nature of litigations along with an Affidavit on 50/- rupees stamp / bond paper or on company letter Head declaring/certifying that the firm has never been blacklisted.

The method of selection is: Quality and Cost based Selection (**QCBS**) Method /SPP Rule 72 (3) b.

The interested bidder can either obtain the bidding documents(s) on dated **July 19, 2017 to August 9, 2017** from procurement department or download it from SPPRA and SEF website, [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and [www.sef.org.pk](http://www.sef.org.pk) respectively against the pay order of Rs.1000/- (non-refundable) in favor of **“SINDH EDUCATION FOUNDATION”** Envelope shall contain the **TECHNICAL & FINANCIAL PROPOSAL** duly attached a 3% Bid Security (refundable) pay order of the total bid cost in the name of **SINDH EDUCATION FOUNDATION** Govt. of Sindh. The address on the envelope should be marked to the Procurement Department of SEF. **No tender will be accepted without Bid Security or short amount of Bid Security & such tender(s) will be rejected at the spot.**

The last submission date of **Proposals is August 10, 2017 till 03:00 PM. Technical Proposal shall be opened on the same date at 03:30 PM, at SEF HEAD OFFICE PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN** in the presence of bidders or their representatives who may like to attend the session. (In case of any holiday/law-an-order situation/mishaps the last date of Tender opening date will be on next working day).

The Financial Proposal(s) bid(s) of the technically qualified bid(s) will be opened at the time and venue formally communicated to the qualified bidders in advance. The sealed financial proposals of technically non-qualified bids will be returned.

The Procuring Agency may reject any bid subject to provisions of SPP Rules 2010 and may cancel bidding process at any time prior to acceptance of bid(s) as per Rule 25(I) of said SPP Rules.

S/d

Acting Deputy Director (Procurement)  
Sindh Education Foundation

## **Section 2. Instructions to Consultants**

## Instructions to Consultants

*[Note to the Procuring Agency, this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes, acceptable to the Procuring Agency, shall be introduced only through the Data Sheet (e.g., by adding new reference paragraphs)]*

### Definitions

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

## **2. Introduction**

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

## **3. Conflict of Interest**

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



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

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

#### **Conflicting Relationships**

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

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

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

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

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

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

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

**5. Integrity Pact**

Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex-A)

**6. Eligible Consultants**

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

**7. Eligibility of Sub-Consultants**

A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.

**8. Only one Proposal**

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

**9. Proposal Validity**

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

less than one percent and shall not exceed five percent of bid amount).

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

10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.

10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

**11. Preparation of Proposals**

11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.

11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

**12. Language**

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

**13. Technical Proposal Format and Content**

13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-

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

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

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

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

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

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

13.3 The Technical Proposal shall not include any financial information.

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

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

#### **15. Taxes**

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

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

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

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

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if

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

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

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

## **17. Proposal Evaluation**

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

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

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

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

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

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

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

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

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

## **19. Evaluation of Financial Proposals**

19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

19.3 In case of **Least Cost Selection LCS Method**, the bid found to be the lowest evaluated bid shall be accepted.

**19.4 In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.**

19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

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



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

**24. Award of Contract**

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

**25. Confidentiality**

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

### Data Sheet

1.1	<p>Name of the Assignment is: “Hiring of Consultancy Firm/Consortium for School Observation &amp; Academic Development Initiative”</p> <p>The Name of the PA’s official (s):</p> <p><b>Sindh Education Foundation, Govt. Of Sindh</b></p> <p>Address: <b>Plot. No. 21/A, Block No.7&amp; 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi</b></p> <p>Telephone: <b>021-34169182 &amp; 184</b></p> <p>E-mail: <a href="mailto:hamid.ahmed@sef.org.pk">hamid.ahmed@sef.org.pk</a> and <a href="mailto:procurement@sef.org.pk">procurement@sef.org.pk</a></p>
1.2	<p>The method of selection is: <b>Quality and Cost Based Selection (QCBS)</b></p> <hr/> <p><b>Method /SPP Rule 72 (3) (b) of SPP Rules 2010 (Amended 2013)</b></p> <hr/> <p><b>{75% Quality (Technical) &amp; 25% Cost (Financial)}.</b></p>
1.3	<p>Financial Proposal to be submitted together with Technical Proposal</p> <p>(sealed separately in 02 envelopes and submit in a single large envelope) :</p> <p>YES – Refer to section 2 - Instruction to bidder – clause 16.3</p>
1.4	<p>The detail TORs are available at page # <b>47 of Bidding Document</b></p>
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**Section 2. Information to Consultants – Data Sheet**

1.5	<p>The Proposal (Technical &amp; Financial) submission address is: <b>Sindh Education Foundation - Government of Sindh Plot. No. 21/A, Block No.7&amp; 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi</b></p> <p>Proposals must be submitted no later than the following date and time:</p> <p><b>August 10<sup>th</sup>, 2017 till 03:00 PM and Technical Bid will open on same date at 03:30PM.</b></p>
1.6	<p>Expected date for commencement of consulting services:</p> <p><b>2<sup>ND</sup> week of August 2017 at Sindh Education Foundation - Government of Sindh Plot. No. 21/A, Block No.7&amp; 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi and at the mutually agreed venues across the province.</b></p>
9.1	<p><b>Bid Validity: 90 days. Refer to SPP RULES 38 (1).</b></p>
10.1	<p><b><u>Clarifications may be requested <u>not later than five days prior the date of submission.</u>- Refer SPP RULE 23(1).</u></b></p> <p>The address for requesting clarifications is:</p> <p><b>Sindh Education Foundation - Government of Sindh Plot. No. 21/A, Block No.7&amp; 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi</b></p> <p>Facsimile: E-mail: <a href="mailto:shahnawaz.khan@sef.org.pk">shahnawaz.khan@sef.org.pk</a>, &amp; <a href="mailto:hamid.ahmed@sef.org.pk">hamid.ahmed@sef.org.pk</a></p>
12	<p>The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.</p>
6.1	<p>Shortlisted Consultants may associate with other shortlisted Consultants: YES ___ NO <u><b>X</b></u>.</p>

11.2	<b>The estimated number of professional staff-months required for the assignment is: <u>12 Months.</u></b>
13.1	The format of the Technical Proposal to be submitted is: FTP - or STP - <b>X</b>
13.2(vii)	<b>Training is a specific component of this assignment: Yes <u>X</u> No</b> <b><i>[If yes, provide appropriate information]: <u>Details provided in TOR document</u></i></b>
15.1	Amounts payable by the PA to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable or any other duties and taxes.
6.3	<b>Applicable as National Competitive Bidding is the principle method of procurement</b>
16.2	<b>Consultant must submit the original bid along with five copies of Technical and Financial Proposals.</b>

13.1

Criteria, sub-criteria, and point system for the evaluation of Simple Technical Proposals are:

Points

(i). Appropriateness of the work experience, proposed methodology and work plan in responding to the Terms of Reference:

a. Technical approach and methodology

[10]

b. Work plan

[5]

c. Organization and staffing

[5]

d. Resource & Tools development (surveys, questionnaires, interviews, Classroom observation tools, Teachers performance and reporting.

[10]

e. Relevant experience of school improvement

[05]

f. Teachers' Training experience (3 years)

[10]

g. Subject Specialists Teachers (around 40; for English, Mathematics and Science Elementary and Secondary level).

[15]

Total points for criterion (i)

[60]

(ii). Key professional staff qualifications and competence for the assignment:

a) One Project Manager

[10]

b) 40 Master trainers with relevant experience/qualification of Primary and Secondary - Evidence of evaluating and observing teachers and school's performance.

[30]

Total points for criterion (ii)

[40]

Total weight: 100%

Total points for the criteria: 100

The minimum technical score required to pass is: 70 points

Sub Criteria	Project Managers	Master trainers/Teachers
General Qualification 30%	Masters	Masters in relevant subject
Adequacy for the assignment - Work Experience (70%)	10 years in Project Management -preferably in schools training related, Classroom observation related, lesson planning and other similar projects leading towards overall academic improvement.	03 years in Training/Assessment/Evaluation Academic improvement.

20.1	<p>Expected date and address for contract negotiations: <b>First week of September 2017</b></p> <p><b>Sindh Education Foundation - Government of Sindh Plot. No. 21/A, Block No.7&amp; 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi</b></p>
9.2	<p>The interested consultant/s is required to submit <b>3% bid security</b> amount of total bid value along with his bid (technical &amp; financial), no bid will be accepted without/with short Bid Security &amp; such bid(s) will be rejected at the spot.</p> <p>The bid security may be submitted in the form of pay order, demand draft &amp; bank guarantee in favor of <b>“Sindh Education Foundation”</b>.</p>
24.2	<p>Successful consultant is required to submit <b>5% performance security</b> in form of pay order, demand draft or bank guarantee in favor of <b>“Sindh Education Foundation”</b>.</p>
5.1	<p>Consultant undertakes to sign Integrity Pact for the procurement estimated to exceed Pak Rs.10 million.</p>

## Section 3. Technical Proposal - Standard Forms

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

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

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A - Consultant's Organization .....		22
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## FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

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

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

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

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

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

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

We remain,

Yours sincerely,

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

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

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

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

---

<sup>1</sup> [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

<sup>2</sup> [Delete in case no association is foreseen.]



**For FTP Only**

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

---

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

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

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

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

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

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

**For FTP Only**

**FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE  
PROVIDED BY THE PA**

---

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

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

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

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

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

---

**(For small or very simple assignments the PA should omit the following text in Italic)**

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

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

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

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

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

FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

---

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

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

---

- 1. Proposed Position** *[only one candidate shall be nominated for each position]:* \_\_\_\_\_
- 2. Name of Firm** *[Insert name of firm proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_
- 3. Name of Staff** *[Insert full name]:* \_\_\_\_\_
- 4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
- 5. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_  
\_\_\_\_\_
- 6. Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
- 7. Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_  
\_\_\_\_\_
- 8. Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_  
\_\_\_\_\_
- 9. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*  
\_\_\_\_\_
- 10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

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

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

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

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

**13. Certification:**

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

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]*

Date: \_\_\_\_\_  
*Day/Month/Year*

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



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

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

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

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

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



Full time input



Part time input

## FORM TECH-8. WORK SCHEDULE

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

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

## Section 4. Financial Proposal - Standard Forms

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

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

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

Form FIN-1.	Financial Proposal Submission Form .....	33
Form FIN-2.	Summary of Costs.....	34
Form FIN-3.	Breakdown of Costs by Activity <sup>1</sup> .....	35
Form FIN-4.	Breakdown of Remuneration <sup>1</sup> .....	36
Form FIN-4.	Breakdown of Remuneration <sup>1</sup> .....	38
Form FIN-5.	Breakdown of Reimbursable Expenses <sup>1</sup> .....	39
Form FIN-5.	Breakdown of Reimbursable Expenses .....	41
<b>Appendix.</b>	Financial Negotiations - Breakdown of Remuneration Rates .....	42

---

## FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

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

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

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

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

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

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

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

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

---

<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

<sup>2</sup> If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

## FORM FIN-2. SUMMARY OF COSTS

---

Item	Costs	
	<i>Indicate Foreign Currency</i>	<i>Indicate Local Currency</i>
Total Costs of Financial Proposal <sup>2</sup> (Including all taxes, duties and etc.)		

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

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

<b>Group of Activities (Phase):</b> <sup>2</sup>  	<b>Description:</b> <sup>3</sup>  			
Cost component	<b>Costs</b>			
	[Indicate Foreign Currency # 1] <sup>4</sup>	[Indicate Foreign Currency # 2] <sup>4</sup>	[Indicate Foreign Currency # 3] <sup>4</sup>	[Indicate Local Currency]
Remuneration <sup>5</sup>				
Reimbursable Expenses <sup>5</sup>				
Subtotals				

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

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

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

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

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

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

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



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

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

Name <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>
<b>Foreign Staff</b>		
		[Home]
		[Field]
<b>Local Staff</b>		
		[Home]
		[Field]

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

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

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

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

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

## FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES

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

N°	Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
	Per diem allowances	Day	
	International flights <sup>3</sup>	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [Insert place] and [Insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subcontracts		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the PA's personnel <sup>4</sup>		

1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

2 Indicate unit cost and currency.

3 Indicate route of each flight, and if the trip is one- or two-ways.

4 Only if the training is a major component of the assignment, defined as such in the TOR.

## APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

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

### 1. Review of Remuneration Rates

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

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

#### (i) Salary

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

#### (ii) Social Costs

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

#### (iii) Cost of Leave

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

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

---

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

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

**(iv) Overheads**

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, no billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The PA does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

**(v) Fee or Profit**

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

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

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

**(vii) Subsistence Allowances**

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

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

**2. Reimbursable expenses**

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

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

**3. PA Guarantee**

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

## Sample Form

Consulting Firm:

Country:

Assignment:

Date:

### Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

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

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

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

\_\_\_\_\_  
Date

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

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



**Section 4. Financial Proposal - Standard Forms**

---

**Consultant's Representations Regarding Costs and Charges**

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

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

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

# **Terms of Reference (TOR)**

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## **Hiring of Consultancy Firm/Consortium of Firms School Observation & Academic Development Initiative- “SOADI”**

### **Introduction**

The Sindh Education Foundation- Government of Sindh is continuously strengthening the SEF supported schools under its different programs including PPRS (Promoting Private Schooling in Rural Sindh); SAS (SEF Assisted Schools) and SMHS (Sindh Middle & High Schools programs) in Sindh. Also, it is simultaneously expanding its portfolio for reaching out to the Out of School Children in the province. These schools are located across all districts in the province.

Keeping in view the essentials to enable a school to gradually become a exemplary learning center where engagement of the students is not limited to the various pedagogies of teaching only but also to create an environment which allows the children to indulge themselves in a safe and friendly environment where they feel comfortable in learning and their ideas are appreciated.

Since last many years, the pool of trainers in the SEF’s Training Unit (TU) have been engaged in building the capacity of SEF teachers in the areas of early childhood education, content enhancement at various levels of schooling; subject based pedagogies and field support visits. To gauge the impact of capacity building over the years, the Training Unit (TU) team undertook the initiative of visiting various schools around the districts of Sindh and observed the implementation at the grassroot levels. The overall findings suggested a more vigorous and detailed school observation which caters to all the essential areas, starting from the very fundamentals together with necessary inputs in order to strengthen a culture of collaborative development in the SEF schools with a view to promoting school improvement and effectiveness.

The Foundation accordingly plans to undertake through a third party, **“School Observation and Academic Development Initiative (SOADI)”** in selected **400** schools of the Sindh Education Foundation across the districts of Sindh in order to observe and measure the academic and

administrative functionality of schools. Through this activity; it is planned to evaluate the overall capacity of the Head Teacher's management capacity; availability of academic calendars and compliance with academic system; the classroom structure, setting and management, teaching capacity, attitude with students, record keeping and overall academic and learning environment etc. This task is planned to be undertaken through the services of a Firm or Consortium of firms having the experience and technical capability to undertake such assignment.

### **School Observation & Academic Development Initiative (SOADI) Objectives:**

The broad objectives of this initiative are to scrutinize the existing Learning Environment in the select 400 Schools of the Foundation with a view to plan future strengthening activities. Also, the school observation is planned to be an intensive observation which will analyze a wide range of school environment aspects; document these systematically in a manner which can facilitate decisions on future capacity development as well as other technical (both academic and administrative) supported activities. The Firm or Consortium of firms will be giving the feedback and suggestions for school improvement.

School Observation academic development is also expected to provide a third-party view and objective analysis regarding:

- i. State of School management and capacity of the School Head Teacher and his/ her ability to manage the school administratively and provide instructional leadership. Provide information and analysis regarding School Systems and availability of academic calendars; lesson plans; teacher evaluation and student assessment systems; student records etc.
- ii. Content level and understanding of the teachers; quality of Teaching standards
- iii. Students' level of interest and participation
- iv. Formative assessment of students
- v. Environment of classrooms in making it more learner friendly
- vi. Availability and Utilization of Teaching and learning aid/resources
- vii. Impact of Trainings in teaching-learning process
- viii. Development and managing learners' profile/reports/records etc.
- ix. Support of Head Teachers towards school management and teaching-learning process
- x. Provision of co- curricular and sports activities etc.

## **The Capacity of the Firms / Consortium of firms:**

**The Foundation is seeking proposals from relevant experts which could be a Firm or Consortium of Firms. They can apply on their own or as consortium**

- i. The bidding Firm or Consortium of firms carrying experience of school academics, management; monitoring; involvement with Head Teachers/ Teachers and training will be given preference.
- ii. The bidding Firm/Consortium of Firms must have team of around 40- 50 expert team members (permanent and/or resource pool) with relevant experience and subject content knowledge
- iii. Firm/Consortium of firms must have the capacity to evaluate the school academic level and facilitate development of School Development Plan (SDP), Scheme of studies etc. also having the capacity of teachers' trainings in terms of classroom teaching of ECE, Grade 1 till 8.
- iv. Firm/Consortium of firms having considerable command on the implementation of different teaching pedagogies for English, Science and Mathematics in real classroom scenario.
- v. Firm/Consortium of firms having good command on formative assessment.
- vi. Firm/Consortium of firms is able to present documents like SDP, lesson plan etc.
- vii. Firm/Consortium of firms has a minimum 3 years of experience in the field of trainings, developing and implementing school support mechanism. Reporting and suggesting measures for improvement
- viii. Firm/Consortium of firms having relevant field experience.

## **Terms of Reference (ToRs):**

- i. Selected Firm/Consortium of firm will undertake **Selected 400 Schools' Observation & Development Initiative (SOADI)** across all districts of the province with a view to evaluate the existing academic quality of each of the school
- ii. The School Observation and Academic Development Initiative will comprise of well- planned methodology and a tool through which the Bidding Firm/ Consortium of firms will assist the Foundation in providing technical information about the overall state of School management; the capacity of the Head teacher; the school system relating to teacher hiring and evaluation; availability of academic calendar; student assessment systems etc.
- iii. The School Observation and Academic Development Initiative will include dedicated "classroom observation of a "minimum of 5 classrooms" preferably Maths, Science and

English language classrooms of various levels to gauge teachers' capacities; teaching techniques; classroom resources; Teacher student relationships amongst others.

- iv. The School Observation and Academic Development Initiative component of the activity will include a dedicated "Debriefing session with the School Partner; HT; Teachers regarding school strengths/ weaknesses and suggestions for way forward. These may comprise of some standard tools/ templates relating to "Academic Calendars; Lesson Plans and other innovative techniques
- v. The selected Firm/ Consortium of firms will develop the required tools for above assignment including pre-meeting, observation tools, Head Teachers and Teachers monitoring, observation tools, Parents meeting tools, School development and improvement indicators, School feedback report)
- vi. Generating a school report for each school observed (one go information) for the check and balance mechanism developed by SEF. After completing of one phase/cluster of SOADI, district wise a formal report will be prepared and shared with the SEF in the debriefing sessions mainly in 02 regions.

The selected Firm and Consortium of firms will make sure the achievement of predefined outcomes. The Firm will be required to travel across the districts of Sindh for the purpose of school observation in order to observe a selected number of schools of Sindh Education Foundation- GoS. The Firm/s will be closely aligned and working with SEF Training Unit (TU) team and spending 02 - 03 days in each school.

## **Deliverables**

The Firm/Consortium of firms is expected to deliver following in accordance with the defined timeframe:

- i. Firm / consortium of firms should submit inception report outing its approach and methodology, identifying surveys / interviews / review meetings to be conducted, tools to be developed, tests to be administered for accomplishing / performing the assigned tasks as contained in ToRs
- ii. Development of observation tools and questioners as mentioned in ToRs
- iii. Development of survey form
- iv. Development and conduct of Pre-Post assessment tests
- v. Observe School Academic environment with focus on school learning environment; school management; classroom teaching of subjects; English, Mathematics and Science; co-curricular activities and student focused activities

- vi. Head Teachers interview Performa and filled in data and suggestion for improvement
- vii. Review meeting and Feedback sharing with School Partner(s), Teachers and Head Teachers
- viii. Submission of each School report containing School Analysis and way forward
- ix. Final detailed activity Report and relevant data analysis with suggestions for improvement.

### Activity Time Frame

The activity is expected to take a timeframe of **06-08 months**. It is to be implemented by approximately 70 personnel (external & internal both) across all the districts of Sindh, breakup for which includes;

- 40 - externals (Individuals by Firm)
- 20 internals (LSU team of SEF)

Schools to be Observed	Working days/Month	Days/ School	Total
<p>Total <b>400 schools</b> where;</p> <p>Schools to be improved as per following break-up:</p> <p>PPRS = 175 schools SAS = 175 schools SMHS = 50</p> <p>(Details of school wise districts is attached herewith- Annex A)</p>	20 working days/month	Spending 02-03 days in each school	<p>1 group (3 members) = 02 or 03 days/school</p> <p>Hence, 1 group = 10 schools/Month Observe minimum 5 classes per day</p> <p>Therefore, 25 groups: <math>25 * 10 = 250</math> schools per Month</p> <p>If, 04 districts/month * 06 months (proposed) = 24 districts covered in total {this will be calculated and planned accordingly after the school data acquired through programs side}</p>

## Clustering of Districts

400 schools are expected to be covered in this activity across the districts of Sindh. Therefore, it is essential to form clusters so as to supplement and harmonize the entire exercise. Following is the proposed 02 regional clustering of districts after gathering the information of schools through Upper Sindh and Lower Sindh regions in order to cover all of the districts in 06-08 months' time frame.

**Northern Cluster:** Khairpur, Sukkur, Larkana, Nusheroferoze, Jacobabad, Ghotki, Dadu, SBA

**Southern Cluster:** Hyderabad, Thatta, Badin, Karachi, Mithi, Mirpurkhas, Sanghar

## Location and travel

Keeping in view the geographical scope of the activity, the Consultant must possess resources to manage boarding and travelling to different districts of Sindh

## Evaluation Criteria

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are

### Points

(i) Appropriateness of the work experience, proposed methodology and work plan in responding to the Terms of Reference:

a) Technical approach and methodology	[10]
b) Work plan	[5]
c) Organization and staffing	[5]
d) Resource & Tools development (surveys, questionnaires, interviews, Classroom observation tools, Teachers performance and reporting	[10]
e) Relevant experience of school improvement	[05]
f) Teachers' Training experience (3 years)	[10]
g) Subject Specialists Teachers (around 40; for English, Mathematics and Science Elementary and Secondary level).	[15]

**Total points for criterion (i)** **[60]**



(ii) Key professional staff qualifications and competence for the assignment:

a) One Project Manager [10]

b) 40 Master trainers with relevant experience/qualification of Primary and Secondary.–

- Evidence of evaluating and observing teachers and school's performance.

[30]

Total points for criterion (iii):

[40]

Sub Criteria	Project Managers	Master trainers/Teachers
General Qualification 30%	Masters	Masters in relevant subject
Adequacy for the assignment - Work Experience (70%)	10 years in Project Management -preferably in schools training related, Classroom observation related, lesson planning and other similar projects leading towards overall academic improvement.	03 years in Training/Assessment/Evaluation Academic improvement.

#### Data of Schools SOADI.

S#	Code	Program	District	School Name	Village	UC	Taluka
1	SMHS0076	SMHS	SANGHAR	AL-MEHRAN RESEARCH AND DEVELOPMENT FOUNDATION (AMRDF)	SIJHORO ROYAL CITY	SINJHORO	SINJHORO
2	SMHS0077	SMHS	Tando Muhammad Khan	ABDUL WAHID KHOSO	NAO MAIL	SAYED MATTO SHAH	BULRI SHAH KARIM
3	SMHS0044	SMHS	KHAIRPUR	AHSAN ALI CHANDIO	CHANNA MUHALLA	GUJJO	KHAIRPUR
4	SMHS0040	SMHS	Nausheh ro Feroz	AKBAR ALI SOOMRO	MEHRAN COLONY	NOSHERO FEROZ	NOSHERO FEROZ
5	SMHS0079	SMHS	SANGHAR	ALI DINO	VILLAGE DALAIL SHAR TORI MORI	KOT NAWAB	SANGHAR
6	SMHS0081	SMHS	Nausheh ro Feroz	ALI EDUCATION AND WELFARE SOCIETY	CHEEHO	CHEEHO	NOSHERO FEROZ
7	SMHS0082	SMHS	Nausheh ro Feroz	ALLAH BACHAYO KANDHRO	KHAN MUHAMMAD SOLANGI	PHATTO BILAL	MORO

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8	SMHS0011	SMHS	UMERKOT	Assosiation for Water Applied Education & Renewable Energy (AWARE)	Mehmood Abad	Kunri Memon	Kunri
9	SMHS0012	SMHS	UMERKOT	Assosiation for Water Applied Education & Renewable Energy (AWARE)	New Mirch Mandi	Chajro	Kunri
10	SMHS0086	SMHS	Shaheed Benazira bad	ATTA HUSSAIN DAHRI	JARI	SAN	QAZI AHMED
11	SMHS0036	SMHS	GHOTKI	AZIZULLAH MIRANI	PINJO MIR BHAR	1 UNIT 1	GHOTKI
12	SMHS0087	SMHS	BADIN	BADIN RURAL DEVELOPMENT SOCIETY	HAROONABAD	SEERANI	BADIN
13	SMHS0089	SMHS	THATTA	BASIC URBAN SERVICES FOR KATCHI ABADIS	ZAREEN COLONY	BHANBHOR	GHARO
14	SMHS0091	SMHS	UMERKOT	BHALEDINO	ABDUL QUDOOS SAND	DHORONARO	UMER KOT
15	SMHS0061	SMHS	KHAIRPUR	BUSHRA SHAH	KOT BUNGLOW	KOT DIJI	KOT DIJI
16	SMHS0025	SMHS	Daduj	Child Development Organization (CDO)	Hafiz Khush Mohammad	Bahawalpur	Johi
17	SMHS0092	SMHS	THATTA	COMMUNITY DEVELOPMENT & HERITAGE ORGANIZATION	KHASKHELI VILLAGE	SUJAWAL	SUJAWAL
18	SMHS0093	SMHS	MATIARI	DEEN MOHAMMAD MIRBAHAR	KHANDO	KHANDO	HALA
19	SMHS0094	SMHS	SANGHAR	DESERT AND RURAL DEVELOPMENT (DARD)ORG	JAKRO KHAN	BILAWAL	KHIPRO
20	SMHS0096	SMHS	BADIN	ERAJ LAARAIB COMMUNITY EDUCATIONAL WELFARE SOCIETY	ZARDARI ROAD @ SALEH SOOMRO	MALHAN	MATLI
21	SMHS0098	SMHS	SANGHAR	FAQEER MUHAMMAD DEHRI	ABDUL WAHI CHAN	AMANULLAH DAHIRI	SHEHDAD PUR
22	SMHS0059	SMHS	JACOBABAD	FAST RURAL DEVELOPMENT PROGRAM	ABDUL MAJEED HANBHI	AHMED PUR	JACOBABAD
23	SMHS0043	SMHS	Qamber Shahdad kot	FIDA HUSSIAN	ALLAH DITO CHANDIO	GAJI KHAHWAR	WARAH
24	SMHS0038	SMHS	DADU	GORAKH FOUNDATION	FAIZ M PANHWAR	SIYAL	DADU
25	SMHS0112	SMHS	KHAIRPUR	GOTH SEENGAR FOUNDATION	WAHID BUX KUBAR	PIR BUDHRO	MIRWAH
26	SMHS0099	SMHS	BADIN	HAPE DEVELOPMENT AND WELFARE ASSOCAITION	NEW DUMBALO	DUMBALO	MATLI

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27	SMHS0100	SMHS	Shaheed Benazira bad	HARI WELFARE ASSOCIATION	MIR JAN MUHAMMAD KHASKHELI	UC 9	NAWAB SHAH
28	SMHS0052	SMHS	TANDO ALLAHYAR	HIMAT ALI LASHARI	AHMED KHAN LASHARI	PAKSINGHAR	TANDO ALLAHYAR
29	SMHS0109	SMHS	BADIN	HOPE (HEALTH ORIENTED PREVENTIVE EDUCATION),	Khorwah Chowk	Khorwah	Golarchi
30	SMHS0054	SMHS	LARKANA	IMRAN KHAN	SEEHAR STATION	SEEHAR	DOKRI
31	SMHS0035	SMHS	MATIARI	Indus Education Foundation (IEF)	Chowdagi	Karam Khan Nizamani	Hala
32	SMHS0056	SMHS	Qamber Shahdad kot	JAVED AHMED CHANDIO	Pakho	Khairpur Joso	Kamber
33	SMHS0113	SMHS	Qamber Shahdad kot	JAVED SHIEKH	Hausla	Raunti	Kamber
34	SMHS0073	SMHS	DADU	JOHI ORGANIZATION FOR RUAL DEVELOPMENT AND NATURAL DISASTERS	AHMED KHAN JATOI	MURADABAD	DADU
35	SMHS0116	SMHS	Nausheh ro Feroz	KHUSH MUHAMMAD RAHOOJO	DHENGGO	RAJU KERIO	BHRIA CITY
36	SMHS0042	SMHS	KHAIRPU R	MIR KHAN DAHRI	GHULAM NABI DAHRI	AKRI	FAIZ GANJ
37	SMHS0051	SMHS	SUKKUR	MUHAMMAD ALI RAZA	SANGI	SANGI	PANO AKIL
38	SMHS0111	SMHS	KHAIRPU R	MUHAMMAD ISHAQUE LASHARI	LABANKI/M.BACHAL LASHARI	KHUSH KHAIR MUHAMMAD	FAIZ GANJ
39	SMHS0101	SMHS	Shaheed Benazira bad	MUHAMMAD KHAN BULLER	MUHAMMAD ISMAIL KEERIO	JAMAL KEERIO	SAKRAND
40	SMHS0070	SMHS	DADU	MUZAFFAR ALI JUNEJO	KAKAR	KAKAR	KHAIRPUR NATHAN SHAH
41	SMHS0071	SMHS	JAMSHO RO	NISAR AHMED JATOI	KIRAR CHANO	UNERPUR	MANJHAND
42	SMHS0072	SMHS	DADU	NISAR AHMED JATOI	CHAKAR KHAN LUND	PIPRI	DADU
43	SMHS0022	SMHS	MATIARI	OSAR Foundation Trust	Panj Moro	2-Shah Mir Rahu	Saeedabad
44	SMHS0058	SMHS	Qamber Shahdad kot	SAHARA EDUCATIONAL DEVLOPMENT ORGANIZATION (SAHARA)	Wada Seelra	SEELRA	SHADADKOT
45	SMHS0046	SMHS	KASHMO RE	SHOAIB MUHAMMAD	GEO MALIK	SAIFAL	TANGWANI
46	SMHS0053	SMHS	Mirpurkh as	SHOUKAT ALI GURGAIJ	KOLHI COLONY	BALUCHABAD	Mirpurkhas

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47	SMHS0103	SMHS	UMERKOT	SINDH DESERT DEVELOPMENT ORGANIZATION (SDDO)	Umaid Ali Rahim Colony	Garibabad	UMER KOT
48	SMHS0049	SMHS	KHAIRPUR	SOCIETY FOR HEALTH EDUCATION & AGRICULTURE DEVELOPMENT ORGANIZATION-SHEADO	WADA MAHESAR	WADA MAHESAR	KINGRI
49	SMHS0117	SMHS	HYDERABAD	SORATH SAMAJHI TARQUATI TANZEEM (SSTT)	SAHIB KHAN MEERANI	NAREJANI	HYDERABAD
50	SMHS0064	SMHS	JACOBABAD	STRENGTHENING PARTICIPATORY ORGANIZATION (SPO)	RABAN BURIRO	MIRPUR BURIRO	THULL
51	SMHS0105	SMHS	UMERKOT	SURESH KUMAR LOHANO	BIPASS ROAD NABISAR ROAD UMERKOT	NABISAR ROAD TOWN	KUNRI
52	SMHS0106	SMHS	SANGHAR	SUSTAINABLE DEVELOPMENT FOUNDATION-SDF	NAO KOT	DHORO JANIB	SANGHAR
53	SMHS0108	SMHS	Shaheed Benazirabad	SYED ALI HYDER KAZMI	MITHO KHAN PITAFI	Ameerji	DOUR
54	SMHS0055	SMHS	KHAIRPUR	ZAHEER ABBAS SHAR	LUTUF ALI SHAR	TANDO MIR ALI	THARI MIR WAH
55	SMHS0050	SMHS	GHOTKI	ZAIN UL ABDIN	KHADWARI	KHADWARI	KHADWARI
56	50002	SAS	Mithi	Sindh Rangers Mian M.Yousif High School	MALOOK JI DHANI	Laplo	Chachro
57	51013	SAS	Shikarpur	Z/A Junejo Model School	IZZAT JI WANDH	Kandhar	Garhi Yaseen
58	51041	SAS	Shikarpur	Indus Public School	DAKHAN	Dakhan	Garhi Yaseen
59	51049	SAS	Shikarpur	Aims-Atiq Imperial Model School	NEW SHAIKH MOHALLA MADEJI	Madeji Ward 1	Garhi Yaseen
60	51201	SAS	Khairpur	Ever Shine Elementry Public School	BOZDAR WADA	Bozdar Wada	Thari Mirwah
61	51516	SAS	Naushehro Feroz	Kiran Public School	WARD # 11 DARYA KHAN MARI	Darya Khan Mari	Naushehro Feroz
62	51563	SAS	Naushehro Feroz	Moomal Public School	RAB RAKHIO SOLANGI	Qasim Khai	Bhirya
63	51759	SAS	Sanghar	Sadaf Oxford Public School	NOOR MUHAMMAD BHANMBRO	Kehar	Sanghar
64	51760	SAS	Sanghar	Oxford English Public School	BHEROMAL PLOT	Shahpur Chakar	Shahdadpur

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65	51828	SAS	Dadu	Danish Paradies Public School	Meer hasan road by pass	Thalo	K.N.Shah
66	51905	SAS	Jamshoro	Al Bahria	BHANBHAN	Bhan	Sehwan
67	54007	SAS	Khairpur	Bismillah Public School	JOGI MUHLLA	Thari	Thari Mirwah
68	54052	SAS	Khairpur	Muhammadi Elementary School	BHATTI GOTH	Fakirabad	Kotdiji
69	54062	SAS	Khairpur	Karim Model Elementry School	AUNB FAKEER MANGANHAR	Baqi Khan	Thari Mirwah
70	54082	SAS	Khairpur	Surhan Model Elementary School	MUHAMMAD BUX DHAHAR	Naseer Fakir Jalalani	Kotdiji
71	54866	SAS	Tando Allahyar	Ali Waris Primary School	AHMED KHAN LASHARI	Pak Singhar	Chambar
72	54900	SAS	Tando Allahyar	Shalim Abad Primary School	SHALIM ABAD	Tando Soomro	Jhando Mari
73	57390	SAS	Tando Muhammad Khan	Wahid Dino Memorial Public School	WAHID DINO JAGSI	Tando Ghulam Hyder	Tando Ghulam Hyder
74	57660	SAS	Sanghar	City Model School	ZAHD TOWN	Uc-1	Sanghar
75	57757	SAS	Karachi	Faizee Acedamy	SHERABAD	10	Landhi Town
76	57801	SAS	Qamber Shahdad kot	The Valley Of Education Mirokhan	MEMON MUHALLA	Mirokhan	Mirokhan
77	57975	SAS	Jamshoro	Sindh Public School	KHAN PUR	3	Kotri
78	58040	SAS	Matari	Laat Primary School	GODDAR KHOKHAR	Karam Khan Nizamani	Hala
79	58122	SAS	Larkana	Gul Noor Public School	MOHALLA SIKANDAR ABAD	New Dero Ward 1	Rato Dero
80	58123	SAS	Larkana	Al -Sattar Model School	KHAN WAH	Pir Bux Bhutto	Rato Dero
81	58141	SAS	Larkana	Royal Public School	BAKRANI	Mad Bahu	Bakrani
82	58783	SAS	Shikarpur	Shaheed Moulai Khan	BHOUA P/O KHANPUR	Khanpur	Khanpur
83	59386	SAS	Karachi	Pakistani Primary School	SHARAFI GOTH	4	Landhi Town
84	60613	SAS	Naushehro Feroz	Ali Public School	MOOSA ARAIN (BERI)	Masar-Ji-Wah	Naushehro Feroz
85	60680	SAS	Naushehro Feroz	Sunrise Public Primary Girls School	PARYAL SARGANI	Mouhbbat Dero	Kandiario
86	60692	SAS	Naushehro Feroz	Iqra Public School	ESSA MIRJAT	Darya Khan Mari	Naushehro Feroz
87	60713	SAS	Naushehro Feroz	Asma Public School	SINDH COLONY	Fato Bilal	Moro
88	60755	SAS	Naushehro Feroz	Al-Khair Elementry Public School	PHULL CITY	Phull	Naushehro Feroz

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89	78481	SAS	Sukkur	Aqsa Model School	RAHIMABAD	35 City	Pano Akil
90	79814	SAS	Karachi	Ujala Primary School	RAZI GOTH	5	Surjani Town
91	82654	SAS	Karachi	Rahat Chachar Secondary School	ASHFAQUE COLONY STREET # 23	2	Kemari Town
92	84976	SAS	Nausheh ro Feroz	Modern Public School Rajper Village	RAJPER MUHLA	Padidan	Naushehro Feroz
93	84994	SAS	Nausheh ro Feroz	Modern Public School Fatan Fageer	FATAN FAQEER	Padidan	Naushehro Feroz
94	85252	SAS	Hyderab ad	Peradise Public School	RASSOL BUX BHATTI	17 Husry	Hyderabad
95	85278	SAS	Hyderab ad	Sunshine Model School	DHANIBUX KHASKHELI	Bhahno Bozdar	Tando Allahyar
96	EX007	SAS	Larkana	Ielp Mitho Dero	MITHO DERO	Mitho Dero	Larkana
97	EX114	SAS	Matuari	Latif Fsp	LATIF COLONY	Bhitshah	Hala
98	EX124	SAS	Karachi	Al- Meraj Fellowship School	HOUSE # 237 STREET 1&2 LALABAD	2	Bin Qasim Town
99	EX126	SAS	Karachi	Umer Farooq Fellowship School	GADAFI TOWM	4	Bin Qasim Town
100	EX137	SAS	Karachi	Sir Syed Fellowship	SHERPAO COLONY	Landhi 3	Landhi Town
101	EX140	SAS	Karachi	Quaid E Millat Fellowship School	SHERPAO COLONY	2	Bin Qasim Town
102	EX148	SAS	Karachi	Darul Binat Fellowship School	HIJRAT COLONY	Hijrat Colony	Saddar Town
103	EX170	SAS	Khairpur	Rabail Fellowship Elementary School	HAJI GHULAM HUSSAIN KANDHAR	Pryaloi	Kingri
104	EX188	SAS	Khairpur	Sun Shine Elementary Fellowship School	LUQMAN	Luqman	Khairpur Mirs
105	EX191	SAS	Khairpur	Moon Sellowship School Luqman-li	LUQMAN	Luqman	Khairpur Mirs
106	EX192	SAS	Khairpur	Angels (Ielp) Elemantray School	MOHALLAH SHAH LATIF	Shah Latif	Khairpur Mirs
107	EX193	SAS	Khairpur	Luky Star Elementary Model School	MUHALLAH DABBAR	Bukhari	Khairpur Mirs
108	EX198	SAS	Khairpur	Gulshan-E-Zehara Fellowship Elementary School	DATO DASTI	Mehar Veesar	Thari Mirwah
109	EX202	SAS	Khairpur	Kanwal Elementary School	KHANAN BIRIRO	Goondaro	Kot Diji
110	EX239	SAS	Shaheed Benazira bad	Insaf Public School	GOLO DAHRI	Bhora	Sakrand

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111	EX247	SAS	Sanghar	Sasai Home School	VILLAGE KHUDADAD KAPRI	Maldasi	Shahdadpur
112	EX248	SAS	Sanghar	Al-Mehran Public School	MIANDAD MANGRIO	Kurkali	Sinjhoro
113	EX252	SAS	Sanghar	Rubela Public School	KACHHI GOTH	Jafaar Khan Laghari	Sinjhoro
114	EX254	SAS	Sanghar	Rabia Public School	CHHABARLO ROAD, JHOL	Jhol	Sinjhoro
115	EX272	SAS	Larkana	Mohen Ji Jholi	IMAM BUX MALLAH	Bagi	Dokri
116	EX282	SAS	Jacobabad	Banzie Model School Thul	MOOSA WAH	Thul Nau	Thul
117	51038	SAS	Shikarpur	Al Mudasir Public School	SHIKARPUR	8	Shikarpur
118	51132	SAS	Shikarpur	Golden Public School	BURIRA COLONY	1	Shikarpur
119	51842	SAS	Dadu	Danish Paradies Public School	CHAPAR KHAN GADHI	Gozo	K.N.Shah
120	52390	SAS	Thatta	Arqam Public School	BILAL NAGAR	Dhabeji	Mir Pur Sakro
121	75344	SAS	Ghotki	Insaf Public School	AL RAZZAK COLONY	Dharki	Dharki
122	78311	SAS	Khairpur	Sukaar Midel School Sukk Wahan	SUK WAHAN	Kamal Daro	Gambat
123	85377	SAS	Matari	City Primary School	SHENSHAH	Saeedabad	Saeedabad
124	EX136	SAS	Karachi	Jinnah Fellowship	HOUSE B 1/13 STREET # 1AWAMI COLONY	9	Landhi Town
125	EX143	SAS	Karachi	Nishan E Hyder Fellowship School	A, 81, BLOCK-8 ZAFFAR TOWN	Dk	Bin Qasim Town
126	EX186	SAS	Khairpur	Murk Elementary School Phat	VILLAGE PHAT	Nizamani	Khairpur Mirs
127	EX206	SAS	Khairpur	Shahbaz Felloship	GUHRAM	Belharo	Gambat
128	52378	SAS	Karachi	Hassan Dawani Model School	GHARIBABAD GOTH	4	Gadap Town
129	59725	SAS	Nausheh ro Feroz	Sachal Community Model School	WARD NO 2	Mehrabpur	Mehrabpur
130	57392	SAS	Tando Allahyar	Roshni Primary School	MIR KHAN THORO	Dad Khan Jarwar	Chambar
131	86211	SAS	Mirpurkhas	Goli Primary School	MODEL FARM	Sindhri	Kherao
132	54071	SAS	Khairpur	Rehan Public School	HUSSAIN BUX SANGHI	Akri	Faiz Gunj
133	NEWSAS 005	SAS	Sukkur	Shaheed Sooriah Badshah	Bhatti Goth	JounaS	Pano Aqil
134	NEWSAS 349	SAS	Dadu	ROSHANI PUBLIC SCHOOL	Wapda Colony	JOHI	Johi
135	NEWSAS 350	SAS	Dadu	MABURU PUBLIC SCHOOL	Mureed Dero	Pat Gul Mohammad	Johi
136	NEWSAS	SAS	Khairpur	Al Zayad Public	Changul Malik	MEHAR	Mirwah

## General Condition of Contract

	012			School		VEESAR	
137	NEWSAS 351	SAS	Dadu	NANDHI KOTHI	Nandhi Kothi	QAZI ARIF	Mehar
138	NEWSAS 202	SAS	Tando Muham mad Khan	Sausi Home School	Jara Wah	JANHAN SOOMRO	Bulri Shah Karim
139	NEWSAS 016	SAS	Khairpur	Rasheed Foundation School	Haji Khan Baladi	Akri	Faiz Ganj
140	NEWSAS 017	SAS	Khairpur	Rasheed Foundation Model School	Maloor Shar	Karoondi	Faiz Ganj
141	NEWSAS 018	SAS	Khairpur	ShahNawaz Model School	Allah Abad	Shah Latif	Khairpur
142	NEWSAS 019	SAS	Khairpur	Al Ramzan Public Sachool	Ghullam Nabi Arain	Kot Lalu	Faiz Ganj
143	NEWSAS 271	SAS	Mirpurkhas	Future Bright School	Dr Rano Kolhi	MAKHAN SAMON	Shujja Abad
144	NEWSAS 327	SAS	Karachi	SMB SEF SCHOOL NO.6 LERP	Mda Corridor, Lerp (Ggps # 6)	38- YOUSUF GOTH	Gadap- Town
145	NEWSAS 329	SAS	Karachi	SMB SEF SCHOOL NO.8-36 D LERP	Sector 36-D, Lerp (Gbps # 8)	38- YOUSUF GOTH	Gadap- Town
146	NEWSAS 330	SAS	Karachi	SMB SEF SCHOOL NO.9 36-A1 LERP	Sector 36-A-I, Lerp (Gb/Gps # 9)	38- YOUSUF GOTH	Gadap- Town
147	NEWSAS 331	SAS	Karachi	SMB SEF SCHOOL NO.10 36-A2 LERP	Sector 36-A-Ii, Lerp (Gb/Gps # 10)	38- YOUSUF GOTH	Gadap- Town
148	NEWSAS 332	SAS	Karachi	SMB SEF SCHOOL NO.11 LERP 50-D	Sector 50-D, Lerp (Gb/Gps # 11)	38- YOUSUF GOTH	Gadap- Town
149	NEWSAS 021	SAS	Khairpur	Tehzeeb Elementary School	Meral Khan Makwal	Bugro	Kingri
150	NEWSAS 212	SAS	Dadu	KHADIGA KHANAM DAUIDPOTA{KKD}	Nabu Birahmani	Pat Gul Muhammad	Johi
151	NEWSAS 224	SAS	Dadu	MODREN PUBLIC SCHOOL	Baloch Goth	Mehar	Mehar
152	85497	SAS	Tando Allahyar	Nari School System	Choudry Sultan Ahmed	Sanjar Chang	Chamber
153	50802	SAS	Karachi	Al Asif Primary School	GOHRAM BUGHTI	Jorgee	Bin Qasim Town
154	51222	SAS	Khairpur	Ali Model Public Elementary School	BLU -JO-KHARO	Deparja	Thari Mirwah
155	51514	SAS	Nausheh ro Feroz	Al- Mairaj Public School	MUHAMMAD RAMZAN MUNGIO	Darya Khan Mari	Naushehro Feroz
156	51909	SAS	Jamshoro	Al Bahria Public School	ABAD/ HASSAN ALI AFINDI VILLAGE	Dall	Sehwan
157	55376	SAS	Sukkur	Iqra Model School	HAJI GUL MUHAMMAD BHAMBRO	Lal Jurio	Saleh Pat
158	50005	SAS	Mithi	Muhd Yousaf Elementary School	DUDHIYARO	Harho	Nagarparkar
159	51144	SAS	Shikarpur	Aqsa Public School Village Taj Mohammad	MOHAMMAD MOOSA SUNDRANI	Karan Shareef	Shikarpur



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160	51339	SAS	Ghotki	Ahsan Ali Elementary Public School	JINDO CHACHAR	Kamo Shaheed	Obaro
161	51433	SAS	Shaheed Benazira bad	Educational Project Academy	SUI GAS	Ghandtar	Nawabshah
162	51671	SAS	Mirpurkhas	Javed Iqbal Primary School	Haji Mohammad Javed Iqbal (Babli)	Roshanabad	Jhudo
163	51791	SAS	Sanghar	Indus Public School	BERANI	Berani	Jam Nawaz Ali
164	52357	SAS	Karachi	Falcon Grammar School	OLD MUZZAFARABAD	1	Landhi Town
165	54084	SAS	Khairpur	Mazhar Model Elementary School Chakar Wasayo	CHAKAR WARYASO	Sobho Dero	Sobho Dero
166	54828	SAS	Tando Allahyar	Ideal Primary School,	KAMAL KHAN AKLANI	Tando Soomro	Jhando Mari
167	58058	SAS	Matiari	Al Shahbaz Public School	USMAN BALAL	Bhanoth	Hala
168	58125	SAS	Larkana	Adeel Model School	CHODHA	Pir Bux Bhutto	Rato Dero
169	58217	SAS	Shikarpur	Schal Public School	SHAH MUHAMMAD JEHO	Naushahro Abro	Garhi Yaseen
170	58335	SAS	Larkana	Lareeb Model School	NAZAR MUHALLA LARKANA	Uc-6	Larkana
171	58821	SAS	Tando Muhammad Khan	M Moosa Chang	M RAHIM CHANG/LAL BUX CHANG	Tando Ghulam Hyder	Tando Ghulam Hyder
172	59160	SAS	Larkana	Shah Lateef Model School	BHATTAI MUHALLA DOKRI	Dokri	Dokri
173	59730	SAS	Naushehro Feroz	Al-Mehdi Model School	WALIDAD WAGHIO	Lakha Road	Mehrabpur
174	60338	SAS	Mirpurkhas	Shaheed Rani Primary School	Haji Mohammad Yousif	Hadi Bux Dhonkai	Kot Ghulam Mohammad
175	60666	SAS	Naushehro Feroz	Farah Naz Public School	BANBHARI	N.Feroz	Naushehro Feroz
176	75428	SAS	Shaheed Benazira bad	New Oxford Public School	MAHARR COLONY	Pir Zakri	Sakrand
177	75551	SAS	Naushehro Feroz	Star Grammar School	SYED ZAFAR SHAH COLONY	Padidan	Naushehro Feroz
178	85146	SAS	Hyderabad	Joat Primary School	POOLAN KHAN BALADI	Hoosri	Hyderabad
179	85281	SAS	Matiari	Sun Shain Model School	ISMAIL KKHASKHEKLE	Tajpur	Matiari
180	85496	SAS	Tando Allahyar	Nari Primary School	BAHADUR JALBANI	Sanjar Chang	Chambar
181	EX113	SAS	Matiari	Bhatai Fsp	PEER FAZAL UL HAQ OOTAQ	Saeedabad	Saeedabad

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182	EX130	SAS	Karachi	Raza Muhammad Fellowship	RAZA MUHAMMAD DARSANO CHANNO	2	Gadap Town
183	EX159	SAS	Karachi	Quaid E Azam Fellowship School	SECTOR F2	3	Landhi Town
184	EX162	SAS	Karachi	Shaheed Jam Muhammad Ali Fellowship	DARSANO CHANNO	2	Darsano Channo
185	EX169	SAS	Khairpur	Heer.E.F.S.G. Ali Hyder Jalbani	ALI HYDER JALBANI	Piryalio	Kingri
186	EX174	SAS	Khairpur	Jamiat Ul Mustafa Fellowship School	BANGUL KHAN	Bapho	Kot Diji
187	EX179	SAS	Khairpur	Mehran Fellow Ship	GHULAM UJAN	Drib Mehar Shah	Kingri
188	EX184	SAS	Khairpur	Dastageer Elementary Model School	MUNSHI TAJ UD DIN ARAIN	Peer Badal Sher	Kingri
189	EX204	SAS	Khairpur	Ali Elementary Fellowship School	TANDO SHAH	Kotdiji	Kotdiji
190	EX255	SAS	Sanghar	Shama Public School	VILLAGE 22 CHAK	Khadro	Sinjhorro
191	EX274	SAS	Larkana	Bhitai School	BHALE DINO ABRO	Bagi	Dokri
192	50280	SAS	Karachi	Imtiaz Primary School	ISLAMIA COLONY 2	9	Site
193	60681	SAS	Nausheh ro Feroz	Sunrise Public Primary Girls School	HAJJI MUHARAM SARGANI	Mouhbbat Dero	Kandiario
194	80752	SAS	Qamber Shahdad kot	Roshini Elementary Model School	SYED COLONY NASIRABAD	Nasirabad	Nasirabad
195	EX168	SAS	Khairpur	Sughand Fellowship Elementary School	GAGRI	Hajna Shah	Khairpur Mirs
196	EX173	SAS	Khairpur	Muhammadi Fellowship School	KHAIR MUHAMMAD	Bapho	Kot Diji
197	EX183	SAS	Khairpur	Sindhu Fellowship Elementary School	SETHARJA	Sobho Dero	Sobho Dero
198	51582	SAS	Nausheh ro Feroz	Musswar Model School	ALLAHYAR MARI	Banbhari	Naushehro Feroz
199	55096	SAS	Ghotki	Haji Mahar Public Primary School	HAJI PATAN MAHAR	Lohi	Khan Garh
200	58054	SAS	Matari	Saima Siddiq Public School	UDERO LAL	Udero Lal	Matari
201	60678	SAS	Nausheh ro Feroz	Roshanabad Primary School	PAHALWAN JARWAR	Kotri Kabeer	Naushehro Feroz
202	85290	SAS	Hyderabad	Hdpc Primary School	JAM KHAN ALMANI	Tando Fazal	Hyderabad

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203	EX163	SAS	Karachi	Bibi Amna Fellowship School	SHEEDI GOTH	5	Bin Qasim Town
204	EX187	SAS	Khairpur	Al Zulfiqar Fellowship School	RAINA	Goujo	Khairpur Mirs
205	80798	SAS	Mithi	Sughra Begum Sindh Rangers Elementary School	MINAHU	Tar Ahmed	Chachro
206	80795	SAS	Ghotki	Mohammad Yousuf Chachar	MUHAMMAD YOUSIF CHACHAR	Qadir Pur	Ghotki
207	75263	SAS	Sukkur	Agahi System School Faqir Mian Baig Chacker	AMBAH	Patni	Rohri
208	57976	SAS	Hyderabad	Mehran Public School	SEHRISH NAGAR	1	Qasimabad
209	85240	SAS	Jamshoro	Al-Madina Public School	POPAT CHANDIO MARRI BALOCH	Allah Bachayo Shoro	Kotri
210	RBCS038	SAS	Jamshoro	Jalbani Village	Jalbani Village	Sheikh	Sehwan
211	RBCS039	SAS	Jamshoro	Al Shamash	Al Shamsh colony	Bhan	Sehwan
212	RBCS040	SAS	Jamshoro	Allah Rakhio Birmhani	Allah Rakhio Brehmani	Dall	Sehwan
213	RBCS041	SAS	Jamshoro	Qadir Bux Gaincho	Qadir Bux Gaincho	Bubak	Sehwan
214	RBCS042	SAS	Jamshoro	Umar Panhwer	Umar Panhwar/ Khair Mohammad Jamali	Channi	Sehwan
215	RBCS043	SAS	Jamshoro	Hadi Bux Chutto	Hadi bux chutto	Channa	Sehwan
216	RBCS044	SAS	Jamshoro	Sultan Rind	Sultan Rind	Sehwan	Sehwan
217	RBCS045	SAS	Jamshoro	Shaman Ali Birmhani	Shaman ali Birmhani	Sehwan	Sehwan
218	RBCS131	SAS	Sukkur	Rbcs City Point	Dadu Canal City Point	Bachal Shah	Sukkur
219	RBCS134	SAS	Sukkur	Rbcs Kaladi	Kaladi	Tamachani	New Sukkur
220	RBCS136	SAS	Sukkur	Rbcs Allah Abad	Micro Colony Near Madina Masjid	18 New Sukkur	Sukkur
221	RBCS137	SAS	Sukkur	Rbcs Allah Diwayo Shar	Allah Diwayo, Baharo	Patni	Rohri
222	RBCS138	SAS	Sukkur	Rbcs Atta Mohammad Shambani	Atta Muhammad Shambhani	Tarie	Saleh Pat
223	RBCS139	SAS	Sukkur	Rbcs Khabri Bhatt	Khabri Bhatt	Tarie	Saleh Pat
224	RBCS140	SAS	Sukkur	Rbcs Mevo Khan Mallah	Mevo Khan Mlah	Saleh Pat	Saleh Pat
225	RBCS143	SAS	Sukkur	Rbcs Mansoor Abad	Chibhro near Taj Farm	Tarai	Saleh Pat
226	RBCS145	SAS	Sukkur	Rbcs Haji Arib	Haji Arab Mahar	Saleh Pat	Saleh Pat

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				Mahar			
227	RBCS146	SAS	Sukkur	Rbcs Haji Dhani Bux Mahar	Dhani Bux Mahar	Saleh Pat	Saleh Pat
228	RBCS148	SAS	Sukkur	Rbcs Bashirabad	Bashirabad Chohan Muhalla Pano Aqil	Mehran Pano Aqil	Pano Akil
229	RBCS150	SAS	Sukkur	Rbcs Hussainabad	Hussain Abad	Tarae	Saleh Pat
230	NEWSAS 184	SAS	Matari	Girls Primary School Kareemabad	Karim Abad	Saeed Abad	New Saeed Abad
231	NEWSAS 185	SAS	Matari	Primary school noorabad	Noorabad	Saeed Abad	New Saeed Abad
232	NEWSAS 189	SAS	Matari	Indus Primary School Bhado Saeedabad	Bhado Saeedabad	1-Saeedabad	Saeedabad
233	NEWSAS 190	SAS	Matari	Indus Primary School Muhammad khan Hajano	Muhammad Khan Hajano	2-Shah Mir Rahu	Saeedabad
234	NEWSAS 203	SAS	Badin	Fatima English Medium	Chak # 6	KHORWAH	Golarchi
235	NEWSAS 022	SAS	Khairpur	Tahzeeb Primary School	Moryo Khan Phulpoto	Manghanwari	Khairpur Mirs
236	EX031	SAS	Qamber Shahdad kot	Umeed Ali Elementary Model School	WARAH	Warah	Warah
237	143	PPRS	Badin		Haji Ibrahim Khaskheli	Kario Ghanwar	Golarchi/S.F.Rahu
238	1119	PPRS	Badin		Mooro Kolhi	Rahoki	Golarchi/S.F.Rahu
239	1729	PPRS	Badin		Datoo Mallah	Kadhan	Badin
240	12611	PPRS	Badin		KHAIR MOHD NIZAMANI	RAHOKI	Golarchi/S.F.Rahu
241	12652	PPRS	Badin		JANGOFA FARAM	DAHI JARKAS	Tando Bago
242	100032	PPRS	Badin		CHANDO KOLHI	GHARO	Golarchi/S.F.Rahu
243	201723	PPRS	Badin	Help Development Society	BAGO SIYAL	RAJO KHANANI	Talhar
244	100396	PPRS	Badin		GHULAM MALLAH	BHUGRA MEMON	BADIN
245	302	PPRS	Dadu		Sardar Mohammad Hashim Ameer-ul-Bahar	Mounder	Dadu
246	305	PPRS	Dadu		Haji Jaffar Khoso	Allah Bad	Dadu
247	501	PPRS	Dadu		Rasool Bux Jamali	Chinni	Johi
248	507	PPRS	Dadu		Gaji Shah	Chinni	Johi
249	517	PPRS	Dadu		Sher Mohammad Khoso	Qazi Arif	Mehar
250	628	PPRS	Dadu		Bhai Khan mallah	Mitho Babbar	K.N Shah
251	834	PPRS	Dadu		Jumo Rustamani	Johi	Johi
252	835	PPRS	Dadu		Drigh Bala	Drigh Balla	Johi
253	1999	PPRS	Dadu		Mohammad Mosa Rahojo	Parya	K.N Shah
254	2387	PPRS	Dadu		Ahmed Khan Obharo	Qazi Arif	Mehar

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255	22844	PPRS	Dadu	Community Development Council	ARAB BROHI	Yar Mohd Kalhoro	Dadu
256	22850	PPRS	Dadu	Community Development Council	ALI BUX PANHWAR	Chinni	Johi
257	107919	PPRS	Dadu		MASTI KHAN JATOI	SIYAL	Dadu
258	108191	PPRS	Dadu		WASEE JA GOTH	Paat	Dadu
259	107931	PPRS	Dadu		SIDIQUE DEPAR	BALEDAI	MEHAR
260	108150	PPRS	Dadu		KAREEM BUX KHOSO	TANDO RAHEEM KHAN	JOHI
261	800281	PPRS	Jamshoro	Ali Anwar Jamali	LAL DINO JAMALI	TALTI	Sehwan
262	802253	PPRS	Jamshoro	Muhammad Ibrahim	Bobak	Bobak	Sehwan
263	804603	PPRS	Jamshoro	Hafizan Ghanbeer	RAB DINO GHAMBHIR	ARAZI	Sehwan
264	804604	PPRS	Jamshoro	Hafizan Ghanbeer	Bandar Muhalla	UC 2	Sehwan
265	354	PPRS	Qamber Shahdad kot		Sobho Kar	III	Shahdadkot
266	360	PPRS	Qamber Shahdad kot		Mandhu Chandio	Meero Khan	Miro Khan
267	361	PPRS	Qamber Shahdad kot		Ranwati	Ranwati	Kambar
268	364	PPRS	Qamber Shahdad kot		Mian Rato	Lalou Rank	Warrah
269	369	PPRS	Qamber Shahdad kot		Soni Joyo	Miandad Chinjni	Naseerabad
270	376	PPRS	Qamber Shahdad kot		Haji Muhammad Khan Brohi	Lalou Rank	Warrah
271	381	PPRS	Qamber Shahdad kot		Mitho Khan	Karara	Miro Khan
272	384	PPRS	Qamber Shahdad kot		Hindo Bagri Muhallah @ Burera Colony	Kamber	Kambar
273	386	PPRS	Qamber Shahdad kot		Ibrahim Aree	Lakha	Naseerabad
274	392	PPRS	Qamber Shahdad kot		Memmon Muhla	III	Kambar
275	883	PPRS	Qamber Shahdad kot		Sijawal Junijo	Sijawal Junejo	Sijawal Junejo

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276	891	PPRS	Qamber Shahdad kot		Gadehi Muhlla	Warah	Warrah
277	898	PPRS	Qamber Shahdad kot		Khatir Khan Chandio	Mirpur	Warrah
278	900	PPRS	Qamber Shahdad kot		Meran Holyio	Ranwati	kambar
279	1872	PPRS	Qamber Shahdad kot		Kario Sabal Khan	Mirpur	Warrah
280	1876	PPRS	Qamber Shahdad kot		Mian Machi	Khabar	Miro Khan
281	2104	PPRS	Qamber Shahdad kot		Mubarak Kalhoro	Mubarak Kalhoro	kambar
282	2508	PPRS	Qamber Shahdad kot		Tak Burira	Bohar	kambar
283	2571	PPRS	Qamber Shahdad kot		Mandam Khoso	Lakha	Naseerabad
284	2584	PPRS	Qamber Shahdad kot		Haji Golo Khan Chandio	Ranwati	kambar
285	5259	PPRS	Qamber Shahdad kot	Sahara Education Development Organization	Taaj Mohd magsi	Karara	Miro Khan
286	106128	PPRS	Qamber Shahdad kot		KAREEM BUX CHANDIO	MIRPUR	Warrah
287	106618	PPRS	Qamber Shahdad kot		SHAABRAANI	MIRPUR	Warrah
288	204324	PPRS	Qamber Shahdad kot	Insan Dost Welfare Organization	Haji Ghulam Farooq Khokhar	Bago Daro	Qubo Saeed Khan
289	204356	PPRS	Qamber Shahdad kot	Batool Welfare Org	GHULAM SARWAR CHANDIO	MIRPUR	Warrah
290	106111	PPRS	Qamber Shahdad kot		NOOR MUHAMMAD BROHI	SIJAWAL JUNEJO	SIJAWAL JUNEJO
291	106792	PPRS	Qamber Shahdad kot		USTAD BUKHARI	LALOO RONK	WARAH
292	454	PPRS	Khairpur		Mujahid	Khemtia	Gambat
293	485	PPRS	Khairpur		Lundi Shaikh	Belharo	Gambat
294	490	PPRS	Khairpur		Ahmed Bux Dahar	Nasir Fakir Jallolani	Kot Diji
295	750	PPRS	Khairpur		Gaji Khan Mangnejo	Sobodero	Sobhodero

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296	972	PPRS	Khairpur		Sawan Jodh	Khemtia	Gambat
297	978	PPRS	Khairpur		Tindo Phulai Metla	Manghanwari	Kingri
298	979	PPRS	Khairpur		Gulzar Sikandar Banbhan	Mandan	Mirwah
299	987	PPRS	Khairpur		Nawab Khan Jatoi	Jado Whan	Gambat
300	1006	PPRS	Khairpur		Ghaman Khan Shar	Bozdar Wah	Mirwah
301	1015	PPRS	Khairpur		Geo Khan Shambhani	Fateh Pur	Kot Diji
302	4619	PPRS	Khairpur		Ali Waris Ujjan	Gambat - I	Gambat
303	4712	PPRS	Khairpur		Haji Munchi Mohd Bachal Dasti	Hindiyari	Mirwah
304	4719	PPRS	Khairpur		Matri Ujjan	Fateh Pur	Kot Diji
305	4724	PPRS	Khairpur		Shah Bux Phulpoto	Khairpur	Khairpur Mirs
306	4738	PPRS	Khairpur		Zawarabad Kerio	Nasir Fakir Jallolani	Kot Diji
307	4749	PPRS	Khairpur		Gulan Khan Khaskheli	Mohsin Shah	Mirwah
308	4763	PPRS	Khairpur		Wazir Sangi	Akri	Faiz Ganj
309	4765	PPRS	Khairpur		Mungia Naka/stop	Kot Laloo	Faiz Ganj
310	4767	PPRS	Khairpur		Alipur Kandhar	Piryalo	Kingri
311	4769	PPRS	Khairpur		Ghulam Hussain Shar	Mohsin Shah	Mirwah
312	4782	PPRS	Khairpur		Aliabad Jani Buriro	Layari	Kot Diji
313	4799	PPRS	Khairpur		Naik Mohd Ujjan	Tando Masti Khan	Khairpur Mirs
314	2173	PPRS	Khairpur		Rustam	Khenwari	Nara
315	2225	PPRS	Khairpur		Jamal-Din-Solangi	Rani Pur	Gambat
316	2239	PPRS	Khairpur		Mohd Mureed Amur	Tando Mir Ali	Mirwah
317	2817	PPRS	Khairpur		Yar Mohd Pathan	Deparja	Mirwah
318	2826	PPRS	Khairpur		Ali Nawaz Wah	Kot Laloo	Faiz Ganj
319	2842	PPRS	Khairpur		Lahno Khan Khokhar	Fakirabad	Kot Diji
320	2882	PPRS	Khairpur	Sujag Balak Sangat	Gul Mohd Khaskheli	Arbab Khan Jalalani	Mirwah
321	2924	PPRS	Khairpur		Mahroof Shar	Akri	Faiz Ganj
322	2966	PPRS	Khairpur		Mohd Azeem Awan	Hindiyari	Faiz Ganj
323	4233	PPRS	Khairpur		Baradi Khan Shambhani	Deh Sohu	Kot Diji
324	4245	PPRS	Khairpur	Surhan Welfare Society Sindh	Ali Nawaz Jamro	Jado Whan	Gambat
325	4272	PPRS	Khairpur		Kareem Bux Rajpar	Khenwari	Nara
326	4889	PPRS	Khairpur	Young Social Welfare Association YSWA	Pir Mohd Shah/Pir Mohd Hayyat	D.M Shah	Kingri
327	4890	PPRS	Khairpur	Young Social Welfare Association YSWA	Haji Mohd Sukhyal Ujjan	Fateh Pur	Kot Diji

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328	5158	PPRS	Khairpur		Mohd Hashim Kalhoro	Sagyoon	Sobhodero
329	5178	PPRS	Khairpur		Ali Dad Siyal	Agra	Gambat
330	14756	PPRS	Khairpur		MOHD KHAN KORAE	Agra	Gambat
331	14810	PPRS	Khairpur		Mohd Umer Khuhro	Jado Whan	Gambat
332	14926	PPRS	Khairpur		Fateh Ali Shar	Tajal	Nara
333	104881	PPRS	Khairpur		akhtarabad	Raza Asad	Faiz Ganj
334	104932	PPRS	Khairpur		Faiz MUHAMMAD Shar	Hindyari	Mirwah
335	105369	PPRS	Khairpur		Khalid	Chondko	Nara
336	105471	PPRS	Khairpur		Haji Arbab Lashari	Raza Asad	Mirwah
337	105926	PPRS	Khairpur		niaz hussain talpur	pir budhro	Mirwah
338	203044	PPRS	Khairpur	Pahel Pakistan Pahel Sindh Orgnization	Waheed Ali Siyal	Agra	Gambat
339	104615	PPRS	Khairpur		GHULAM ILLAHI BHAGAT	PIR HAYAT SHAH	SOBHO DERO
340	104898	PPRS	Khairpur		FAKIR M.ARAIN	RAZA ABAD	FAIZ GANJ
341	402	PPRS	Larkana		city luhur colony	UC- VI	Larkana
342	404	PPRS	Larkana		Khawar khan Dahani	III	Larkana
343	407	PPRS	Larkana		Mumtaz Colony	Karani	Dokri
344	413	PPRS	Larkana		SukkurWah(Nadir Shah muhla city rato dero	II	Rato Dero
345	414	PPRS	Larkana		Labour colony Naeo Dero	Naudero	Rato Dero
346	415	PPRS	Larkana		Yaar mohd kalhoro	II	Larkana
347	423	PPRS	Larkana		Wakka village	Rasheed Wagan	Bakrani
348	444	PPRS	Larkana		Pyaro Wahan	Purano Abad	Bakrani
349	902	PPRS	Larkana		Mohd Uris Kalhoro	Bero Chandio	Larkana
350	904	PPRS	Larkana		Eaddan khan Brohi	Bangal Dero	Rato Dero
351	2110	PPRS	Larkana		Dokri Form Ward-1	Dokri	Dokri
352	2128	PPRS	Larkana		Wali Mohd Mughari (Sirai Wah) Masjid	III	Larkana
353	2130	PPRS	Larkana		Jamali Goth (New Nazar Muhallah)	Dhamrah	Larkana
354	2131	PPRS	Larkana		Jurio Chandio	III	Larkana
355	2150	PPRS	Larkana		Mitho Khan Kkakhani	Phull	Larkana
356	2735	PPRS	Larkana		Maachi Goath	Dokri	Dokri
357	2741	PPRS	Larkana		Yar Mohammad Lashari	Naich	Bakrani
358	16618	PPRS	Larkana		ALI MOHAMMAD KALHORO	Purano Abad	Bakrani



## General Condition of Contract

359	16730	PPRS	Larkana		M BURIRO	Purano Abad	Bakrani
360	106856	PPRS	Larkana		GHANO KHAN JATOI	UC - II	Larkana
361	107085	PPRS	Larkana		Al Nawaz Mirbhahar	FATEH PUR	Larkana
362	106452	PPRS	Larkana		MISKEEN PUR	WARIS DINO MACHI	RATODERO
363	10	PPRS	Mithi		Dobhar	Tugusar	Nagarparkar
364	11	PPRS	Mithi		Taryano	Sengaro	Mithi
365	12	PPRS	Mithi		Darela mohla city	Islamkot	Mithi
366	5894	PPRS	Mithi		Neblo bheel	Kehri	Mithi
367	11788	PPRS	Mithi		THARO RIND	SARANGIYAR	Chachro
368	12206	PPRS	Mithi		HAMIRIJO WANDHIO	Nagarparkar	Nagarparkar
369	202789	PPRS	Mithi	Noujwan Sindh Samaji Sangat	MOMIN SANEJO	LAPLO	CHACHRO
370	152	PPRS	Sanghar		Dahiri Mohalla Near Usmania Masjid	Shah pur chakar	Shahdadpur
371	625	PPRS	Sanghar		Sirhari /Khanza Mohalla	Sarari	Shahdadpur
372	647	PPRS	Sanghar		Chak-31 Shah Wali	Gujri	Sanghar
373	4524	PPRS	Sanghar		Nidam Chandio	Hot Wassan	Jam Nawaz Ali
374	4559	PPRS	Sanghar		Ghulshan Sawan Khan Colony	Miam	Sanghar
375	3035	PPRS	Sanghar		Ameer Bux Makrani (Ameero Makrani)	Beerani	Jam Nawaz Ali
376	5705	PPRS	Sanghar		Faqeer Mohib Rajar (Mor Hadi)	Qazi Faiz	Khipro
377	13245	PPRS	Sanghar		PADO BHEEL	Chotiaryoon	Sanghar
378	102350	PPRS	Sanghar		QAYUMABAD SANOTRI	GUJRI	Sanghar
379	102405	PPRS	Sanghar		MOHD IBRAHIM	QAZI FAIZ	Khipro
380	104016	PPRS	Sanghar		CHAK NO 36	S. Sikanderabad	Sanghar
381	102407	PPRS	Sanghar		ALLAH DINO HINGORO	KAMIL HINGORO	KHIPRO
382	262	PPRS	Shaheed Benazira bad		Sawan Khan Chandio	Qazi Ahmed - I	Kazi Ahmed
383	266	PPRS	Shaheed Benazira bad		Azeem colony	Sakrand	Sakrand
384	2007	PPRS	Shaheed Benazira bad		Changal Sehto	Saeed Kando	Kazi Ahmed
385	4611	PPRS	Shaheed Benazira bad		Gulshan Madina Town	Nawabshah - VI	Nawab Shah
386	4616	PPRS	Shaheed Benazira		Khuda Bux solangi	Ahmed Bughio	Kazi Ahmed

## General Condition of Contract

			bad				
387	208	PPRS	Thatta		Koral Khan Solangi	Udasi	Ghorabari
388	222	PPRS	Thatta		Mohammad Hassan Turk	Jherk	Thatta
389	3489	PPRS	Thatta		Ghulam Mohd Mallah	Haji Ghirano	Mirpur Sakro
390	3499	PPRS	Thatta		Mohammad Urs Mallah	Mir Pur Sakro	Mirpur Sakro
391	3592	PPRS	Thatta		Yaar Mohd Chandio	Mehar	Ghorabari
392	4179	PPRS	Thatta		Edan Khaskheli	Haji Ghirano	Mirpur Sakro
393	11106	PPRS	Thatta		GHAZI KHAN LASHALI	KARAMPUR	Mirpur Sakro
394	11268	PPRS	Thatta		ADAM DOKI	UDASI	Ghorabari
395	11289	PPRS	Thatta		MOHD HASSAN JAT MAHAR	MEHAR	Mirpur Sakro
396	102778	PPRS	Thatta		MEHRO BUKHERO	KAR SHAH	Ghorabari
397	102954	PPRS	Thatta		HAJI KHUDA DINO JAT	JONGO JALBANI	SHAH BUNDER
398	102981	PPRS	Thatta		SHAFI MOHD SHAH	KHAROCHAN	KHAROCHAN
399	54	PPRS	Umerkot	Kewal Ram	Vehro Sharif	UC - II	Umerkot
400	57	PPRS	Umerkot	Abdul Rehman	Abdul Rehman Samoon	Dhoro Naro	Umerkot
401	92	PPRS	Umerkot	Nand Lal	Malhi Colony Bhojani Street	UC - I	Umerkot
402	677	PPRS	Umerkot	Khair Muhammad	Mangria Mohala	UC - I	Umerkot
403	1154	PPRS	Umerkot	Ghulam Muhammad Samejo	Jhamrari	Kaplore	Umerkot
404	1629	PPRS	Umerkot	Mangal	Sabir Bheel	Chhor	Umerkot
405	1641	PPRS	Umerkot	Naseem Bano	Shata Mohala	UC - I	Umerkot
406	1645	PPRS	Umerkot	Sikeeladho	Laplo	Khokrapar	Umerkot
407	1649	PPRS	Umerkot	Mohibullah	Khosa Mohala	UC - I	Umerkot
408	1658	PPRS	Umerkot	Nabi Bux	Akheraj Colony	UC - II	Umerkot
409	3809	PPRS	Umerkot	Shakir Hussain	Abdul Haye Junejo	Sabho	Umerkot
410	3868	PPRS	Umerkot	Muhammad Azam	Deebo Qazi Mohsin Palli	Dhoro Naro	Umerkot
411	101864	PPRS	Umerkot	Harchand Mal	HAJI FATEH MUHAMMAD DARS	THAR NABISAR	KUNRI

## Section 1. Letter of Invitation

[RFP # - SEF/NP/2017-18/05]

Dear Mr. /Ms:

Sindh Education Foundation- Government of Sindh invites proposal to provide following consultancy Services: **“Hiring of Consultancy Firm/Consortium for School Observation & Academic Development Initiative- “SOADI”** Details are provided in **Terms of Reference** section. The request of proposal has been addressed to all interested firm/ consortia of firms fulfilling prescribed selection criteria as mentioned below:

- The eligible Firm/consortium having at least **3 years of experience** in providing the consulting services for school observation/ development or similar nature of experience for providing services as per the details mentioned in TORs.
- Having a minimum per annum financial turnover of **15 Million PKR**.
- Having required registration documents including required tax documentation (NTN, FBR, SRB and etc.).
- List of litigations with clients (if any) and nature of litigations along with an Affidavit on 50/- rupees stamp / bond paper or on company letter Head declaring/certifying that the firm has never been blacklisted.

The method of selection is: Quality and Cost based Selection (**QCBS**) Method /SPP Rule 72 (3) b.

The interested bidder can either obtain the bidding documents(s) on dated **July 19, 2017 to August 9, 2017** from procurement department or download it from SPPRA and SEF website, [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) and [www.sef.org.pk](http://www.sef.org.pk) respectively against the pay order of Rs.1000/- (non-refundable) in favor of **“SINDH EDUCATION FOUNDATION”** Envelope shall contain the **TECHNICAL & FINANCIAL PROPOSAL** duly attached a 3% Bid Security (refundable) pay order of the total bid cost in the name of SINDH EDUCATION FOUNDATION Govt. of Sindh. The address on the envelope should be marked to the Procurement Department of SEF. **No tender will be accepted without Bid Security or short amount of Bid Security & such tender(s) will be rejected at the spot.**

The last submission date of **Proposals is August 10, 2017 till 03:00 PM. Technical Proposal shall be opened on the same date at 03:30 PM, at SEF HEAD OFFICE PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN** in the presence of bidders or their representatives who may like to attend the session. (In case of any holiday/law-an-order situation/mishaps the last date of Tender opening date will be on next working day).

The Financial Proposal(s) bid(s) of the technically qualified bid(s) will be opened at the time and venue formally communicated to the qualified bidders in advance. The sealed financial proposals of technically non-qualified bids will be returned.

The Procuring Agency may reject any bid subject to provisions of SPP Rules 2010 and may cancel bidding process at any time prior to acceptance of bid(s) as per Rule 25(I) of said SPP Rules.

S/d

Acting Deputy Director (Procurement)  
Sindh Education Foundation

## **II. General Conditions of Contract**

### **1. GENERAL PROVISIONS**

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**1.1 Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the Sindh Public Procurement Act, thereunder Rules 2010.
  - (b) “Procuring Agency PA” means the implementing department which signs the contract
  - (c) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
  - (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
  - (e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
  - (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
  - (g) “Foreign Currency” means any currency other than the currency of the PA’s country.
  - (h) “GC” means these General Conditions of Contract.
  - (i) “Government” means the Government of Sindh.
  - (j) “Local Currency” means Pak Rupees.
  - (k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
  - (l) “Party” means the PA or the Consultant, as the case may be, and “Parties” means both of them.
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- (m) “Personnel” means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (n) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) “Services” means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) “Sub-Consultants” means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) “In writing” means communicated in written form with proof of receipt.

**1.2 Law Governing Contract** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

**1.3 Language** This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

**1.4 Notices**

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

**1.5 Location** The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the PA may approve.

**1.6 Authority of Member in Charge** In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

**1.7 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

**1.8 Taxes and Duties**

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9 Fraud and Corruption**

A. If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010.

Any personnel of the Consultant, who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

**Integrity Pact**

B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
- (b) terminate the Contract; and
- (c) recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
- 2.4 Modifications or Variations** 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 proposals for modification or variation made by the other Party.
- 2.5 Force Majeure** The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, diSEF Assisted Schoolsters and circumstances beyond the control of the parties.
- 2.5.2 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 insofar 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.
- 2.5.3 Extension of Time** Any period within which a Party 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.
- 2.5.4 Payments** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant 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.



## 2.6 Termination

### 2.6.1 By the PA

The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

### 2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

**2.6.3 Payment  
upon  
Termination**

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

### **3. OBLIGATIONS OF THE CONSULTANT**

#### **3.1 General**

**3.1.1 Standard of  
Performance**

The Consultant shall perform the Services and carry out their obligations hereunder 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 Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

#### **3.2 Conflict of Interests**

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**3.2.1 Consultants not to  
Benefit from  
Commissions,  
Discounts, etc.**

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant 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 Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

**3.2.2 Consultant and  
Affiliates not to be  
Otherwise  
Interested in  
Project**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

- 3.2.3 Prohibition of Conflicting Activities      The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3 Confidentiality**      Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 3.4 Insurance to be Taken Out by the Consultant**      The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5 Consultant's Actions Requiring PA's Prior Approval**      The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
  - (b) appointing such members of the Personnel not listed by name in Appendix C, and
  - (c) any other action that may be specified in the SC.
- 3.6 Reporting Obligations**      (a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
- (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
- 3.7 Documents Prepared by the Consultant to be the Property of the PA**      (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be

specified in the SC.

**3.8 Accounting, Inspection and Auditing**

3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.

3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).

## **4. CONSULTANT'S PERSONNEL**

**4.1 Description of Personnel**

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

**4.2 Removal and/or Replacement of Personnel**

(a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

(b) If the PA 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 Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and

experience acceptable to the PA.

- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. OBLIGATIONS OF THE PA**

- 5.1 Assistance and Exemptions** The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.
- 5.2 Change in the Applicable Law Related to Taxes and Duties** 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 incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

## **6. PAYMENTS TO THE CONSULTANT**

- 6.1 Security** The consultant has to submit bid security and the performance security at the rate mention in SC.
- 6.2 Lump-Sum Payment** The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.3 Contract Price** The price payable in **Pak Rupees** is set forth in the SC.
- 6.4 Payment for Additional Services** For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.5 Terms and Conditions of Payment** Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and

shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.

## **7. GOOD FAITH**

- 7.1 Good Faith**      The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. SETTLEMENT OF DISPUTES**

- 8.1 Amicable Settlement**      The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2 Dispute Resolution**      Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

### **III. Special Conditions of Contract**

(Clauses in brackets { } are optional; all notes should be deleted in final text)

<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
<b>{1.1}</b>	Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.
<b>1.3</b>	The language is English.
<b>1.4</b>	<p>The addresses are:</p> <p>Procuring Agency: <u>Sindh Education Foundation</u></p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p> <p>Consultant: _____</p> <p>_____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p>

## Special Condition of Contract

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{1.6} {The Member in Charge is [insert name of member]}

*Note: If the Consultant consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.8 should be deleted from the SC.*

1.7 The Authorized Representatives are:

For the PA: \_\_\_\_\_

For the Consultant: \_\_\_\_\_

1.8 *PA shall specify all relevant taxes including stamp duty and service charges to be borne by the consultant. In case there is exemption from any rates, taxes, the same shall be mentioned here.*

*The Consultant must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the PA wishes to apply.*

The PA warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub-Consultants and the Personnel in respect of:

- (a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of Pakistan), in connection with the carrying out of the Services;
- (b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;
- (c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;
- (d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:



## Special Condition of Contract

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- (1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and
- (2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

**2.2** The date for the commencement of Services is *[insert date]*.

**2.3** The time period shall be *[insert time period, e.g.: twelve months, eighteen months]*.

**3.4** The risks and the coverage shall be as follows:

- (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of *[insert amount and currency]*;
- (b) Third Party liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (c) professional liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.

## Special Condition of Contract

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*Note: Delete what is not applicable*

**{3.5 (c)}** {The other actions are: *[insert actions]*.}

*Note: If there are no other actions, delete this Clause SC 3.5 (c).*

**{3.7 (b)}** *Note: If there is to be no restriction on the future use of these documents by either Party, this Clause SC 3.7 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, may be used:*

{The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA. }

{The PA shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Consultant. }

{Neither Party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other Party. }

**{5.1}** *Note: List here any assistance or exemptions that the PA may provide under Clause 5.1. If there is no such assistance or exemptions, state “not applicable.”*

**6.1** Procuring Agency shall indicate bid security not less than 1% and above 5%  
Performance security shall not exceed 10% of contract amount

**6.3** The amount in Pak Rupees or in foreign Currency *[insert amount]*.

## **Special Condition of Contract**

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**6.5** The accounts are:

for foreign currency or currencies: *[insert account]*

for local currency: *[insert account]*

Payments shall be made according to the following schedule:

### **Consultant's Representations Regarding Costs and Charges**

We hereby confirm that:

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

**8.2** Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1940.in accordance with the following provisions:

**Appendix A**

**(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 No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

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

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

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

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

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

Name of Buyer: .....

Signature: .....

[Seal]

Name of Seller/Supplier: .....

Signature: .....

[Seal]

### CONTRACT

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

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

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

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

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

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

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

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

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

$$R_l = R_{lo} \times \frac{I}{I_{lo}}$$

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

### 5. Project Administration

#### A. Coordinator

The PA designates Mr./Ms. [insert name] as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

#### B. Timesheets

During the course of their work under this Contract the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

#### C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

### 6. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.

### 7. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA’s business or operations without the prior written consent of the PA.

### 8. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.

## Contract

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

FOR THE PA

FOR THE CONSULTANT

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

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

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

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