

# **HIRING OF CONSULTANT FOR THE DEVELOPMENT AND ENHANCEMENT OF ITEM BANKING SOFTWARE**

## **National Competitive Bidding Procedure Single Stage Two Envelop**

**GOVERNMENT OF  
PAKISTAN  
*PAKISTAN INSTITUTE OF EDUCATION (PIE)*  
MINISTRY OF FEDERAL  
EDUCATION AND PROFESSIONAL  
TRAINING**

**February, 2024**

No.F.01-01/2023/NAW(NAT-2023)  
Government of Pakistan  
**Pakistan Institute of Education**  
**(PIE)** Ministry of Federal Education  
and Professional Training Taleemi  
Chowk, G-8/1, Islamabad.

TENDER NOTICE FOR  
HIRING OF CONSULTANCY SERVICES

Pakistan Institute of Education invites bids from reputable individuals duly registered **on E-Pak Acquisition and Disposal System (EPADS) of PPRA** for the services of an individual-consultant (Computer Programmer) to provide technical support to customize and improve the features of item Banking Software (IBS) developed for NAW, PIE. The individual must be on Active Taxpayers List of FBR and fulfills the eligibility criteria/ terms and conditions as per tender document.

2. Interested and eligible applicants- individuals may submit on E-Pak Acquisition and Disposal System (**EPADS**) of Public Procurement Regulatory Authority (**PPRA**), Islamabad. Bidding will be conducted pursuant to Regulation-3(C)-Least Cost method of Procurement of Consultancy Services Regulation,2010.

3. The Bidding documents containing detail terms and conditions, can be download from <http://eprocure.gov.pk> and **PIE website [www.pie.gov.pk](http://www.pie.gov.pk)** free of cost. Bids should be submitted electronically **ONLY** through EPADS. Manual submission of bids in **NOT** allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact Mr. Rizwan Mehmood, Director M/S PPRS Room No. 199, 1<sup>st</sup>, Floor FBC building Sector G-5/2 Islamabad, contact number 0333-5200843, 051-9205728.

4. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by **29-03-2024 at 10:00 hrs**. technical bids will be opened on the same day at **10:30 hrs** and the financial proposal of technically responsive bids will be announced on EPADS

**Deputy Director (Assessment Data)**  
Member/Secretary  
PIETell 051-9261096

No.F.01-01/2023/NAW(NAT-2023)  
**GOVERNMENT OF PAKISTAN**  
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING  
**PAKISTAN INSTITUTE OF EDUCATION(PIE)**  
NATIONAL ASSESSMENT WING(NAW)  
TALEEMI CHOWK SECTOR G-8/1, ISLAMABAD

**TENDER DOCUMENT**

**CONSULTANT FOR THE DEVELOPMENT  
AND ENHANCEMENT OF  
ITEM BANKING SOFTWARE  
SPECIFICATIONS**

**Background:**

The Pakistan Institute of Education (PIE) has deployed an Item Banking Software customized by the Federal Board of Intermediate and Secondary Education. The software serves as a critical component in the educational assessment process. PIE is seeking the services of a qualified consultant to enhance and improve the existing system, focusing on functionality and operationalization.

2. PIE seeks the services of a national consultant to provide technical support to NAW - PIE in the development, enhancement and deployment of item Banking software in NAW-PIE.

**Objectives:**

The primary objectives of engaging the consultant are as follows:

- a) Assess the current functionality of the Item Banking Software.
- b) Identify areas of improvement in terms of efficiency and effectiveness.
- c) Propose and implement enhancements to the software to align with PIE's specific needs.
- d) Ensure seamless operationalization of the improved system within PIE's existing infrastructure.

**Scope of Work:**

The consultant's responsibilities will include, but are not limited to:

- a) Conduct a comprehensive assessment of the current database structure.
- b) Identify and document any inefficiencies or limitations in the existing database.
- c) Propose improvements to optimize the database structure for better performance.
- d) Collaborating with PIE stakeholders to understand specific requirements and challenges.
- e) Implementing the approved enhancements in consultation with PIE's team.

- f) Testing the modified system to ensure compatibility and reliability.
- g) Implement robust security measures to safeguard sensitive educational data while ensuring compliance with relevant data protection regulations and standards
- h) Design the database architecture with scalability in mind to accommodate future growth. Implement techniques to handle an increasing volume of assessment data efficiently.
- i) Optimize database queries and indexing to enhance overall system performance and conduct performance testing to identify and address any bottlenecks or slowdowns.
- j) Ensure seamless integration of the enhanced Item Banking Software with PIE's existing IT infrastructure. Collaborate with PIE's IT team to address any compatibility issues.
- k) Implement role-based access control to restrict user access based on job responsibilities. Define and enforce user permissions to maintain data integrity and confidentiality.
- l) Collaborate with PIE staff to perform user acceptance testing (UAT) to validate the system's functionality.

**Qualifications and Experience:**

The consultant should possess the following qualifications and experience:

- a) Proven expertise in software development and enhancement.
- b) Previous experience in customizing and improving educational software systems.
- c) Familiarity with item banking and assessment processes in educational institutions.
- d) Strong analytical and problem-solving skills. e. Excellent communication and collaboration abilities.

**Timeline:** The consultant is expected to complete the project within 90 days

**Language:** Fluent in English and Urdu.

## GENERAL TERMS AND CONDITIONS OF CONTRACT

Note: Please read the following instructions carefully. Bound to accept work orders issued during the current financial year 2023-2024 (ending 30<sup>th</sup> June, 2024) on the tendered rates for completion of activity entry within 30 days as per schedule. In this connection, a formal agreement shall be signed by the successful bidder with PIE, NAW Islamabad.

### **1. Documents attached: -**

- i. Individual profile with list of its recent clients in chronological order.
- ii. Copy of NTN Certificate of the individual.
- iii. Copy of Sales Tax Registration Certificate of the individual.
- iv. Bid Security amounting Rs.20,000/- in the shape of Bank Draft/ Pay Order bearing No. \_\_\_\_\_ dated: \_\_\_\_\_
- v. Drawn at (bank name & address for Rs. \_\_\_\_\_ in favor of “**DDO The Pakistan Institute of Education PIE-NAW, Ministry of Federal Education and Professional Training, Islamabad**” (Refundable to the unsuccessful bidders), Cheques will not be accepted.
- vi. An affidavit on stamp paper (Rs.100/-) that the individual is not blacklisted from any Government / Semi-Government / Non-Government Organization.

### **2. OPENING OF COMPETITIVE BIDS:**

The bids will be opened on 11.03.2024 at 11.30 a.m. in the presence of bidders.

- i. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirement;
- ii. During the technical evaluation no amendments in the technical proposal shall be permitted;
- iii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- iv. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- v. The bid found to be the lowest evaluated bid shall be accepted.

### **3. REJECTION OF THE BID:**

- i. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored.
- ii. No offer shall be considered if:
  - Received without earnest money.
  - Received after the time and date fixed for its receipt.
  - Tender/ Bid is un-signed.
  - Offer is ambiguous.
  - Offer is conditional.
  - Offer is from the individuals who are blacklisted/suspended by any Government department.
  - Offer is received by telegram/ fax/ e-mail.
  - Offer is received with shorter validity than required in the tender enquiry.
  - Offer is for items/stores do not conform to the specifications indicated in the enclosed list.

- PIE, MOFEPT further reserves the right to accept or reject any or all tenders without assigning any reason.

#### 4. **TAXES:**

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The MOFEPT will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the activity or part thereof are exempt from levy of any tax, the bidder shall provide valid exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

#### 5. **BINDING:**

- Proven expertise in software development and enhancement.
- Previous experience in customizing and improving educational software systems.
- Familiarity with item banking and assessment processes in educational institutions.
- The customization and capacity building process should be completed within 90 days after awarding of the contract.
- The data is secret/confidential. The selected individual will have to ensure the secrecy/confidentiality of the data. Moreover, the selected individual will not be allowed in any case to use this data for any other purposes.
- If the individuals fail to satisfy the client then the earnest money will be confiscated and the contract will be given to the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> lowest bidder.
- The individual shall provide the profile mentioning the previous experiences in educational item banking software with the Government/ Semi Government and donors (if any) and also mentioned the professional / technical and human and financial qualification as per criteria mentioned at **Annex 'A'**.
- The payment will be made after the completion and handing over data and booklets to NAW, Ministry of Federal Education.

## **6. Delivery of Data:**

The individual will be liable to collection of tools from NAW and return to same to NAW office.

## **7. PAYMENT:**

The payment for the delivery of services will be made by NAW-PIE through each month after submission of satisfactory report of work through crossed cheque / direct payment issued by AGPR, Islamabad provided that: -

- The invoice in complete for each month, accurate and the entire satisfaction of the procuring agency/client;
- Software is upgraded according to the instructions of the NAW-PIE, MOFEPT.
- Satisfactory inspection report is provided by the experts of NAW-PIE, MOFEPT so as to specifications/requirements.
- The final payment will be paid once the final inspection report declares the software satisfactory for future use.
- The payment will be in installments as per schedule (**Annex-B**).
- All payments shall be made in Pak Rupees.

## **8. ARBITRATION:**

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Purchase Committee of NAW-PIE, MOFEPT. The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law. A specimen of the Affidavit regarding arbitration is enclosed.

## **9. PENALTY:**

For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under:

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- If the selected individual will not complete the task within 100 days (90 days+ 10 grace days) according to given assessment schedule, deduction will be made on daily basis from the final bill of the individual @0.5% per day of the total payable amount for first seven days and @1.0% per day for subsequent number of days.

## **UNDERTAKING:**

**We undertake and declare that:** -The individual has never been blacklisted by Government/ Semi-Government department or agency and is not involved in any litigation with either department/ agency etc.

- i. The individual is in the business for the last \_\_\_ years and enjoys good reputation/ market standing.

- ii. The quoted prices include all taxes, transportation and cost of installation etc.
- iii. The quantity of above items can be increased and decrease.
- iv. The prices are valid upto 30<sup>th</sup> June, 2024.

**We understand that: -**

- i. Pakistan Institute of Education, Ministry of Federal Education and Professional Training reserves the right to accept or reject our bid and we undertake not to question the decision of PIE, Ministry of Federal Education and Professional Training in this regard.
- ii. The earnest money amounting to Rs. \_\_\_\_\_ submitted by us is liable to forfeiture in case our
- iii. individual fails to abide by the terms and conditions given in the advertisement referred to above.

**Signature & Stamp of**  
**Authorized Agent**



**Government of Pakistan**  
**Ministry of Federal Education**  
**& Professional Training**  
Pakistan Institute of Education (PIE)  
National Assessment Wing (NAW), Taleemi Chowk Sector G-8/1  
Islamabad

**FORM OF AGREEMENT**

This agreement is made the \_\_\_\_\_ of \_\_\_\_\_ between the Ministry of Federal Education and Professional Training , Islamabad hereinafter called the Employer of the one Part and \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the “CONTRACTORS”) of the other Part whereas the Employer is desirous that certain works should be done viz.: \_\_\_\_\_ Completion of such works.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement viz.:
  - a) The said Tender
  - b) The General Terms and Conditions of Contract
  - c) The Specifications
  - d) The Bill of service to be provided
  - e) Form of Agreement
  - f) The Annexures
  - g) Any other letter of document which has been approved by the Employer as forming part of the contract documents and which has been signed for the purpose of identification by the Employer and the Contractor.
3. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned the Contractor hereby covenant with the Employer to construct, compete and maintain the works in conformity in all

respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the Completion and Maintenance of the Works the contract price at the times and in the manner prescribed by the Contract.
5. IN WITNESS whereof the parties hereunto set their respective hands the day and year first above written.

**Particulars of  
individuals  
/Organization.**

**The Director (Assessment)  
Pakistan Institute of Education  
National Assessment Wing, Islamabad.**

IN PRESENCE OF FOLLOWING WITNESSES

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM TECHNICAL EXPERIENCE**

**LIST OF RELEVANT PROJECTS**

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<b>Project Name</b>	<b>Year of Completion</b>	<b>Remarks ( if Any)</b>

**PAYMENT SCHEDULE**

<b>S. No</b>	<b>Description</b>
<b>1</b>	33 % payment will be made after the signing of agreement on the closure of first month (after 30 days)
<b>2</b>	33% on the closure of 2 <sup>nd</sup> month (after 60 days)
<b>3</b>	34% on the closure of 3 <sup>rd</sup> month (after 90 days) on the completion of all the deliverables.



**PAKISTAN INSTITUTE OF EDUCATION (PIE)  
M/O FEDERAL EDUCATION & PROFESSIONAL TRAINING, ISLAMABAD**

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**BID FORM**

1. Name & Address of Bidder:

Telephone: Office/Cell

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Sales Tax Number:

National Tax Number:

2. Placement of programmer services at PIE Islamabad at following rates:

Required Service	Placement At PIE
Consultancy for the Development and enhancement of item Banking Software	

We shall abide by all the terms and conditions of the tender.

We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.

Bids Security should be enclosed.

Signature:

Name:

Designation:

CNIC No.

Date:

Official Seal/ Stamp:

(copy enclosed)

(Annexure-D)

**EVALUATION CRITERIA FOR SHORT LISTING OF INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT AND ENHANCEMENT OF ITEM BANKING SOFTWARE**

<b>A)</b>	<b>Individual Profile</b>	
	Proposal will be evaluated based on 80% technical suitability and 20% financial soundness	
	Experience of developing item banking software in government education sector in Pakistan	<b>30 Marks</b>
	Provide detailed process flow indicating database framework/Structure	<b>30 Marks</b>
	Provide details of days required to completely developed IBS	<b>20 Marks</b>
<b>B)</b>	<b>Address Details.</b> A detailed list of addresses/ phone numbers of the Security must be provided.	Mandatory
<b>C)</b>	<b>Individual must</b> be in Active Taxpayer List (ATL) of FBR	Mandatory
<b>F)</b>	<b>Financial Soundness/ Status</b>	<b>20 Marks</b>
	Undertaking that the individual has never been blacklisted by any Government Seme- Government organization	Mandatory
	Undertaking that individual has never been involved in litigation with the M/O FE&PT/ Government of Pakistan.	Mandatory
<b>G)</b>	<b>Bid Security</b>	Mandatory
	<b>Total Marks</b>	<b>100</b>
	<b>Required Passing Marks for consideration of Bid</b>	<b>70</b>

*Note:*

- i) *The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*

*Minimum requirement to compete with other bidders is 70 marks. All the bidders having 70 marks or more will be treated equal and will be financially evaluated*