

ISLAMIA COLLEGE PESHAWAR



**STANDARD BIDDING DOCUMENT
E-REQUEST FOR PROPOSAL FOR**

**THE HIRING OF HR OUTSOURCING FIRM(S) FOR THE PROVISION OF
SKILLED IT RESOURCES UNDER FRAMEWORK AGREEMENT**

RFP | THE HIRING OF HR OUTSOURCING FIRM(S) FOR THE PROVISION OF SKILLED IT RESOURCES UNDER FRAMEWORK AGREEMENT

RFP No.	[RFP-09/2026-27]
Issued By	Islamia College Peshawar
Bid Security Amount	2% of the total Bid Value (120 days per year for two (02) Odoo and PostgreSQL developers)
Date of Issue	30-09-2026
Date & Time of Pre-Bid Meeting	09-10-2026 at 02:00PM
Last Date for Bid Submission	20-10-2026 at 02:00PM
Date & Time of Technical Bid Opening	20-10-2026 at 02:30PM
Date & Time of Financial Bid Opening	27-10-2026 at 02:30PM
Bid Validity Period	90 Days from the date of bid submission

Procured Under:
Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014
(Open Competitive Bidding — Single Stage Two Envelope Procedure)

Proposal Submission: All the Proposals (Technical & Financial) shall be submitted online via E-PADS (<https://kp.eprocure.gov.pk>). Bids submitted in hard shall not be considered. Only clearly scanned copies uploaded on E-PADS shall be accepted.

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Background and Objectives

Islamia College Peshawar, founded in 1913, stands as one of the oldest and most prestigious educational institutions in Pakistan. Established under the leadership of Sir Sahibzada Abdul Qayyum Khan, the college was envisioned as a center of modern and Islamic learning for the Muslim youth of the region. With its rich architectural heritage, academic traditions, and significant contribution to the Pakistan Movement, the institution has served as a beacon of knowledge, character building, and national development for more than a century. Today, Islamia College Peshawar continues its mission of imparting quality education while preserving its historic legacy and cultural values.

Islamia College Peshawar, in line with emerging technological advancements and contemporary institutional requirements, intends to modernize and strengthen its existing IT systems and infrastructure. In order to ensure efficient, reliable, and professional management of its IT-related operations and services, the College seeks to engage reputable HR outsourcing firm(s) for the provision of skilled IT resources under a Framework Agreement arrangement. The initiative aims to enhance operational efficiency, digital transformation, system support, and the overall quality of IT services across the institution.

INSTRUCTIONS TO BIDDERS

ATTENTION: READ CAREFULLY BEFORE PREPARING YOUR BID

- a. This document constitutes the complete basis for competitive bidding. Bids not conforming to the requirements herein shall be rejected.
- b. Bidders are advised to read all sections of this document thoroughly before submitting a bid.
- c. Islamia College Peshawar (The Procuring Entity) reserves the right to reject all bids and cancel the procurement process at any stage without liability to the bidders, under Rule 47 of KPPRA Rules 2014.
- d. Queries about this document must be submitted in writing at least 10 days before the bid submission deadline.
- e. Canvassing in any form shall lead to immediate disqualification of the bidder(s).

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SECTION 1: REQUEST FOR PROPOSALS (RFP)

No: RFP-09/2026-27

Location: **Islamia College Peshawar**

1. The Islamia College Peshawar (hereinafter called “Procuring Entity”) invites proposals to provide the following outsourcing services: **Hiring of HR Outsourcing Firm(s) for the Provision of Skilled IT Resources under Framework Agreement.**
2. More details on the services are provided in the Technical Specifications & Scope of Work and Terms of Reference (TORs)
3. This Request for Proposal (RFP) has been addressed to all the interested eligible firms who are registered on E-PADS.
4. A firm will be selected under Quality and Cost based Selection System and procedures described in this RFP and TORs (attached), in accordance with the KPPRA Rules 2014.
5. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Definitions
- Section 3 - Instructions to Bidders (ITB)
- Section 4 - Bid Data Sheet
- Section 5 - General Conditions of Contract (GCC)
- Section 6 - Special Conditions of Contract (SCC)
- Section 7 – Technical Specifications and Scope of Work
- Section 8 – Evaluation Criteria
- Section 9 – Standard Forms

RFP-No.09/2026-27
REQUEST FOR PROPOSAL through EPADS
FOR HIRING OF HR OUTSOURCING FIRM(S) FOR THE PROVISION OF SKILLED IT RESOURCES.

Islamia College Peshawar intends to invite sealed bids from eligible, reputable, and financially sound firms/companies for the provision of skilled IT resources under Single Stage Two Envelops Procedure in accordance with the specifications set forth in the Bidding Documents. The firms shall be registered with KPITB/Pakistan Software Export Board, FBR and KPRA. Tender documents containing bidding procedure, terms & conditions, scope of work and Items Specifications can be obtained from EPADS. Tender shall be executed through open competitive bidding process (Single Stage Two Envelop) under framework contract according to KP-PPRA Rules 2014. All relevant rules guidelines issued by KP-PPRA from time to time shall be applicable. Taxes shall be deducted as per rules. The quoted prices submitted by the bidders shall be considered to have included all the applicable taxes.

Bids must be submitted on EPADS on or before 02:00 PM on October 20th, 2026, along-with earnest money of 2% of total bid amount in the form of Call deposit Receipt (CDR) in favor of Treasurer, Islamia College Peshawar. Original Call deposit Receipt (CDR) must be physically submitted or through courier services on or before 02:00 PM on October 20th, 2026 in the office of the undersigned.

Bid solicitation documents (BSD) can be downloaded from EPADS <http://kp.eprocure.gov.pk> and KPPRA portal after publication of this advertisement. Bids must be submitted on EPADS & no bid shall be accepted either physically or through any electronic media other than EPADS.

Bids will be opened sharply at 02:30 PM on October 20th, 2026 in the presence of interested bidders or their authorized representatives, in the Video Conference Hall, Academic Block, Islamia College, Peshawar, at the stipulated time & Venue.

Pre-bid meeting will be held on 09th October, 2026 at 02:00PM in the Video Conference Hall, Academic Block, Islamia College, Peshawar. Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained after the designated time in EPADS.

CONVENER

CENTRAL PURCHASE COMMITTEE,
ISLAMIA COLLEGE PESHAWAR

Telephone: 0919222227-31 (Ext#3049)/ Mobile # 03339212496

Email: cpc@icp.edu.pk

SECTION 2: DEFINITIONS

- 2.1 “Procuring Entity (PE)” means Islamia College Peshawar.
- 2.2 “HR Outsourcing Firm(s)” means a private entity, company, agency, service provider, or contractor engaged in the recruitment, deployment, management, and administration of qualified human resources for Information Technology (IT) services.
- 2.3 “Contract” means a legally enforceable agreement entered into between the Procurement Entity and the Service Provider, including all appendices, schedules, specifications, conditions of contract, and any amendments thereto.
- 2.4 “Data Sheet” means part of the Instructions to Bidders that is used to reflect specific assignment conditions
- 2.5 “Day” means calendar day including holiday.
- 2.6 “Government” means the Government of Khyber Pakhtunkhwa.
- 2.7 “Instructions to Bidders” (Section 3 of the RFP) means the document which provides bidders with all information needed to prepare their proposals.
- 2.8 “LOI” means the Letter of Invitation sent by the Procuring Entity to the bidder (s).
- 2.9 “Proposal” means the Technical Proposal and the Financial Proposal.
- 2.10 “RFP” means the Request for Proposal prepared by the procuring Entity for the selection of bidders
- 2.11 “Sub-Contractor” means any Person or entity to whom the bidder sub-contracts any Part of the Services.
- 2.12 “Terms of Reference” (TOR) means the document included in the Request for Proposal (RFP) as Section 7, which defines the objectives, scope of work, technical requirements, services to be provided, activities and tasks to be performed by the bidder, respective responsibilities of the Procuring Entity and the bidder, implementation schedule, payment terms, performance standards, and the expected outputs, deliverables, and outcomes of the assignment or service contract.

SECTION 3: INSTRUCTIONS TO BIDDERS

3.1 Scope of Bid

- 3.1.1 The Procuring Entity requires hiring of HR Outsourcing Firm(s) for the Provision of Skilled IT Resources under Framework Agreement as described in Technical Specifications & Scope of Work and Terms of Reference (TORs) of this document.
- 3.1.2 The successful bidder will be required to provide all IT related skilled workers, supervision, and management necessary for the complete execution of services.

3.2 Eligible Bidders

- 3.2.1 Bidders shall be eligible to participate in this procurement if they meet the following criteria:
 - 3.2.1.1 The bidder is a legally registered entity under the laws of Pakistan (e.g., registered with KPITB/Pakistan Software Export Board).
 - 3.2.1.2 The bidder is registered with the relevant tax authorities and holds a valid National Tax Number (NTN) and Sales Tax Registration Number (STRN)/KPRA.
 - 3.2.1.3 The bidder is not blacklisted or debarred by any Government department, autonomous body, or the KPPRA.
 - 3.2.1.4 The bidder has no conflict of interest with the Procuring Entity's personnel.
 - 3.2.1.5 The bidder is not insolvent, under receivership, or subject to any legal proceedings that may affect performance.
- 3.2.2 Joint ventures are not permitted under this bidding process.

3.3 Cost of Bidding

- 3.3.1 The bidder shall bear all costs associated with the preparation and submission of its bid. The Procuring Entity shall, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.4 Clarification of Bidding Documents

- 3.4.1 Bidders requiring clarification of the bidding documents may notify the Procuring Entity in writing at the address given in the BSD. The Procuring Entity shall respond in writing to any request for clarification received at least 10 days prior to the bid submission deadline.
- 3.4.2 The Procuring Entity's response shall be available to all prospective bidders who intend to apply on E-PADS portal.

3.5 Amendment of Bidding Documents

- 3.5.1 The Procuring Entity may, at any time prior to the deadline for submission of bids, amend the bidding documents by issuing an addendum/Corrigendum. Any addendum/corrigendum shall be communicated to all bidders and shall be binding.
- 3.5.2 To allow bidders reasonable time to account for amendments, the Procuring Entity may, at its discretion, extend the deadline for bid submission.

3.6 Language of Bids

- 3.6.1 All documents relating to the bid shall be written in the English language. Supporting documents may be in Urdu, provided they are accompanied by an accurate English translation. In case of discrepancy, the English translation shall prevail.

3.7 Documents Comprising the Bid

The bid shall comprise the following documents:

- a. Completed Bid Submission Form — duly signed and stamped
- b. Bidder's Information Form
- c. Financial Bid Form / Price Schedule — complete in all respects
- d. Scanned copy of 2% Bid Security (hiding bid security amount) for 120 days per year for Two (02) Odoo and PostgreSQL developers.
- e. Copies of NTN certificate, KPRA certificate, and valid tax returns
- f. Certificate of registration / incorporation
- g. List of manpower/staff proposed with qualifications
- h. Experience certificates for similar assignments (minimum 5 years)
- i. Declaration of Undertaking — duly signed
- j. Any other documents specified in the BSD

3.8 Bid Prices

- 3.8.1 The bidder shall quote prices for all items/services/resources listed in the Schedule of Requirements. Incomplete bids shall be considered non-responsive and may be rejected.
- 3.8.2 Prices/Charges/Quoted Bids shall be inclusive of all applicable taxes, unless otherwise specified in the BSD.
- 3.8.3 Prices/Charges/ Bids quoted shall be firm and fixed for the duration of the contract period and shall not be subject to price adjustment unless expressly provided in the SCC.

3.9 Bid Currencies

- 3.9.1 All prices shall be quoted in Pakistani Rupees (PKR).

3.10 Bid Security / Earnest Money

- 3.10.1 The bidder shall furnish, as part of its bid, a Bid Security in the amount and form specified in the RFP.
- 3.10.2 The Bid Security shall be in the form of a Call Deposit Receipt (CDR) or Bank Draft from a scheduled bank in Pakistan, valid for at least 28 days beyond the bid validity period.
- 3.10.3 The successful bidder's Bid Security shall be returned upon submission of the required Performance Security.
- 3.10.4 The Bid Security shall be forfeited if: (i) a bidder withdraws its bid during the period of bid validity; (ii) the successful bidder fails to sign the contract; or (iii) the successful bidder fails to furnish the Performance Security.

3.11 Period of Validity of Bids

- 3.11.1 Bids shall remain valid for 90 days from the date of bid submission deadline. A bid with a shorter validity period shall be rejected as non-responsive.
- 3.11.2 The Procuring Entity may request an extension of the bid validity period. Bidders who do not accept shall not forfeit their Bid Security.

3.12 Format and Signing of Bids

- 3.12.1 The bid shall be typed or written in indelible ink. All pages shall be initialized by the authorized signatory of the bidder. The bid shall be signed by a person duly authorized to sign on behalf of the bidder; such authorization shall be in the form of a written Power of Attorney or Board Resolution accompanying the bid.
- 3.12.2 Any interlineation, erasure, or overwriting shall be valid only if they are signed or initialized by the authorized person signing the bid.

3.13 Submission of Bids

- 3.13.1 The bid shall be uploaded on E-PAD portal as per prescribed procedure
- 3.13.2 The Procuring Entity may, at its discretion, extend the deadline for submission by issuing an amendment to the bidding document.

3.14 Opening of Bids

- 3.14.1 Bids shall be opened publicly in the presence of bidders' representatives who choose to attend, at the time and place specified in the BSD as well as E-PADS.
- 3.14.2 At the bid opening, the names of the bidders and the total bid prices shall be read aloud and recorded.

3.15 Confidentiality

- 3.15.1 Information relating to the evaluation of bids, recommendation for award, and other aspects of bid evaluation shall be kept confidential until the notification of award.

3.16 Examination of Bids

- 3.16.1 The Procuring Entity shall determine whether each bid is substantially responsive to the requirements of the bidding documents. A substantially responsive bid is one that conforms to all terms, conditions, and specifications without material deviation.

3.17 Evaluation and Comparison of Bids

- 3.17.1 The Procuring Entity shall evaluate only bids determined to be substantially responsive. The evaluation shall be conducted strictly in accordance with the criteria set out in this document.
- 3.17.2 Arithmetical errors shall be corrected as follows: If there is a discrepancy between the unit price/charges and the total price/charges obtained by multiplying unit price/charges and quantity/number, the unit price/charges shall govern. The corrected total shall be considered binding upon the bidder.
- 3.17.3 Final evaluation report will be announced at least 10 days before the contract award on ICP official website.

3.18 Award of Contract

- 3.18.1 The Procuring Entity shall award the contract to the bidder submitting the best evaluated bid (the bidder obtaining the highest combined technical and financial score under the QCBS procedure outlined in Section 8 of this SBD), provided the bidder has the legal capacity to enter into the contract and is not debarred under the KPPRA Act 2012 and KPPRA Rules 2014.
- 3.18.2 The Procuring Entity shall notify the successful bidder(s) through (Letter of Acceptance/LOI) prior to the expiry of the bid validity period.

3.19 Signing of Contract

- 3.19.1 The successful bidder(s) shall be required to sign the contract agreement within 14 working days of receipt of the Letter of Acceptance/LOI.
- 3.19.2 The Performance Security shall be submitted prior to or simultaneously with the signing of the contract.

3.20 Grievance Redressal Mechanism

- 3.20.1 All grievances shall be forwarded to the Grievance Redressal Committee, ICP for grievance redressal.

SECTION 4: BID DATA SHEET (BDS)

The following data supplement, amend or override the provisions in Section 3 (ITB). In case of conflict, the provisions of the BDS shall prevail over those in the ITB.

4.1	Name of the PE: <i>Islamia College Peshawar</i> Name of the Assignment: <i>THE HIRING OF HR OUTSOURCING FIRM(S) FOR THE PROVISION OF SKILLED IT RESOURCES UNDER FRAMEWORK AGREEMENT.</i> The method of selection: <i>Quality and Cost Based Selection (QCBS) Method</i> The Name of the PE’s official (s): <i>Convener Central Purchase Committee, Islamia College Peshawar Telephone: 091-9222227-31</i> <i>E-mail: cpc@icp.edu.pk</i>
4.2	Financial Proposal to be submitted together with Technical Proposal: <i>All the bids shall be uploaded on E-PADS</i>
4.3	Pre-Proposal Meeting: <i>09th October, 2026 at 02:00PM</i>
4.4	Input & Facilities provided by PE: <i>All Possible input & facilities will be provided by the PE.</i>
4.5	Eligibility of bidders: <i>RFP is open to all the potential bidders who are registered on E-PADS, to apply as no Expression of Interest (EOI) has been issued in this tender.</i>
4.6	Eligibility of bidders: <i>No EOI has been issued, so there are no shortlisted Service Provider/Contractors. Joint Venture or Consortium is not applicable.</i>
4.7	Proposal Validity: <i>The proposal’s validity shall be 90 days from the date of bid submission. The Procuring Entity may ask for an extension in proposal validity if required.</i>
4.8	Clarification and Amendment in RFP Documents: <i>Clarifications may be requested not later than Ten (10) days before the submission date on the EPADS. The address for requesting clarifications is:</i> <i>Convener, Central Purchase Committee, Islamia College Peshawar</i> <i>E-mail: cpc@icp.edu.pk</i>
4.9	Preparation of Proposals: <i>Costing shall be made on the basis as the Technical Specifications & Scope of Work and Terms of Reference (TORs).</i>
4.10	Language: <i>The Proposal, as well as all related correspondence exchanged by the Service Provider/Contractors and the Procuring Entity, 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 the Islamic Republic of Pakistan.</i>
4.11	Joint Venture: <i>Joint Venture is not applicable.</i>
4.12	System for Selection of Service Provider/Contractor: <i>QCBS method (70 Technical & 30 Financial) as mentioned in Section 8: Evaluation Criteria.</i>
4.13	Proposed Staff: <i>There is no need to submit CVs of the proposed staff/resources in the technical proposal as it will be required in later stages after selection.</i>
4.14	Professional Staff Experience: <i>As mentioned in the selection criteria in the Technical Specifications & Scope of Work and Terms of Reference (TORs</i>
4.15	Technical Proposal: <i>Technical proposal shall be prepared on the guidelines mentioned in section-3 and the Technical Specifications & Scope of Work and Terms of Reference (TORs in this RFP. The proposal duly signed and stamped shall be uploaded in scan through E-PADS (https://kp.eprocure.gov.pk).</i>

4.16	Financial Proposal: The bidder shall prepare the financial proposal in the standard format in FORM FIN-02 and FORM FIN-03 of this RFP and must include all the costs including training, transportation, office, printing etc., and applicable taxes, duties etc. in the unit cost, in the financial proposal. Cost shall be stated in local currency i.e., Pakistani Rupees and the proposal duly signed and stamped shall be uploaded on E-PADS (https://kp.eprocure.gov.pk). No hard proposal shall be accepted.
4.17	Taxes: Amounts Payable by the PE to the Service Provider/Contractor under the contract to be subject to local taxation, stamp duty and service charges etc.
4.18	Proposal Submission: Bidder must submit the signed and stamped scan copies of Technical and financial Proposals on the E-PADS (https://kp.eprocure.gov.pk). Proposals submitted in hard shall not be considered and shall be rejected.
4.19	The Proposal submission date, time & address is: 20th October, 2026 at 02:00PM All the proposals shall be submitted on E-PADS (https://kp.eprocure.gov.pk). Proposals must be submitted no later than the above mentioned date and time:
4.20	Evaluation of Proposals: Quality & Cost Based Selection (QCBS) procedure shall be followed. Selection Criteria is available in Section 8: Evaluation Criteria.
4.21	Evaluation of Financial Proposal: Financial proposal shall be evaluated under QCBS system as per the procedure mentioned in Section 8: Evaluation Criteria of this RFP.
4.22	Negotiations: Negotiations if needed shall be communicated to the bidder.
4.23	Performance Security: The successful bidder is required to submit a Performance Security equivalent to 10% of the total quoted bid cost (cost for 120 days) in the form of a Call Deposit Receipt (CDR) or Bank Guarantee.
4.24	Expected date for commencement of tendered services: Soon after the award of Contract.

SECTION 5: GENERAL CONDITIONS OF CONTRACT (GCC)

5.1. Definitions

In this Framework Agreement, the following terms shall have the meanings assigned to them:

- a. ‘Contract’ means the signed written Framework Agreement between The Islamia College Peshawar (Procuring Entity) and the Service Provider, including all annexures, schedules, and call-off orders issued under the Framework Agreement.
- b. ‘Contract Price’ means the rates payable to the Service Provider for provision of IT human resources on agreed monthly or daily basis under the Framework Agreement.
- c. ‘Procuring Entity’ means The Islamia College Peshawar, which is procuring IT human resource outsourcing services.
- d. ‘Service Provider’ means the successful HR outsourcing firm(s) awarded the Framework Agreement.
- e. “Services” means the provision of qualified and skilled IT human resources by the Service Provider for carrying out the tasks and responsibilities specified in the Scope of Work under this Request for Proposal (RFP).
- f. The term “Services” shall also include supervision, payroll administration, attendance management, replacement of personnel when required, and all other related human resource support services necessary for the satisfactory performance of the outsourced personnel in accordance with the Contract and Scope of Work.
- g. ‘KPPRA Rules’ means the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules, 2014, as amended from time to time.

5.2. Contract Duration

- 5.2.1. The Framework Agreement shall commence from the date of signing (or as specified in the Letter of Acceptance) and shall remain valid for a period of 12 months, unless extended or terminated in accordance with this Contract.
- 5.2.2. Extension of the Framework Agreement shall be subject to satisfactory performance evaluation, mutual agreement, and compliance with KPPRA Rules 2014 including applicable provisions relating to repeat orders and continuation of services.

5.3. Governing Law & Jurisdiction

- 5.3.1. This Contract shall be governed by and interpreted in accordance with the laws of the Islamic Republic of Pakistan. Any dispute shall fall under the jurisdiction of courts of Khyber Pakhtunkhwa.

5.4. Performance Security

- 5.4.1. *The successful bidder is required to submit a Performance Security equivalent to **10% of the total quoted bid cost (cost for 120 days)** in the form of a Call Deposit Receipt (CDR) or Bank Guarantee within 14 working days of issuance of Letter of Acceptance in from a scheduled bank in Pakistan.*
- 5.4.2. The Performance Security shall remain valid for the duration of the Framework Agreement plus three (03) months thereafter.
- 5.4.3. The Performance Security may be forfeited in case of non-performance, breach of Service Level Agreement, failure to deploy agreed IT professionals, or violation of contract terms.

5.5. Payment Terms

- 5.5.1. Payment shall be made monthly against verified deployment of IT human resources, supported by:
 - a. Attendance / timesheets or digital logs

- b. Resource deployment certification by designated IT focal person
- c. Performance evaluation report
- d. Proof of salary disbursement to deployed staff

5.5.2 Payment shall be based strictly on approved and verified days of deployment of IT resources as per agreed daily rates.

5.5.3 The Procuring Entity reserves the right to deduct payments for:

- a. underperformance
- b. absence or non-deployment
- c. replacement delays
- d. failure to meet framework agreement requirements

5.5.4. All applicable taxes shall be deducted at source as per Government of Pakistan laws.

5.6. Subcontracting

5.6.1.The Service Provider shall not subcontract the provision of IT human resources without prior written approval of the Procuring Entity. However, accountability shall remain fully with the primary Service Provider.

5.7. Obligations of the Service Provider

The Service Provider shall:

- a. Deploy qualified and experienced IT professionals as per agreed job descriptions.
- b. Ensure all personnel possess verifiable qualifications and relevant IT certifications (where applicable).
- c. Ensure availability of resources as per agreed timelines under call-off orders.
- d. Replace non-performing staff within seven working days of written notification
- e. Maintain attendance records (physical or biometric or system-based).
- f. Ensure compliance with labour laws, tax regulations, and employment standards.
- g. Ensure confidentiality and data protection of institutional systems, databases, and digital assets.
- h. Prohibit unauthorized access, copying, or transfer of institutional data.
- i. Ensure IT staff do not engage in parallel assignments that affect performance.
- j. Provide backup resources to avoid service disruption.

5.8 Obligations of the Procuring Entity

- a. Provide access to required IT systems, infrastructure, and working environment.
- b. Designate an IT focal person for coordination and performance evaluation.
- c. Approve deployment and replacement of IT personnel.
- d. Process payments in accordance with contract terms.
- e. Provide necessary credentials and system access on need basis.

5.9. Liquidated Damages

5.9.1. In case of failure to deploy agreed IT resources or non-performance, Liquidated Damages (LD) may be imposed at the rate of 0.1% of monthly contract value per day of default, subject to a maximum of 10% of annual contract value.

5.9.2. LDs may be deducted from invoices or Performance Security.

5.10. Termination

5.10.1. For Convenience: The Procuring Entity may terminate the Framework Agreement with 30 days written notice.

5.10.2. For Default: Failure to provide agreed IT staff, repeated underperformance, or breach of data confidentiality shall entitle immediate termination after 14 days notice.

5.10.3. Upon termination, all access to credentials, data, systems information, and institutional assets shall be returned immediately.

5.11. Force Majeure

5.11.1. Unforeseen events beyond reasonable control (e.g., natural disasters, cyber disruptions, government restrictions) shall excuse performance delays provided timely notice is given within seven days.

5.12. Anti-Corruption

5.12.1. The Service Provider/Contractor shall comply with anti-corruption laws including KPPRA Rules 2014 and National Accountability Ordinance 1999. Any violation shall lead to termination and legal proceedings.

5.13. Dispute Resolution

5.13.1. Disputes shall first be resolved through mutual consultation within 30 days.

5.13.2. If unresolved, disputes shall be referred to arbitration under the Arbitration Act, 1940. Venue shall be Khyber Pakhtunkhwa.

5.14. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

5.14.1. Effectiveness of Contract: This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SCC. The date the Contract comes into effect is defined as the Effective Date.

5.14.2. Commencement of Services: The Service Provider/Contractor shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

5.14.3. Expiration of Contract: Unless terminated earlier pursuant to Clause GC 5.10 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

5.14.4. 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.

5.15. No Breach of Contract: The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms

and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.16. 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.

5.17. Payments: During the period of their inability to Perform the Services as a result of an event of Force Majeure, the Service Provider 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.

5.18. Termination

By the PE: The PE may terminate this Contract in case of the occurrence of any of the events specified in the sub-paragraphs below. In such an occurrence the PE shall give a not less than thirty (30) days' written notice of termination to the Service Provider.

5.18.1. If the Service Provider 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 PE may have subsequently approved in writing.

5.18.2. If the Service Provider becomes insolvent or bankrupt.

5.18.3. If the Service Provider, in the judgment of the PE has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

5.18.4. If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

5.18.5. If the PE, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5.18.6. If Service Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the Dispute Resolution Clause hereof.

5.19. By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the PE, such notice to be given after the occurrence of any of the events specified in the sub-paragraphs below:

5.19.1. If the PE fails to pay any money due to the Service Provider pursuant to this Contract without Service Provider's fault.

5.19.2. Pursuant to the Payment Terms clause hereof within forty-five (45) days after receiving written notice from the Service Provider that such Payment is overdue.

5.19.3. If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

5.20. Payment Upon Termination

Payment for Services satisfactorily performed prior to the effective date of termination; Except in the case of termination for default, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

5.21. OBLIGATION OF THE SERVICE PROVIDER

5.21.1. General

Standard of Performance: The Service Provider 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 Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PE, and shall at all times support and safeguard the PE's legitimate interests in any dealings with Sub-Service Providers or third parties.

5.21.2. Conflict of Interests:

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

5.21.2.1. Service Providers not to Benefit from Commissions, Discounts, etc.: The Payment of the Service Provider pursuant to the 'Payments to the Service Provider' clause hereof shall constitute in connection with this Contract or the Services, and the Service Provider 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 Service Provider shall use their best efforts to ensure that the Personnel, any Sub-Service Providers, and agents of either of them similarly shall not receive any such additional Payment.

5.21.2.2. Prohibition of Conflicting Activities

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

5.21.2.3. Confidentiality

Except with the prior written consent of the PE, the Service Provider 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 Service Provider and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

5.22. Service Provider's Actions Requiring PE's Prior Approval

The Service Provider shall obtain the PE'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, and
- (c) any other action that may be specified in the SCC.

5.23. Reporting Obligations

- a. The Service Provider shall submit to the PE the reports and documents specified in the RFP hereto, in the form, in the numbers, and within the time period set forth in the said RFP.
- b. Final reports shall be delivered in USB flash drive in addition to the hard copies specified in said TOR.

5.24. Documents Prepared by the Service Provider to be the Property of the PE

All plans, drawings, specifications, designs, reports, other documents and software submitted by the Service Provider under this Contract shall become and remain the property of the PE, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PE, together with a detailed inventory thereof.

5.25. Accounting, Inspection and Auditing

- 5.25.1.1. The Service Provider shall keep, and shall cause its Sub-Service Providers 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.
- 5.25.1.2. The Service Provider shall Permit, and shall cause its Sub-Service Providers to Permit, the PE and/or Persons appointed by the PE 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 PE if requested by the PE.

5.26. Professional liability of Service Provider

- 5.26.1.1. The Service Provider shall be liable for consequence of errors or omissions on its part. The extent of liability of the Service Provider in no case should be less than consideration of the contract.
- 5.26.1.2. The Service Provider shall be held liable for all losses or damages and shortcomings in deliverables etc., suffered by the procuring entity as a result of misconduct or inadequate services in performing the contracted services.
- 5.26.1.3. In case of poor/unsatisfactory performance or failure to complete any of the deliverables/output, the procuring entity will have the right to forfeit their performance security or deduct the same amount allocated for the said deliverables/output from the contract price and may terminate the contract or shall impose both.

5.27. Monitoring and Evaluation

- 5.27.1.1. The Service Provider shall submit the report along with the attendance to the ICP. The PE shall monitor and evaluate and visit the Service Provider’s business place each month. The Service Provider shall facilitate the PE for inspection of the relevant records and the Service Provider shall produce the relevant records on demand of PE for evaluation.
- 5.27.1.2. If the Service Provider fails to provide the relevant records to the PE, the PE shall have the right to terminate the contract and impose a penalty of not less than the consideration of the contract as the case may be.

5.28. SERVICE PROVIDER PERSONNEL

5.28.1. Description of Personnel

The Service Provider shall employ and provide such qualified and Personnel experienced Personnel and Sub-Contractors as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated Period of engagement in the carrying out of the Services of the Service Provider’s Key Personnel are described in Section 7 Technical Specifications & Scope of Work and Terms of Reference (TORs). The Key Personnel and Sub-Service Providers listed by title as well as by name in proposal are hereby approved by the PE.

5.28.2. Removal and/or Replacement of Personnel

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

5.28.3. If the PE 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 Service Provider shall, at the PE’s written request specifying the grounds thereof, provide as a replacement a Person with qualifications and experience acceptable to the PE.

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

5.29. OBLIGATIONS OF THE PE

5.29.1. Assistance and Exemptions

The PE shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.

5.30. 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, the PE will deduct all the taxes and duties as per prevailing applicable tax laws.

5.31. PAYMENTS TO THE SERVICE PROVIDER

5.31.1. Contract Price

The price Payable in Pak Rupees is set forth in the SCC.

5.32.2.1 Payment for Additional Services

For the purpose of determining the remuneration due for additional services as may be mutually agreed upon in writing, a breakdown of the lump sum price shall be provided.

5.32.2.2 Terms and Conditions of Payment

Payments will be made to the account of the Service Provider and according to the Payment schedule stated in the SCC. Unless otherwise stated in the SCC, the first payment shall be made against the provision by the Service Provider of an advance payment guarantee for the same amount and shall be valid for the period stated in the SCC. Such guarantee shall be in the form of a valid Bank Guarantee, or in such other

form, as the PE shall have approved in writing. Any other payment shall be made after the conditions listed in the SCC for such Payment have been met, and the Service Provider has submitted an invoice to the PE specifying the amount due.

5.32.2.3 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.

SECTION 6: SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions shall supplement or amend the General Conditions of Contract (GCC) in Section 5. Where there is a conflict, the SCC shall prevail.

- 6.1 Reporting Officer: Director IT / Incharge Outsourcing, Islamia College Peshawar
- 6.2 Framework Agreement valid for 12 months; call-off orders issued as per institutional IT needs
- 6.3 Invoices must be submitted monthly with resource-wise deployment sheets and attendance logs
- 6.4 Payment shall be released within 21 days after verification by IT Department
- 6.5 Working arrangement: On-site
- 6.6 Minimum staffing as per IT Skill Matrix; changes require prior approval
- 6.7 All IT personnel must undergo security clearance and system access authorization
- 6.8 Liquidated Damages rate: 0.1% per day of non-availability of agreed IT resource, max 10% annual value
- 6.9 Termination notice for convenience: 30 days
- 6.10 Disputes shall be subject to jurisdiction of courts at Peshawar, Khyber Pakhtunkhwa

SECTION 7: TECHNICAL SPECIFICATIONS & SCOPE OF WORK AND TERMS OF REFERENCE (TORS)

S. No	Title of Positions	Number of positions
1.	Odoo and PostgreSQL Developers	As per requirement

Table 7.1

1.1 Technical Specifications:

- 1.1.1 The Service Provider shall provide competent personnel including, but not limited to, Odoo and PostgreSQL Developers, Data Collection/Data Entry Operators, and other related IT support staff as may be required by the Procuring Entity. This responsibility includes sourcing, screening, hiring, payroll administration, attendance and leave management, performance monitoring, replacement of personnel, and providing other human resource support services necessary for the effective delivery of the outsourced IT services. The personnel provided by the Service Provider(s) may be engaged on contractual, temporary, project-based, or managed service arrangements in accordance with the terms and conditions of the Contract.
- 1.1.2 The services shall include, but are not limited to, the following:
 - 1.1.2.1 Odoo & PostgreSQL Developer(s) responsible for the development, customization, integration, maintenance, troubleshooting, and optimization of CMS and ERP applications and PostgreSQL databases, including system enhancements, reporting, user support, and related technical activities. Additionally, the Odoo Developer(s) must possess strong business domain knowledge of ERP and CMS systems, particularly in the areas of Accounting, Finance, Pensions, and the student lifecycle; and
 - 1.1.2.2 Data Collection/Data Entry Operator(s) responsible for data collection, digitization, data entry, data validation, record management, report generation, and other data processing activities required for the effective operation of the University's information systems and digital platforms.

1.2 Scope of the work:

- 1.2.1 Framework agreements will be established with the best evaluated bidder(s). Upon the need for IT resources, PE will request selected firms to submit at least three (03) CVs of the resources fulfilling the minimum qualification and experience criteria as mentioned in table 7.1 for the position within one week’s time. An evaluation process will follow, where candidates will be assessed based on their education, experience, and performance in interviews. The resource(s) will then be selected, and a service order will be issued to the respective firm for the provision of the best evaluated resource(s).

- 1.2.2 If at any time and at its sole discretion, PE determines that the performance of the provided resources is not satisfactory or unavailable due to unforeseen situation, PE will notify the firm in writing and respective firm shall immediately withdraw such resource and the PE will inform the firm to provide CVs for the subject vacant position within a week time and after formal interview, the selected Service Provider shall provide the resources within one (01) week time.
- 1.2.3 The selected service provider shall provide the following skilled human resources on need basis for a period of One Year under the framework agreement as per the minimum eligibility criteria in table 7.2.
- 1.2.4 The provision of services under this contract shall be demand driven and at the sole discretion of ICP. The number of resources to be hired may increase or decrease as per requirement, keeping in view the availability of budget.
- 1.2.5 Engagement Model: The resources shall be engaged on an 'on-demand' basis. The Procuring Entity will issue written call-off requests or work orders specifying the exact dates/period the resource is required.
 - 1.2.5.1 Daily Working Unit: A standard working unit is one full day (Monday to Friday, 08:00 AM to 04:00 PM).
 - 1.2.5.2 Maximum Limit: No single deployed resource shall exceed a cumulative total of 120 working days within a single fiscal/contract year.
- 1.2.6 Attendance of the deputed resources will be approved by ICP during the time of their service engagement with ICP. It is made clear that the deputed resources shall not be considered/deemed to be in employment of ICP and they shall have no claim against ICP, any liability arising in this respect shall solely lie on the service provider/contractor. Furthermore, the deputed resources shall be the personnel/employees of the Service Provider/contractor for all intents and purposes of the law of the land.
- 1.2.7 A resource once hired shall be retained by the ICP for at-least one-week period, unless the service of the resource is not satisfactory, in which case, services may be dispensed with before the one-month period.
- 1.2.8 The unit cost per day set forth in the contract shall be locked for a period of one year (12 months) and the service provider shall be bound to provide the required skilled resources within this per unit cost.
- 1.2.9 The Procuring Entity will provide the resource with any licenses for software necessary for carrying out their duties with the Procuring Entity, but the selected firm and the deputed resources shall be responsible for their safety & security & shall also be held liable to pay in case of any damage, loss, or theft.
- 1.2.10 The firm will be sole responsible to obtain security clearance from law enforcement agencies (if so required). However, after the selection of the candidate, the Service Provider will provide the Police Clearance Certificate (from local police station) and Character Certificate from a Gazetted Officer of each selected candidate within fourteen (14) days.

- 1.2.11 Any software customization, development, innovation, upgradation performed by the technical resources engaged under this contract will be the sole property of the Procuring Entity with clear guidelines of the confidentiality of the content and platform.
- 1.2.12 The Procuring Entity shall deduct all applicable taxes, duties and other charges at the rate prescribed under the laws of Pakistan, from all payments made for services rendered by the Service Provider/contractor.
- 1.2.13 The Service Provider will ensure that the provided HR will keep the confidentiality of all the projects, code, and initiatives performed under this agreement and shall not use any of the above information for any other purpose apart from the stated project.
- 1.2.14 The service provider shall share the HR policies of the firm and contract agreement of the concerned employees, with the Procuring Entity (if needed).
- 1.2.15 It shall be the responsibility of the service provider/contractor to provide necessary training and capacity building to these employees from time to time as where and when required.
- 1.2.16 The solutions developed, content drafted, any products or material created, data generated by the deputed employees shall be the sole propriety of the Procuring Entity the Service Provider will not claim any such data or material for marketing or presentation purposes.
- 1.2.17 The deputed resource will sign an NDA with Procuring Entity and the Service Provider, for non-disclosing of Procuring Entity’s digital assets with the firm or any other party (if needed).

1.3 Extension of Engagement Beyond 120 Days

In exceptional circumstances, where the services of a deployed IT resource are critically required for project continuity, system maintenance, or the completion of ongoing digital initiatives, the Procuring Entity (Islamia College Peshawar) reserves the right to extend the deployment of such resource beyond the standard maximum limit of 120 working days. Any such extension shall be subject to the following strict conditions:

- 1.3.1 Prior Written Approval: The extension must be formally initiated with a written justification by the Director IT / Incharge Outsourcing and must receive prior administrative and financial approval from the competent authority of Islamia College Peshawar
- 1.3.2 Locked Unit Rates: All extended days shall be billed strictly at the same unit Daily Rate agreed upon in the original contract (FORM FIN-03). No premium, overtime rate, or additional service charges shall be claimed by the Service Provider or the resource for the extended period.

1.4 OTHER TERMS AND CONDITIONS:

- 1.4.1 The Service Provider shall always comply with the provisions of Labor and other laws which are applicable to him as an independent establishment and has no relation with Procuring Entity or its staff. The Service Provider shall be solely and exclusively responsible to discharge obligation in respect of statutory benefits, Employees Old Age Benefits, Workers Welfare Fund, or any other taxes/contributions payable under the prevalent laws and payment or compensation to his personnel whether such benefits, payment or compensation are enforced at present or which may

be introduced subsequently by the Government. It is clearly understood that Procuring Entity or its staff shall not be liable to pay any sum of facility other than the agreed rates herein for various services, on execution of this Agreement.

- 1.4.2 The selected Service Provider shall at his own cost will ensure to provide health and life insurance coverage for the deputed human resources as well as full and adequate protection against all the claims of its personnel in respect of health, death, injuries, or disabilities.
- 1.4.3 The Service Provider shall, at all times during the currency of this Agreement as well as thereafter, keep the Procuring Entity indemnified against all third party or labor claims in respect of any of the employees deputed by the Service Provider for provision of the services under this Agreement.
- 1.4.4 If the Procuring Entity suffer any loss or incur any liability for any cost, charges, claims, damages, fees, and penalties because of the Service Provider's non-compliance with the labor laws the Service Provider hereby undertakes to reimburse, indemnify of all such charges mentioned herein above.
- 1.4.5 The Service Provider's personnel shall be the employees of the Service Provider and nothing herein nor any act done pursuant hereto be whom-so-ever shall constitute the relationship of the employer and employees between the Procuring Entity and the Service Provider personnel. The Service Provider shall all times indemnify and keep harmless the procuring Entity or its staff against all damages and compensations payable or paid against all claims and all others matters connected with or arising out of this agreement or incidental hereto.
- 1.4.6 The Service Provider shall undertake to indemnify the Procuring Entity of any loss caused/ occurred by or resulting from the negligence of its personnel directly, the firm shall indemnify the Procuring Entity to the extent of actual loss assessed by the joint Inquiry Committee comprising of representatives of the Service Provider and the Procuring Entity. The Inquiry Committee shall be constituted by the Procuring Entity The decision of Procuring Entity's Management in the respect of any case shall be final and binding upon the Service Provider.
- 1.4.7 After expiry of One Year, the contract may be renewed on mutual consent (agreed terms & conditions) of both the Procurement Entity and Service Provider, subject to the satisfactory performance, for each extended Term. Moreover, on renewal of the contract, the Service Provider will submit renewed Bank Guarantee for the extended period.
- 1.4.8 The selected bidder shall be bound for provision of skilled human resources as per need, as and when required and as per agreed daily rates during the contract time period.
- 1.4.9 The Service Provider once appointed shall provide Skilled HR for a period of One Year which may be extended on mutually agreed terms & conditions for another term subject to satisfactory performance by the service provider, availability of funds with the Procuring Entity and principal approval by the competent authority. Annual increase at the rate of 5% for each extended year shall be given, subject to availability of fund and authority approval.

Table 7.2

REQUIRED POSITIONS WITH MINIMUM ELIGIBILITY CRITERIA			
S. #	Title of Positions	Number of positions	Minimum Qualification and experience Criteria
1.	Odoo and PostgreSQL developer	As per requirements	Qualification: 16 years of qualification in Computer Science / IT/ Software Engineering / Electrical (Telecom)/ Computer System Engineering or other related discipline) from HEC recognized University/DAI. Experience: Minimum 05 years of relevant experience.

SECTION 8: EVALUATION CRITERIA

Under the KPPRA rules for Quality and Cost Based Selection procedures all bidders are required to submit only their technical proposals and financial proposals online via EPADS.

Method of Selection: Quality & Cost Based Selection (QCBS) System (i.e., Technical=70%, Financial=30%)

The evaluation process will follow three stages:

1. *Mandatory Evaluation: In the first stage, all bids will be evaluated against the Mandatory Evaluation Criteria. Bidders who fail to meet these mandatory requirements will be disqualified and shall be considered as non-responsive.*

Only bids passing the Mandatory Evaluation shall be processed for Stage 2 i.e. Technical Evaluation. The prerequisites for Mandatory Evaluation are as under with assessment criteria:

S. #	Requirement	Assessment
1	Valid NTN Certificate	Pass/Fail
2	Valid KPRA Certificate	Pass/Fail
3	Certificate of Registration/Incorporation	Pass/Fail
4	Bid Security proof	Pass/Fail
5	Signed and stamped bid submission form	Pass/Fail
6	Declaration of Undertaking (signed and stamped)	Pass/Fail
7	Bidder not blacklisted/debarred (self-declaration)	Pass/Fail

2. *Technical Evaluation:* In the second stage, the bids of those who passed the Mandatory Evaluation will be assessed based on the Technical Evaluation Criteria. The evaluation committee (IT Technical Committee) shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified above. Each responsive Proposal will be given a technical score (St). Bidders scoring 50 or more out of 100 points will be considered technically qualified.

3. *Financial Evaluation:* Financial proposals of those bidders who failed to secure minimum qualifying marks in the technical evaluation shall be returned un-opened. The lowest evaluated Financial Proposal will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows: -

- a) Value quoted by lowest bidder = A
- b) Value quoted by second-lowest bidder = B
- c) Value quoted by third lowest bidder = C; and so on.
- d) Financial scoring of the lowest bidder will be = 100
- e) Financial scoring of the second-lowest bidder will be= (A/B) x 100 Financial scoring of the third lowest bidder will be = (A/C) x 100; and so on.

Award of Contract: (Contract will be awarded to the Best Evaluated Bid). After Technical and Financial Evaluation, the contract shall be awarded to the Service Provider with the best-evaluated bid, i.e., the bid with highest accumulative technical and financial score, wherein, proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = 70%, the weight given to the Technical Proposal; F = 30%, the weight given to the Financial Proposal; T + F = 1) indicated as: $S = St \times T\% + Sf \times F\%$. The bidder achieving the highest combined technical and financial score shall be declared as the winning bidder and shall be awarded the contract.

After selection of service provider and signing of contract, when IT resources are required, a request for the submission of CVs will be sent to bidder/ service provider. The submitted CVs will be reviewed, and interviews will be conducted with the proposed resources by the Meeting Section with technical support from IT Technical Committee, ICP. The best candidate will be selected based on their qualifications, experience, and interview performance. A Service Order will subsequently be issued to the selected Service Provider for the provision of the chosen resources.

The Service Provider firm shall qualify the following mandatory eligibility criteria and shall upload the following documentary evidence on E-PADS.

S. No	Mandatory Criteria	Documentary Evidence
1	The Service Provider/Contractor (Bidder) shall be registered as a firm/company with KPITB or PSEB or SECP/Registrar of Firm with minimum 05 years of existence.	Registration/Incorporation Certificate
2	The Service Provider/Contractor (Bidder) shall be registered with FBR and KPRA and shall be an active taxpayer.	A certificate with Active Status

3	Judicial Affidavit on stamp paper declaring “Neither the firms nor its Director(s), owner(s), as a whole or as a part of the firm have ever been blacklisted/defaulted by any government agency/department/organization” and that the undertaking that the information provided by the Service Provider/Contractor is correct and any misleading or false information found at any stage, during the evaluation stage, or after the contract award may lead to proposal rejection or contract termination.	Affidavit on Judicial Stamp Paper Duly Attested.
4	An affidavit on stamp paper affirming that the Service Provider/Contractor has the capability to provide the required resources and commits to providing the required CVs and resources as specified in Scope of Work and Terms of Reference. Furthermore, the Service Provider/Contractor agrees to comply with the terms and conditions and adhere to the conditions as outlined in the Technical Specifications & Scope of Work and Terms of Reference (TORs) of this RFP."	Affidavit on Judicial Stamp Paper Duly Attested.

Maximum points for Technical Evaluation are 100. Technical bids will be opened and the bidders who score 50 or more in the technical evaluation will be technically successful. Bidders who fail to gain a score of 50 in technical evaluation will be disqualified.

Relative Weightage given to the different evaluation criteria are shown in the table below:

Weight	Evaluation Criteria	Weightage
W1	Profile	40%
W2	Experience	50%
W3	Financial Strength	10%

The Technical Score, *St* will then be obtained by the following formula: *St* =

$(A1*W1/100) + (A2*W2/100) + (A3*W3/100)$

Where, *A1*, *A2* and *A3* are the total component scores against Profile, Experience and Financial Strength respectively.

The technical criteria and their details are given below:

Profile of each bidder will be evaluated based on the following factors:

Item	Score	Criteria	Documentary Evidence
Years of incorporation /Registration (A)	25	- Below 05 years = 0 marks 05-07 years = 10 marks >07-10 years = 20 marks >10 years = 25 Marks	Registration Certificate
No. of private clients (to whom the skilled IT/ICT HR were provided) (B)	15	Five (05) marks per client up to maximum 15 marks in the last two years.	Verifiable Contracts / Purchase Orders (a client must be a registered entity)
No. of government clients (to whom skilled IT/ICT HR were services) (C)	15	Five (05) marks per client, up-to maximum 15 marks.	Verifiable Contracts / Purchase Orders
Total number of firm employees (D)	20	- Below 20 Employees = 0 marks 20-30 Employees = 05 marks 31-40 Employees = 15 marks - More than 40 employees = 20 marks	Verifiable List of Employees with Designation, email ID and contact number signed & stamped
ISO Certification (E)	10	10 marks for ISO 9001/ ISO 20000/ ISO 27001	Valid Certificate copy
Number of Offices in Pakistan	15	05 marks for each office up to maximum 15 marks	Office addresses and contact numbers on firm letter head.
Total A1= (A+B+C+D)	100		

EXPERIENCE (A2):

The experience of each bidder will be evaluated based on the following factors:

(Note: A project (work order, contract, or completion certificate) that has been considered in one section shall not be counted again for scoring in any other section. The local private

organization to whom the HR services were provided must be a registered entity with the KPITB or PSEB or Registrar of Firms, SECP, and FBR. In the case of international organizations, they must be registered entities in their respective countries.)

Item	Score	Criteria	Documentary Evidence
Experience of providing specialized Human Resource with registered private organizations (Janitorial, Security or similar resources contracts shall not be considered) or a turnkey project related to IT that must include provision of HR for operation & maintenance. (E)	50	10 marks for each contract (providing at least 2 skilled IT (except data entry operator or similar) resources) up-to maximum 50 marks.	Verifiable Service Order / Contract/ Completion Certificate clearly mentioned the number and nature of resources. (Also Provide Emails and Contact Numbers of the clients).
Experience of providing specialized Human Resource to Govt: departments (Janitorial, Security or similar resources contracts shall not be considered) or a turnkey project related to IT that must include provision of HR for operation & maintenance. (F)	50	10 marks for each contract (providing at-least 2 skilled IT (except data entry operator or similar) resources) up to maximum 50 marks.	Verifiable Service Order / Contract/ Completion Certificate clearly mentioned the number and nature of resources. (Also Provide Emails and Contact Numbers of the clients).
Total A2 = (E+F)	100		

Financial Strength of each bidder will be evaluated based on the following two factors:

Item	Score	Criteria	Documentary Evidence
Average Annual Turnover of last 03 years. (G)	100	• Turnover is less than PKR 2 million = 0 Marks • Turnover PKR 2-3 million = 40 Marks • Turnover PKR >3- 5 million = 60 Marks • Turnover is more than PKR 5 million = 100 Marks	Audited Financial Statement of the last 03 years
Total A3 = (G)	100		

SECTION 9: STANDARD FORMS

FORM FIN-01: FINANCIAL PROPOSAL SUBMISSION FORM

To

CPC, Islamia College Peshawar
Telephone:

Dear Sir:

We, the undersigned, offer to provide the outsourcing services for THE HIRING OF HR OUTSOURCING FIRM/SERVICE PROVIDER FOR PROVISION OF SKILLED IT HUMAN RESOURCES UNDER FRAMEWORK AGREEMENT” in accordance with your Request for Proposal dated:..... Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

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.

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:

- 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:

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
2 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-02: SUMMARY OF COSTS

Item	
	<i>Indicate Local Currency</i>
Total Costs of Financial Proposal	

FORM FIN-03: BREAKDOWN OF COST

S. No	Title of Positions	Cost Per Resource Per day in PKR*(Inclusive of Taxes)	Cost Per Resource for 120 days per Annum PKR*(Inclusive of Taxes)
1.	Odoo and PostgreSQL developer		
Total			

* Cost must include all applicable taxes and associated costs in PKR

Note: The quantity of 120 days is an estimated maximum limit per resource per annum for evaluation and bid comparison purposes only. Islamia College Peshawar (the Procuring Entity) reserves the right to utilize the services of any resource for any number of days up to this maximum limit on an as-needed basis. Payment shall be made strictly on a prorated basis for the actual number of days worked, as verified by monthly timesheets.

(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 the Government of Khyber Pakhtunkhwa (GoKP) or any administrative subdivision or Entity thereof or any other entity owned or controlled by GoKP 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, Service Provider/Contractor, 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 GoKP, 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 GoKP 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 GoKP under any law, contract or other instrument, be voidable at the option of GoKP.

Notwithstanding any rights and remedies exercised by GoKP in this regard, [name of Supplier] agrees to indemnify GoKP for any loss or damage incurred by it on account of its corrupt business practices and further Pay compensation to GoKP in an amount equivalent to ten time 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 GoKP.

Name of PE Rep:	Name of Seller/Supplier:
Signature:	Signature:
Seal:.....	Seal:
.....	

DRAFT CONTRACT

THIS CONTRACT (“Contract”) is entered into this [insert starting date of assignment], by and between [Islamia College Peshawar] (“the PE”) having its principal place of business at [Jamrud Road, Peshawar], and [insert Service Provider/Contractor’s name] (“the Service Provider/Contractor”) having its principal office located at [insert Service Provider/Contractor’s address].

WHEREAS, the PE wishes to have the Service Provider/Contractor Performing the services hereinafter referred to, and WHEREAS, the Service Provider/Contractor is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services
- (i)

The Service Provider/Contractor shall perform the services specified in “Technical Specifications & Scope of Work and Terms of Reference (TORs),” which is made an integral part of this Contract (“the Services”).
- (ii)

The Service Provider/Contractor shall submit all required reports and documentation to the designated Coordinator/Reporting Officer as specified under Clause 6.1 of the Special Conditions of Contract (SCC) and shall deploy the qualified IT Personnel meeting the minimum eligibility criteria outlined in Table 7.2 of Section 7, at the approved daily rates specified in FORM FIN-03 (Breakdown of Cost) to perform the Services..
2. Duration of Contract
- The Service Provider/Contractor shall complete all the deliverables/ assigned tasks for a period of one (01) year which may be extended upon mutual consent of both the parties (if needed).
3. Payment Terms
- A. Ceiling

The Service Provider shall be paid on a monthly basis. The monthly invoice shall be calculated strictly by multiplying the agreed unit Daily Rate (as per FORM FIN-03) by the actual number of days the resource(s) performed duties during that calendar month. All invoices must be accompanied by daily attendance sheets signed and verified by the designated department in-charge at Islamia College Peshawar.
- B. Payment Conditions

Payment shall be made in Pakistani Rupees (PKR), no later than 21 days following submission by the Service Provider/Contractor of invoices in duplicate to the coordinator designated.
4. Project Administration
- A. Coordinator

The PE designates the Director IT / Incharge Outsourcing, Islamia College Peshawar as PE'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 PE.
- B. Timesheets

During the course of their work under this Contract the Service Provider/Contractor’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 Service Provider/Contractor shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PE reserves the right to audit, or to nominate a reputable accounting firm to audit, the Service Provider/Contractor’s records relating to amounts claimed under this Contract

during its term and any extension, and for a period of three months thereafter.

5. Performance Standard:

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

6. Confidentiality:

The Service Provider 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 PE’s business or operations without the prior written consent of the PE.

7. Ownership of Material:

Any studies, reports or other material, graphics, software or otherwise, prepared by the Service Provider/Contractor for the PE under the Contract shall belong to and remain the property of the PE. The Service Provider/Contractor may retain a copy of such documents and software.

8. Service Provider/Contractor not to be engaged in Certain Activities:

The Service Provider/Contractor agrees that, during the term of this Contract and after its termination, the Service Provider/Contractor and any entity affiliated with the Service Provider/Contractor, 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.

9. Insurance:

The Service Provider/Contractor will be responsible for taking out any appropriate insurance coverage for their Personnel and equipment if required.

10. Assignment:

The Service Provider/Contractor shall not assign this Contract or Subcontract any portion thereof it without the PE's prior written consent.

11. Law Governing Contract and Language:

Applicable law will be that of Government of Khyber Pakhtunkhwa, and the contract language shall be English.

12. 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. The seat of arbitration shall be at Peshawar.

For the PE	For the Service Provider/Contractor
Signature:	Signature:
Name:	Name:
Title:	Title:

**REQUEST FOR PROPOSAL FOR THE HIRING OF HR OUTSOURCING FIRM(S) FOR
THE PROVISION OF SKILLED IT RESOURCES UNDER FRAMEWORK AGREEMENT**

AFFIDAVIT

I, [Name of Deponent], son/daughter of [Father's Name], holding CNIC No. [Deponent's CNIC Number], resident of [Full Address], [Designation], and authorized representative of [Name of the Firm], do hereby solemnly affirm and declare as under:

1. That neither the firm [Name of the Firm], nor its Directors, Stakeholders, whether individually or collectively, have ever been blacklisted or declared to be in default by any government agency, department, or organization, whether federal, provincial, or local, within Pakistan or abroad.
2. That all the information provided by the firm in relation to this procurement process is true, accurate, and complete.
3. That I fully understand and accept that any misleading or false information found at any stage of the procurement process, whether during evaluation or after the award of the contract, may lead to the immediate rejection of our proposal or the termination of the awarded contract.
4. That [Name of Service Provider] possesses the capability and capacity to provide the required resources as per the terms specified in the Request for Proposal (RFP).
5. That [Name of Service Provider] undertakes to submit the required CVs and resources as detailed in Table 7.1 of the RFP when asked for submission.
6. [Name of Service Provider] further agrees to abide by all terms and conditions stipulated in the Terms of Reference (TORs) of the RFP.
7. That this affidavit is submitted in good faith, without any misrepresentation or intent to deceive, and is made for the purposes of confirming [Name of Service Provider]'s full compliance with the requirements set forth in the RFP.

This affidavit is given to satisfy the requirements of the procurement process and is executed under oath and in good faith.

DEPONENT:

[Deponent's Full Name]

[Designation]

[Name of the Firm]

Date: _____

WITNESSES: