



NO.PS/SELD/PROCUREMENT/2017-18/00  
GOVERNMENT OF SINDH  
SCHOOL EDUCATION & LITERACY DEPARTMENT

Karachi, dated the 15<sup>th</sup> August, 2017

To,

✓  
The Assistant Director (Assessment),  
Sindh Public Procurement Regulatory Authority (SPPRA),  
Government of Sindh,  
**Karachi.**

Subject: **PUBLICATION OF AWARD OF CONTRACT.**

Reference: Notice inviting tenders published in newspapers: Jang; Dunya; and Kawish on 28<sup>th</sup> May, 2015 and hoisted on SPPRA's website at Sr. # 33697 dated 5<sup>th</sup> June, 2017 for hiring of services of firm to carryout recruitment test of teaching and non-teaching staff under this department during the current financial year 2017-18.

The undersigned is directed to refer to the above and to enclose herewith contract documents, including: evaluation report; form of contract and letter of award; and schedule of requirement for hoisting on SPPRA's website as required under Rule-50 of SPP Rules, 2010 (Amended 2017).

SECTION OFFICER (G-I)

C.C. to:

- The P.S to Secretary, School Education & Literacy Dept., GoS, Karachi.
- The Staff Officer to Chief Program Manager, Reform Support Unit, Karachi.
- Tender file.



NO.PS/SELD/TENDERS/2017-18/00  
GOVERNMENT OF SINDH  
SCHOOL EDUCATION & LITERACY DEPARTMENT

Karachi, dated the 7<sup>th</sup> August, 2017

To,

M/s Sukkur IBA University,  
Sukkur.

Subject: LETTER OF ACCEPTANCE.

Reference: Notice Inviting Tender (NIT) published in leading newspapers: Jang; Dunya; and Kawish on 28<sup>th</sup> May, 2015 and hoisted on SPPRA's website at Sr. # 33697 dated 5<sup>th</sup> June, 2017 for hiring of services of firm to carryout recruitment test of teaching and non-teaching staff

The undersigned is directed to refer to the subject cited above and to inform that your bid submitted to this department on 12<sup>th</sup> June, 2017 for offering above referred services at Rs. 1,000 (with rebate of Rs. 500) payable by applicant (including all applicable taxes) has been accepted by the Competent Authority.

2. You are hereby advised to furnish following documents within seven (7) days of receipt of this letter of acceptance:

- i. Performance security (fixed amount as mentioned in bid documents) in shape of pay order in favor of School Education & Literacy Department, Government of Sindh valid at least 90 days beyond the date of completion of contract subject to final acceptance by this department.
- ii. Agreement/ Contract duly signed by authorized person having stamp duty as per applicable law.

  
SECTION OFFICER (G4) B

C.C. to:

- The Staff Officer to Secretary, School Education & Literacy Department, GoS, Karachi.
- The Staff Officer to Chief Program Manager, Reform Support Unit, SELD GoS, Karachi.
- ✓ The Assistant Director (Assessment), SPPRA, GoS, Karachi.
- Tender file.

# SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

## CONTRACT EVALUATION FORM

### TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- School Education & Literacy Department, Government of Sindh
- 1) NAME OF THE ORGANIZATION / DEPTT. \_\_\_\_\_
  - 2) PROVINCIAL / LOCAL GOVT./ OTHER Provincial
  - 3) TITLE OF CONTRACT Recruitment test for selection of teaching/ non-teaching staff
  - 4) TENDER NUMBER INF/KRY/2881/2017
  - 5) BRIEF DESCRIPTION OF CONTRACT Hiring of services of a firm for carryingout recruitment test
  - 6) FORUM THAT APPROVED THE SCHEME N/A
  - 7) TENDER ESTIMATED VALUE N/A
  - 8) ENGINEER'S ESTIMATE N/A  
(For civil works only)
  - 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) June, 2018
  - 10) TENDER OPENED ON (DATE & TIME) 12th June, 2017
  - 11) NUMBER OF TENDER DOCUMENTS SOLD Three (3)  
(Attach list of buyers)
  - 12) NUMBER OF BIDS RECEIVED Two (2)
  - 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS Two (2)
  - 14) BID EVALUATION REPORT Copy enclosed.  
(Enclose a copy)
  - 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Sukkur IBA University
  - 16) CONTRACT AWARD PRICE Rs. 1000 per applicant/ candidate (payable by applicant)
  - 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT Sukkur IBA University  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID).
  - 18) METHOD OF PROCUREMENT USED : - (Tick one)
    - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_  Domestic/ Local
    - b) SINGLE STAGE – TWO ENVELOPE PROCEDURE Yes \_\_\_\_\_  National
    - c) TWO STAGE BIDDING PROCEDURE \_\_\_\_\_
    - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE \_\_\_\_\_

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT \_\_\_\_\_

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	33697 dated 5.6.2017
No	

ii) News Papers  
(If yes, give names of newspapers and dates)

Yes	Jang, Dunya, and Kawish dated 28.05.2017
No	

22) NATURE OF CONTRACT

Domestic Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?

(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	Received and disposed of through CRC
No	

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT  
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE  
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO  
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	

Signature & Official Stamp of  
Authorized Officer

*Abdul Nazzari*  
ABDUL NAZZARI

**FOR OFFICE USE ONLY**

D-1  
School Education Department  
Government of Sindh

**Price Schedule in Pak. Rupees**

Name of Bidder: **Sukkur Institute of Business Administration (Sukkur IBA).**

Description	Amount in PKR to be charged from each Applicant	Applicable Taxes (if any) in PKR	Total amount in PKR (inclusive of all taxes) to be charged from each applicant
Test service agreement include: • Vacancy advertisement • Receiving of application forms • Short listing of application • Hiring Test • Result preparation & announcement • Making software as per tender.	<b>Rs. 1,000/-</b> (Rupees One Thousand Only) per candidate/ applicant	Sukkur IBA is Tax exempted (certificate is attached)	<b>Rs. 1,000/-</b> per candidate/ applicant

*Handwritten notes:*  
 group of 7  
 AS (GRA)  
 SELD.  
 6/7  
 80 GR

*Note: The School Education Department, Govt of Sindh will not make any payment to the service provider under this contract.*

Signature of Bidder

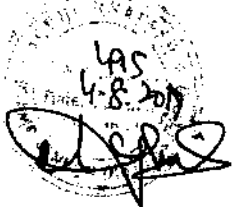
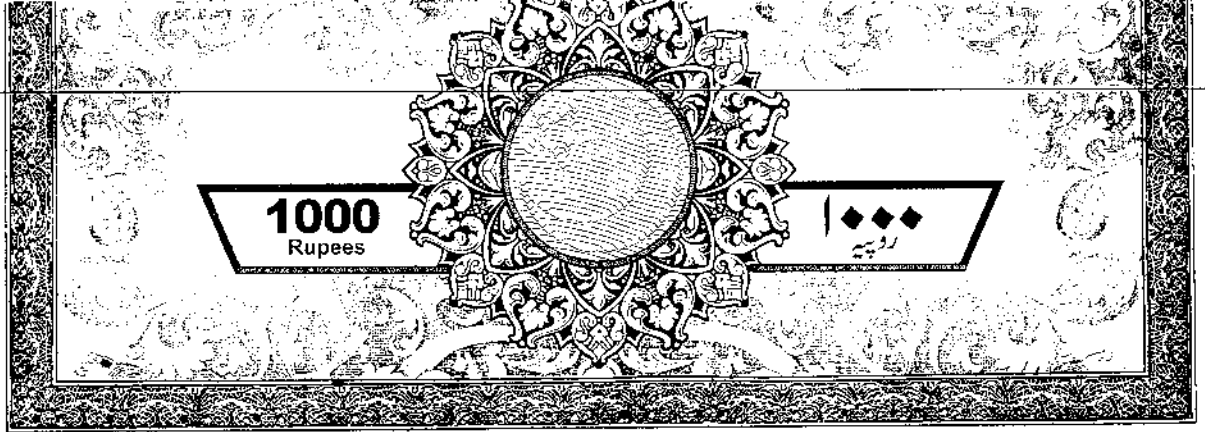
  
**Zahid Hussain Khand**  
 REGISTRAR  
 Sukkur Institute of  
 Business Administration

*Note: In case of discrepancy between unit price and total, the unit price shall prevail.*

*All the applicable taxes to be borne by the bidder*



Must be included if required under ITB 11.2



1-B. A. Jmu

## CONTRACT FORM

THIS AGREEMENT is made on 8<sup>th</sup> day of August, 2017 between School Education & Literacy Department, Government of Sindh (hereinafter called "The Procuring Agency") of the one part and Sukkur Institute of Business Administration (IBA) University (hereinafter called the supplier" of the other part:

WHEREAS the Procuring agency invited bids to carry out recruitment test for selection of requisite teaching and non-teaching staff and has accepted a bid by the Supplier for the supply of those services not exceeding Rs. 1000/- (Rupees One Thousand only) per applicant (payable by the applicant him/herself) (hereinafter called "the Contract Price").

### 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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Schedule of Requirements (**Annexure-A**);
  - (b) the General Conditions of Contract (**Annexure-B**);
  - (c) the Special Conditions of Contract (**Annexure-C**); and
  - the Procuring agency's Letter of Acceptance and Notification of Award (**Annexure-D**).
3. In consideration of the payments to be made by the applicant(s) to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

Secretary to Government of Sindh  
School Education & Literacy Department  
Karachi

*[Handwritten signature]*

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

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



Secretary to Government of Sindh  
School Education & Literacy Department  
Karachi

Abdul Aziz Uqaili, Secretary to Government of Sindh  
School Education & Literacy Department, Government of Sindh,  
1<sup>st</sup> Floor, Tughlaq House, Kamal Atta Turk Road, Sindh  
Secretariat, Karachi

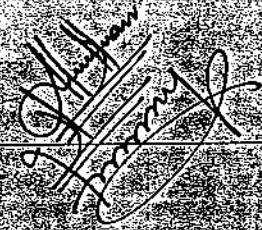
Signed by: \_\_\_\_\_



Engr Zahid Hussain Khand, Registrar  
Sukkur IBA University, Airport Road Sukkur

WITNESS # 1:

Name: Arman Ullah Bhatti



Designation: Procurement Manager

CNIC No. 4301-8306302-9

WITNESS # 2:

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

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_



## Section IV. Schedule of Requirements

### Terms of Reference

For

### Hiring services of Firm/Organization/Institute to carry out Recruitment Process including Written Test for Teaching and non teaching staff

**Purpose of the assignment:** The School Education Department intends to induct merit-based teachers to maintain Student-Teacher Ratio (STR) appropriately, and to ensure/retain the right balance of qualified teachers so that the students have access to a strong early education and development. In addition to this merit based written test hiring for non teaching staff is also to be conducted as well, in pursuance of Recruitment Policy 2017 recently notified by the department. Since 2008, School Education Department, Government of Sindh has recruited approx. 30,000 teachers based on merit in three successive rounds. The fourth round of recruitment would also induct merit based competent and qualified teaching staff in different subjects including Mathematics, Physics, Chemistry, Biology, Computer Science, English subjects. Besides non teaching staff will also be inducted through a written test for the first time.

**Background:** The School Education Department, Government of Sindh has completed three rounds of teachers recruitment in the province to address the challenges in the field of education like out of school children, teachers' absenteeism, close schools and to control student drop-out ratio. The department has taken these issues on top priority basis and approved Recruitment Policy 2017 (RP-17) for Teaching & Non-Teaching staff. The lessons learnt from previous experiences reveal that the major cause of complaints was due to non-availability of information for the decision makers and major analysis work was carried out manually. In today's world where information flow is required to be fast and reliable, as while working manually not only it slows the pace of work but also contains more chances of human errors.

This recruitment process consists of the following major functions which needed to be automate and aligned as per RP-2017 Round-IV by the service provider. For this purpose, software application/program is also to be developed by the service provider to meet the requirements. The major functions/features of the software are:

1. Need based vacancy positions
2. Scrutiny and shortlisting of candidates
3. Result Management
4. Offer and Joining Letter formats
5. Joining Data Base for Salary Release formats
6. Complaint Redressal and Calendar for Event Tracking
7. Verification of the academic and professional degrees/certificates of final successful candidates

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Secretary to Government of Sindh  
School Education & Literacy Department  
Karachi

**Instructions to Service provider (Firm/Insultute/Organization)**

**I. The eligibility and qualification criteria is as under:**

- i. The bidder should be registered with all the relevant tax authorities.
- ii. The bidder should have experience of providing testing services to at least five (5) organizations of comparable standing during the last three (3) years.
- iii. The bidder must have conducted at least five (5) assignments of teacher recruitment for public sector organizations / NGOs.
- iv. The bidder must not have been blacklisted by any government / semi-government / private organization.
- v. The bidding firm must have minimum two (2) qualified full-time PhD professionals in each of the field of education, statistics, Computer / IT and data analysis.
- vi. The annual turnover of the bidding firm must be Rs. 500 M for last three (3) years.

*Notes: a) The bidder shall provide valid evidences against each above criteria/requirement.*

*b) The bidding will be conducted under Competitive Bidding pursuant to "single stage two envelopes procedure".*

*c) Only those service providers financial proposal envelope (at the given date and time) will be opened for evaluation who will stands qualified during the technical evaluation as per the given eligibility criteria. Any service provider who did not qualify at the technical stage, their sealed financial envelopes will be returned back accordingly.*

**Tasks to be performed by Service provider**

Following Posts (category) will be advertised in the leading newspapers (4 language newspapers) by the service provider along with complete eligibility criteria. The service provider shall publish an advertisement for the announcement of calling applications for the given posts in major dailies (in 4 languages new paper), web site (both service provider and the department) and other media (if any) on behalf of the client after obtaining approval including the format of advertisement to be consulted and approved. The Service provider shall also be responsible for publishing additional advertisements in three language newspapers, if needed.

Teaching Posts

Form to be filled

- c. Sub Engineer (Civil & Electrical) (BPS-11/16)-expected number of vacancy to be filled 62
- d. Draftsman BPS-11 - expected number of vacancy to be filled 07
- e. Stenographer BPS-14 - expected number of vacancy to be filled 07
- f. Computer Operator BPS-12 - expected number of vacancy to be filled 12.
- g. Junior Clerk BPS 11 - expected number of vacancy to be filled 66.
- h. Work Supervisor, tracer, darogha, mason, electrician, carpenter, plumber, lineman/wire man, helper for electrician, driver, pump operator/cleaner, daftri, cleaner/helper/coolie, malhi, sanitary worker/sweeper -- (various BPS from 4 to 8) expected number of vacancy to be filled 65.
- i. Naib Qasid BPS-2 - expected number of vacancy to be filled 78
- j. Chokidar BPS-2 - expected number of vacancy to be filled 02.

Provincial Institute of Teacher Education (PITE), SED

- k. High School Teacher BPS16 - expected number of vacancy to be filled 02.
- l. Stenographer/Desktop Publication BPS-15 - expected number of vacancy to be filled 01
- m. Junior School Teacher BPS-14 - expected number of vacancy to be filled 05
- n. Librarian BPS-14 - expected number of vacancy to be filled 01
- o. Music Teacher BPS-14 - expected number of vacancy to be filled 01
- p. Data Input Operator BPS-12 - expected number of vacancy to be filled 01
- q. Lab Assistant BPS-11 - expected number of vacancy to be filled 01
- r. Primary School teacher BPS-09 - expected number of vacancy to be filled 10
- s. PTE BPS-09 - expected number of vacancy to be filled 01
- t. Driver BPS-05 - expected number of vacancy to be filled 03
- u. Cook BPS-02 - expected number of vacancy to be filled 01
- v. Hostel Attendant BPS-02 - expected number of vacancy to be filled 02
- w. Chokidar BPS-02 - expected number of vacancy to be filled 01
- x. Sweeper BPS-02 - expected number of vacancy to be filled 01
- y. Malhee BPS-02 - expected number of vacancy to be filled 01
- z. Peon/Naib Qasid BPS-02 - expected number of vacancy to be filled 03

Non teaching Posts at School Side and Education Offices Side, SED

- aa. Lab Attendant BPS-02 - expected number of vacancy to be filled 236
- bb. Computer Operator BPS-12 - expected number of vacancy to be filled 459
- cc. Junior Clerk BPS-05 - expected number of vacancy to be filled 131
- dd. Chokidar/Malhee/Sanitary Worker BPS-01 - expected number of vacancy to be filled 163
- ee. Sweeper BPS-01 - expected number of vacancy to be filled 387
- ff. Naib Qasid BPS-01 - expected number of vacancy to be filled 256
- gg. Chokidar BPS-01 - expected number of vacancy to be filled 1067
- hh. Librarian, senior clerk, computer lab assistant, assistant store keeper, water man, cleaner, mali, lab assistant and other various posts (from BPS-11 to BS 01) expected number of vacancy to be filled 725

Reform Support Unit, SED

2  
M4

Q

- ii. Local Support Unit Coordinators (BS-17) (Aspirant candidates will be the confirm employees of School Education Department; who wish to join this field post) expected number of vacancy to be filled 05
- jj. Local Support Unit Consultants (Purely on consultancy contractual position on World Bank Technical Assistance) expected number of vacancy to be filled 10
- kk. Data Analysis Consultants (Pure consultancy contractual service on World Bank Technical Assistance) expected number of vacancy to be filled 03
- ll. Senior Managers 08, Managers 08 & Assistant Manager 20 posts (Market Based Professionals on Government contract from BS 19 to 17 respectively) total 36 posts
- mm. Drivers, Naib Qasid, chokidar, sanitary worker, Computer Operator, Assistant, Accountant, telephone operator from (BS 01 to BS 14) expected number of vacancy to be filled 30

Planning, Development & Reserch, SED

- nn. Assistant - BPS-16 expected number of vacancy to be filled 02
- oo. Data Input Operator BPS-12 expected number of vacancy to be filled 02
- pp. Junior Clerk BPS-11 expected number of vacancy to be filled 02
- qq. Naib Qasid BPS-01 expected number of vacancy to be filled 02
- rr. Driver BPS-04 expected number of vacancy to be filled 02

Sindh Teacher Education Development Authority (STEDA)

- ss. Sr. Scale Stenographer (BPS-16) expected number of vacancy to be filled 02
- tt. Assistant (BPS-16) expected number of vacancy to be filled 07
- uu. Assistant (BPS-16) expected number of vacancy to be filled 07
- vv. Data Input Operators (BPS-12) expected number of vacancy to be filled 11
- ww. Jr. Scale Stenographers (BPS-12) expected number of vacancy to be filled 5
- xx. Jr. Clerks (BPS-11) expected number of vacancy to be filled 19
- yy. Chowkidar (BPS-01) expected number of vacancy to be filled 02
- zz. Naib Qasid (BPS-01) expected number of vacancy to be filled 15

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Secretary to Government of Sindh  
School Education & Literacy Department  
Karachi

2. The academic qualification and age limit required for category wise as follows:

Nomenclature of Post	Academic Qualification	Professional Qualification
<p>Junior Elementary School Teacher - JEST BPS-14</p>	<p>Intermediate with Associate Degree in Education (ADE) three years Degree, at least 2<sup>nd</sup> Division from recognized Board and Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Having B.Sc in at least one of the following subjects</p> <ul style="list-style-type: none"> <li>• Mathematics major/optional</li> <li>• Zoology, Botany, Chemistry, Physics major/optional</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• BCS/MCS/BS (In any Computer Discipline)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• BA English /BS English /MA English/MS English</li> </ul>	<p>Associate Degree in Education (ADE) at least in 2<sup>nd</sup> Division from University / College/Institute HEC recognized</p>
	<p style="text-align: center;"><b>OR</b></p> <p>The minimum standard for all the requisite academic qualification would be at least 2<sup>nd</sup> Division/ Equivalent CGPA from recognized Boards and HEC recognized University/College/Institute.</p>	<p>M.Ed/ B.Ed at Least 2<sup>nd</sup> Division from HEC recognized University/College/Institute</p>
<p>Early Childhood Teacher-ECT BPS-15</p>	<p>Graduate at least in 2<sup>nd</sup> Division from University/College/Institute HEC recognized</p> <p style="text-align: center;"><b>OR</b></p>	<p>Diploma in Early Childhood Education/KG/Montessori at least in 2<sup>nd</sup> Division from recognized University/ College/Institute.</p>
	<p>Graduate at least in 2<sup>nd</sup> Division from a recognized University/College/Institute (Up to 2020)</p> <p style="text-align: center;"><b>OR</b></p>	<p>B.Ed at least in 2<sup>nd</sup> Division from a recognized University/College/Institute (Up to 2020)</p> <p style="text-align: center;"><b>OR</b></p> <p>Early Childhood Education Certificate accredited by STEDA in Early Childhood setting. (up to 2020)</p>
	<p>Intermediate at least in 2<sup>nd</sup> Division from a recognized Board. ( up to 2020)</p>	<p>Associate Degree in Education (ADE) at least in 2<sup>nd</sup> Division from University / College/Institute HEC recognized and accredited by STEDA. (up to 2020)</p>

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Secretary to Government of Sindh  
School Education & Literacy Department  
Karachi

3. The service provider is required to develop and conduct the recruitment tests in a fair and transparent manner. The service provider shall strictly ensure that all types of gadgets/smart phones/devices are prohibited at the testing premises. And Tests will be conducted in all Divisional/Regional Headquarters of Sindh.
  - I. Karachi
  - II. Hyderabad
  - III. Sukkur
  - IV. Larkana
  - V. Mirpurkhas
  - VI. Shaheed Benazirabad
4. Local administration and Police shall provide security arrangements with the facilitation of respective Director Schools Education (DSE) All & District Education Officer (DEO) All.
5. The test centers should be established at the convenient location at each regional head quarter.
6. All types/kinds of expenses for proper, professional, transparent and peaceful arrangements, at all test centers, for conducting the written test, shall be borne by the service provider.
7. The service provider shall provide the list of all proposed test centers location along with all the details of the staff assigned for that task and publish the test locations in the newspapers.
8. The location of test centers shall be finalized by mutual agreement of both parties.
9. In case of selection of test center/staff problem, the concerned DSE (all) and DEO (all) of District will cooperate with service provider in such cases being the focal persons.
10. In case service provider fails to conduct test at any Centre on scheduled date and time due to any reason, service provider will conduct fresh test for the said centre on the date and time mutually agreed between the SED and the service provider with fresh set of test papers.
11. The firm shall provide a comprehensive test framework including action plan.
12. Upon completion of written test at each centre a report shall be presented to SED. This report will reflect all the activities in the Test Framework and will be supported by a complete set of data and related documentation including hard and soft versions.
13. The service provider shall establish an appeal system for attending grievances if any raised by the applicants.
14. Any such application would be disposed of with the reasons to be provided by the firm within 15 days after the announcement date of test results.
15. There will be 100 marks for each test. All the questions will be Multiple Choice Questions (MCQs) consisting 1 mark for each MCQ. Part of the test should be prepared in such a manner so as to assess the capabilities and skills of the candidates rather than rote learning.

## 17. The Format of the Written Test for JESTs

- a) Assessment of content knowledge in relevant subjects  
(Mathematics, English, General Science (Emphasis on Physics, Chemistry, Biology  
And Computer Science) 70 Marks
- b) Assessment of understanding of various pedagogies, instructional planning,  
Assessment, learning environment 20  
Marks
- c) Assessment of understanding of current affairs / general knowledge 10 Marks

## 18. The format of the written Test for ECTs

- a) Assessment of content knowledge in relevant subjects  
(BCE Curriculum 2006) 60 Marks
- b) Assessment of IT Skills to improve teaching and learning process 10 Marks
- c) Assessment of understanding of various pedagogies, instructional planning,  
Learning environment, assessment 20 Marks
- d) Assessment of understanding current affairs / general knowledge 10 Marks

19. The passing score of written test will be 60% for all teaching and non-teaching posts for BPS 11 and above. Whereas for the posts in BPS 10 and below, the threshold for passing the written test should be 45% marks.
20. The tests will focus on testing of Knowledge, Understanding and problem (Application) solving skills of relevant subjects.
21. Applicants will directly submit applications to service provider for further processes of data and scanning of his/her pictures and CNIC. The applicant will submit applications along with original or on-line bank slip and copy of CNIC to the service provider as per the procedures defined by the service provider through website/advertisement.
22. The service provider shall ensure that the required documents have been attached with the application forms as mentioned in advertisement and recruitment policy 2017 and incomplete applications shall not be accepted and entertained.
23. The service provider shall place rejections checks on the basis of required qualification, cut-off date of the required documents and lower and upper age limit as mentioned in advertisement.
24. Rejected candidates' list will be uploaded on website of the service provider as well as SED together with the reasons of rejection.
25. The service provider will upload list of shortlisted candidates along with the Post applied for at service provider's website as well as SED website as per agreed work plan and timelines as approved by SED.
26. Final list showing mainly Test date and time, Venue with location, candidate Name and CNIC and name of Post applied for will be uploaded within 10 days of the uploading of the list of the shortlisted candidates on Service provider and SED website.
27. All kinds of lists of candidates published/hoisted/announced/printed by the service provider shall be gender wise and taluka and district wise.

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28. The lists of shortlisted candidates for the test and finally successful candidates after the test should separately mention the names of physically challenged candidates (along with the nature of their disability), gender and district wise, by the service provider on the websites.
29. The lists of shortlisted candidates for the test and finally successful candidates after the test should separately mention the names of minorities, gender and district wise, by the service provider on the websites.
30. The service provider will issue Roll No. slip to each candidate showing candidate's picture, CNIC Number, date, time, venue and position applied for through courier/postal service and also same will be communicated through SMS system. Applicant can also download roll number slip from website.
31. The service provider will also upload sample papers, test composition and any other related information at website at least 15 days before the written test date announcement.
32. The service provider will prepare at least three (3) shuffled papers of each category for each shift.
33. The service provider is responsible for transportation, security, confidentiality of question papers / answer sheets and for all other examination materials to and from test centers.
34. The service provider is responsible to develop a fool proof mechanism for verifying the identity of candidates appearing in the test.
35. The service provider will prepare and declare results of successful candidates in written test at the ratio of 1:2 per seat for each Taluka gender wise as per agreed working plan. It means 1:20 candidates for 100 seats and those (20%) excess candidates will be declared as reserve candidates and will be adjusted in case of any drop outs from the TOP (100%) candidates in accordance to the merit wise written test score. The names of the reserved candidates should be mentioned separately and in order to merit with a clear title showing that they are reserved/alternate candidates, only for the purposes of adjustments after the drop outs. In case of certain categories where the number of posts are less and the fraction of reserved candidates is less than 1, then at least one reserved/alternate candidate may be mentioned as stated above. In case of tie, the provisions available in the notified Recruitment Policy 2017 should be followed.
36. The results of the candidates who qualify the written test as per the criteria of passing marks mentioned above, but they are more than 1:2 per seat formula, shall not be declared in any form. In case of tie, the provisions available in the notified Recruitment Policy 2017 should be followed.
37. The Service provider will ensure checking of papers through indigenous software as per professionally prepared testing agency Standard Operating Procedures (SOPs) under strict privacy/confidentiality.
38. The service provider shall furnish final result of all the candidates (both pass and failed in separate sheets) to SED in both Soft & Hard copies duly signed on letter head.
39. The service provider shall also develop a process in consultation with SED to verify the educational and professional degree(s) / certificate (s) of only the successful declared candidates. The service provider will issue such request to the respective boards/universities/institutes through letters via courier service for each of the final successful candidate details to them and will also follow them accordingly. Once such verifications details are received from the respective boards/universities/institutes of each



of the final successful candidate; the service provider will forward such details to SED in a proper data base (in hard and soft copy).

40. The official verification cost/fee of such educational and professional certificate (s) / degree (s), of the respective boards/universities/institutes, will be paid fully by each final successful candidate individually directly to their respective boards/universities/institutes. The service provider will coordinate and develop professional modalities for liaising this process with the final successful candidates, the boards/universities/institutes and SED as well.

41. The service provide shall develop an exclusive software application (preferably in oracle, java, php) for SED with operating rights, pertaining for the whole process i.e. from submission of application form till final result, enabling SED to check details whenever required. Such software should comprise of the following salient features and formats as under:

i. The firm will develop software application corresponding to candidates hard copy application form submitted, with holistic analysis as why the candidate was eligible or ineligible for recruitment process.

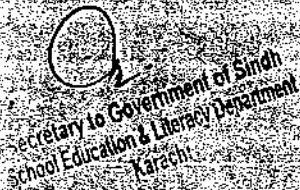
ii. Such software application must contain the set of attachments of scanned documents, e.g. all Academic, Professional Degrees, Domicile, PRC-D, CNIC & Application form submitted by each candidates and data in the software should be maintained taluka/district/region wise/gender wise, enabling SED to handle the future references for all purposes.

42. Following is the proposed test schedule to be submitted by the service provider and will be discussed and finalized after mutual consent by SED:

S.No	Description	Date
i.	Format of advertisement (subject to SED approval)	
ii.	Advertisement in Newspapers and website	
iii.	Last Date of Applications	
iv.	Uploading of list of shortlisted candidates for written test	
v.	Uploading of Final List of candidates for written test along with issuance of Roll Number Slips and test dates (region wise) with hoisting of sample test papers.	
vi.	Provisional written test result (Taluka wise with Disability, minority, gender and etc.)	
vii.	Final Announcement of written test results (Taluka wise with Disability, minority, gender and etc.)	
viii.	Coordination and Operational modalities for degree/certificate verification process for final successful candidates from boards/universities/institutes	

43. Any further clause can be added in the ToRs only for smooth operations for conducting Test with mutual consent of the selected service provider and SED - Government of

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## II. General Conditions of Contract

### 1. GENERAL PROVISIONS

<p><b>1.1. Definitions</b></p>	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none"> <li>a) "Applicable Law" means the Sindh Public Procurement Act, thereunder Rules 2010.</li> <li>b) "Procuring Agency PA" means the implementing department which signs the contract.</li> <li>c) "Service Provider" means the firm which will provide services under this contract and which signs the contract.</li> <li>d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), the Special Conditions (SC), and the Appendices.</li> <li>e) "Contract Price" means the price to be paid for the performance of the Services in accordance with Clause 6.</li> <li>f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.</li> <li>g) "Foreign Currency" means any currency other than the currency of the PA's country.</li> <li>h) "GC" means these General Conditions of Contract.</li> <li>i) "Government" means the Government of Sindh.</li> <li>j) "Local Currency" means Pak Rupees.</li> <li>k) "Member" means any of the entities that make up the joint venture/consortium / association and "Members" means all these entities.</li> <li>l) "Party" means the PA or the Service Provider, as the case may be and "Parties" means both of them.</li> <li>m) "Personnel" means persons hired by the Service Provider or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.</li> <li>n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.</li> <li>o) "Services" means the services to be performed by the Service Provider pursuant to this Contract, as described in the Terms of Reference.</li> <li>p) "Affiliates" means any person or entity to whom/which the Service Provider subcontracts any part of the Services.</li> </ul> <p>"In writing" means communicated in written form with proof of receipt.</p>
<p>1.2 Law of</p>	<p>This Contract, its meaning and interpretation, and the relation of the Parties shall be governed by the applicable law.</p>

	<p>business practices of the Service Provider or any of his Affiliate, agents or servants.</p> <p>On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Service Provider shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 1.9 B Sub-Para (a) and (c).</p>
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## 2. COMMENCEMENT, COMPLETION, MODIFICATION & TERMINATION OF CONTRACT

<b>2.1 Effectiveness of Contract</b>	This Contract shall come into effect on the date the Contract is signed by both Parties and such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
<b>2.2 Commencement of Services</b>	The Service Provider shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
<b>2.3 Expiration of Contract</b>	Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
<b>2.4 Modifications or Variations</b>	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.
<b>2.5 Force Majeure</b>	The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
<b>2.5.2 No Breach of Contract</b>	The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
<b>2.5.3 Extension of Time</b>	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.
<b>2.5.4 Payments</b>	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.
<b>2.6 Termination</b>	<b>2.6.1 By the PA</b>

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

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

#### *2.6.2 By the Service Provider*

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

- (a) If the PA fails to pay any money due to the Service Provider pursuant to this Contract without Service Provider's fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue.
- (c) 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.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

#### *2.6.3 Payment upon Termination*

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

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination.

except in the case of termination pursuant to paragraphs (a) through (c) and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

	<p>notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC</p> <p>1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.</p>
<b>1.5 Location</b>	The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve.
<b>1.6 Authority of Member in Charge</b>	In case the Service Provider consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Service Provider's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.
<b>1.7 Authorized Representatives</b>	Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Service Provider may be taken or executed by the officials specified in the SC.
<b>1.8 Taxes and Duties</b>	The Service Provider, Affiliates, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.
<b>1.9 Fraud and Corruption</b>	<p>(A) If the PA determines that the Service Provider and/or its Personnel, sub-contractors, Affiliates, services providers, and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in executing the Contract, then the PA may, after giving 14 days' notice to the Service Provider, terminate the Service Provider's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR-2010. Any personnel of the Service Provider who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2 Integrity Pact.</p> <p>(B) If the Service Provider or any of its Affiliates, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Service Provider as to this Form of Contract, then the Client shall be entitled to:</p> <ol style="list-style-type: none"> <li>recover from the Service Provider an amount equivalent to ten times the sum of any commission, gratification, bribe, under fee or kickback given by the Service Provider or any of its Affiliate, agents or servants;</li> <li>terminate the Contract; and</li> <li>Recover from the Service Provider any loss or damage to the Client as a result of such termination or of any other corrupt</li> </ol>

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### 3. OBLIGATIONS OF THE SERVICE PROVIDER

<p><b>3.1 General</b></p>	<p><b>3.1.1 Standard of Performance</b></p> <p>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 PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Service Providers or Third Parties.</p>
<p><b>3.2 Conflict of Interests</b></p>	<p>The Service Provider shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.</p> <p><b>3.2.1 Service Provider not to Benefit from Commissions, Discounts, etc.</b></p> <p>The payment of the Service Provider pursuant to Clause GC-6 shall constitute the Service Provider's only payment 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 Affiliates, and agents of either of them similarly shall not receive any such additional payment.</p> <p><b>3.2.2 Service Provider and Affiliates not to be Otherwise Interested in Project</b></p> <p>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 Affiliates and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Service Provider's Services for the preparation or implementation of the project.</p> <p><b>3.2.3 Prohibition of Conflicting Activities</b></p> <p>The Service Provider shall not engage, and shall cause their</p>

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	Personnel as well as their Affiliates and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
<b>3.3 Confidentiality</b>	Except with the prior written consent of the PA, 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.
<b>3.4 Insurance to be Taken Out by the Service</b>	The Service Provider (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Affiliates' as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC, and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
<b>3.5 Service Provider's Actions Requiring PA's Prior Approval</b>	The Service Provider shall obtain the PA's prior approval in writing before taking any of the following actions: (a) entering into a subcontract for the performance of any part of the Services; (b) appointing such members of the Personnel not listed by name in Appendix C and; (c) any other action that may be specified in the SC.
<b>3.6 Reporting Obligations</b>	(a) The Service Provider shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
<b>3.7 Documents Prepared by the Service Provider to be the Property of the PA</b>	(a) 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 PA and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof. (b) The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.
<b>3.8 Accounting, Inspection &amp; Auditing</b>	3.8.1 The Service Provider shall keep, and shall cause its Sub-Service Provider to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with

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	<p>internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs</p> <p>3.8.2 The Service Provider shall permit, and shall cause its Sub consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Service Provider's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.)</p>
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#### 4. SERVICE PROVIDER'S PERSONNEL

<p><b>4.1 Distribution of Personnel</b></p>	<p>The Service Provider shall employ and provide such qualified and experienced Personnel and Affiliates as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Affiliates listed by title as well as by name in Appendix C are hereby approved by the PA.</p>
<p><b>4.2 Removal and/or Replacement of Personnel</b></p>	<p>(a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the 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 qualification.</p> <p>(b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.</p> <p>(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>

#### 5. OBLIGATIONS OF THE PA

<p><b>5.1 Assistance and</b></p>	<p>The PA shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as</p>
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Exemptions	specified in the SC.
<b>5.2 Change in the Applicable Law Related to Taxes &amp; Duties</b>	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Service Provider in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.



  
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## 6. PAYMENT OF THE SERVICE PROVIDER

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

## 7. GOOD FAITH

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

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

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Annexure - C

ITB 22.1	Time, date, and place for bid opening. 11.30 am on Monday, 12th June, 2017. Section Officer-G-1 School Education Department, Government of Sindh Tughlaq House Sindh Secretariat Karachi.
<b>Bid Evaluation</b>	
ITB 25.3	Lowest and responsive

### Section III. Special Conditions of Contract

#### Notes on the Special Conditions of Contract

Similar to the Bid Data Sheet in Section II, the clauses in this Section are intended to assist the Procuring agency in providing contract specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section III complement the General Conditions of Contract included in Part one Section II, specifying contractual requirements linked to the special circumstances of the Procuring agency, the Procuring agency's country, the sector, and the Goods /services purchased. In preparing Section III, the following aspects should be checked:

- (a) Information that complements provisions of Part one Section II must be incorporated.
- (b) Amendments and/or supplements to provisions of Part one Section II, as necessitated by the circumstances of the specific purchase, must also be incorporated.

  
  
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## Special Conditions of Contract

### Number of GC Clause Amendments of, and Supplements to, Clauses in the General Conditions of Contract

1.1 Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.

1.3 The language is English.

1.4 The addresses are:

Procuring Agency: School Education Department, Government  
of Sindh

Attention: Section Officer G-1

Phone: +92 21 99213483

Service Provider:

Attention: \_\_\_\_\_

E-mail: \_\_\_\_\_

1.6 N.A

1.7 The Authorized Representatives are:



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

For the service provider: \_\_\_\_\_

1.8 All relevant taxes including stamp duty and service charges to be borne by the Service Provider. In case there is exemption from any rates, taxes, the same shall be mentioned here.

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

(a) Any payments what so ever made to the Service Provider, Affiliates and the Personnel (other than nationals or permanent residents of Pakistan), in connection with the carrying out of the Services;

  
  
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(b) Any equipment, materials and supplies brought into the Government's country by the Service Provider or Affiliates for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;

(c) Any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;

(d) Any property brought in to the province by the international Service Provider, any Affiliates or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that

(e) The Service Provider, Affiliates and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country, and

(f) If the Service Provider, Affiliates or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Service Provider, Affiliates or Personnel, as the case may be,

(i) shall be a such customs duties and taxes in conformity with the regulations of the Government's country, or

(ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

22. The date for the commencement of Services is 2017.

23. The entire job shall be completed within six (06) months, however contract shall be valid for one year from the date of commencement.

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

(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Service Provider or its Personnel or any Sub-Consultants or their Personnel with a minimum coverage of PKR 1,000,000/-

(b) Third Party liability insurance with a minimum coverage of PKR 1,000,000/-

(c) Professional liability insurance with a minimum coverage of PKR 50,000,000/-

(d) Procuring Agency's liability and workers' compensation insurance in respect of the Personnel of the Service Provider and of any Affiliates, in accordance with the relevant provisions of the Applicable Law, as well as with respect to such Personnel, any such life, health, accident, travel or other insurance as maybe appropriate, and

(e) Insurance against loss of or damage to

- (i) equipment purchased in whole or in part with funds provided under this Contract,
- (ii) the Service Provider's property used in the performance of the Services, and
- (iii) any documents prepared by the Consultant in the performance of the Services.

3.7 (b) The Service Provider shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA

6.1 Performance guarantee shall be 5% of the total amount based on unit rate and estimated number of candidates i.e. 50,000 in shape of Bank guarantee valid till the expiry of contract. Actual no. of candidates may vary

6.3 The service provider shall charge from each applicant @ PKR \_\_\_\_\_ per applicant inclusive of all applicable taxes.

8.2 Disputes shall be settled by complaint redressal committee defined in SPPRA 2010 or through arbitration Act of 1940.



Secretary to Government of Sindh  
School Education & Literacy Department  
Karachi