

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

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

- Sindh Education Foundation Govt. Of Sindh
- 1) NAME OF THE ORGANIZATION / DEPTT. _____
- 2) PROVINCIAL / LOCAL GOVT / OTHER _____ Government of Sindh
- 3) TITLE OF CONTRACT _____ E-Marking & Invigilation/Execution of Student's Assessment ✓
- 4) TENDER NUMBER _____ SEF/NP/17-18/31
- 5) BRIEF DESCRIPTION OF CONTRACT _____ E-Marking & Invigilation/Execution of Student's Assessment ✓
- 6) FORUM THAT APPROVED THE SCHEME _____ Senior Management
- 7) TENDER ESTIMATED VALUE _____ PKR. 87,500,000/-
- 8) ENGINEER'S ESTIMATE _____ N/A
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) _____ 31st October, 2018
- 10) TENDER OPENED ON (DATE & TIME) _____ 20th November, 2017 at time 03.30 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD 01
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED _____
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 03
- 14) BID EVALUATION REPORT _____ (Enclose a copy)
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER _____ M/s. Sukkur IBA University, Airport Road Sukkur.
- 16) CONTRACT AWARD PRICE _____ PKR. 68,69,271/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT _____ 1st Lowest
(i.e. 1st, 2nd, 3rd EVALUATION BID).

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE _____ Local
- 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	SPPRA SN# 35065 (02-11-2017)
No	

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

Yes	Daily Dawn English & Daily Kawish Sindhi & Daily Jang Urdu on 01/11/17
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 checked="" type="checkbox"/>	No	<input 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?

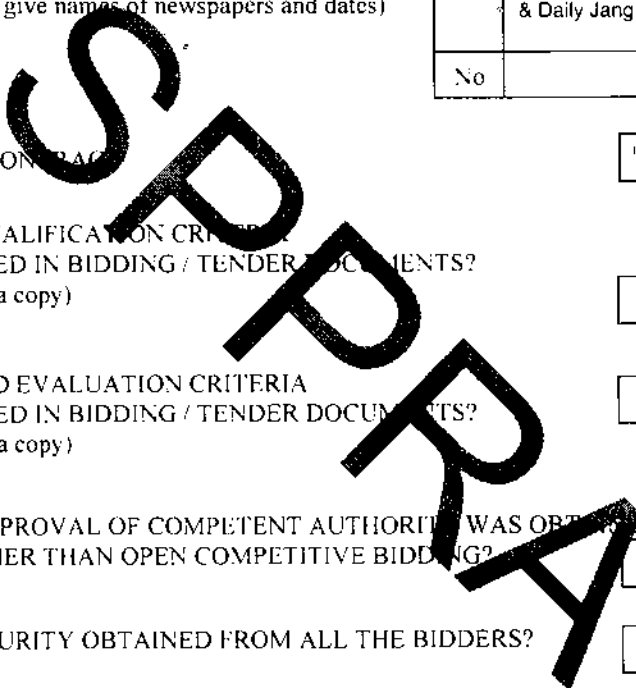
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

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	
No	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 details and 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.)?

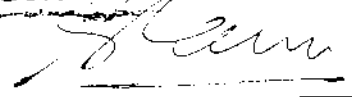
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	No

Public Relations Department
Sindh Education Foundation
Govt. Of Sindh

Signature & Official Stamp of
Authorized Officer



FOR OFFICE USE ONLY




SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Bid Evaluation Report


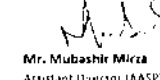
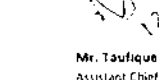
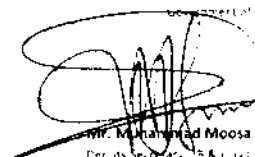
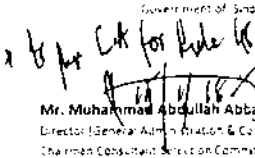
1 Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)
2 Tender Reference No: SEF/NP/17-18/31
3 Tender Description/Name of work/item: HIRING OF FIRM FOR ELECTRONIC MARKING & EXECUTION/INVIGILATION OF STUDENT'S ASSESSMENTS
4 Method of Procurement: Quality Cost Based Selection Method (QCBS)
5 Tender Published: SPPRA S.N.N 35065 (02-11-2017) Jang Urdu 01/11/2017, Dawn English 01/11/2017, Kawish Sindh 01/11/2017
6 Total RFP documents issued: 01 issued from Procurement Dept. and 02 downloaded from Website.
7 Technical Bid Opening date (if applicable): 20th November, 2017
8 Total Bids Received: 03 Bids Received.
9 No. of Bid technically qualified (if applicable): 01
10 Financial Bid Opening Date: 18th December, 2017

S.No	Name of Firm or Bidder	Total Bid, Cost offered by the Bidder	Ranking in terms of consolidated (Technical & Financial) evaluation	Comparison with Estimated cost	Reasons for acceptance/rejection through Quality Cost Based Selection Method	Remarks
0	1	2	3	4	5	6
1	M/s. Sukkur IBA University	Rs. 68,683,271 (Per Booklet Cost Rs 621.97)	1st	87.5 Million	SPP Rule 4d Annexed. Accepted in the light of Summary/Comparative Analysis sheet.	In this view of Cost analysis its recommended to award the contract.
2	M/s. Sukkur IBA University	Rs. 18,590,215 (Per booklet Cost Rs 743.66)	Last awarded contract	18.6 Million	For the comparison of SPP Rule 4d	

TECHNICAL COMMITTEE/ CO-OPTED MEMBER (TC/TCM)

 Ms. Huma Jabbar Assistant Director (T&A Unit) Technical Co-opted Member Sindh Education Foundation Government of Sindh	 Mr. Aqeel Farooq E-Marking Expert External Member (Technical) Sindh Education Foundation Government of Sindh	 Mr. Mehbob Meghani Senior Officer-T&A Unit Technical Co-opted Member Sindh Education Foundation Government of Sindh
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CONSULTANT SELECTION COMMITTEE (CSC)

 Mr. Nawab Zafar Ali Deputy Director (M&E) Secretary Consultant Selection Committee Sindh Education Foundation Government of Sindh	 Mr. Mubashir Mirza Assistant Director (AASP) Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh	 Mr. Taufique Ahmed Shaikh Assistant Chief, Planning & Development Dept. Govt. of Sindh Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh
 Mr. Muhammad Moosa Soomro Deputy Secretary (S&A Unit) Finance Department, Govt. of Sindh Member of Consultant Selection Committee Sindh Education Foundation Government of Sindh	 Mr. Muhammad Abdullah Abbasi Director (General Administration & Coordination) Chairman Consultant Selection Committee Sindh Education Foundation Government of Sindh	r/o for C&A for Rube 18 18/11/18 r/o for R&A Sector 33-B

4. Economic Price Adjustment

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

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

$$R_t = R_o \left(1 + \frac{I_t}{100} \right)^{n-1}$$

where

R_t is the adjusted remuneration, R_o is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, I_t is the official rate of inflation for the first month for which the adjustment is to have effect and, I_o is the official rate of inflation for the month of the date of the Contract." (N/A)

A. Coordinator

The PA designates **Ms. Huma Jabeen and Mr. Mehboob Ali Maghani** as PA's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

B. Timesheets

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

C. Records and Accounts

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

6. Performance Standard

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

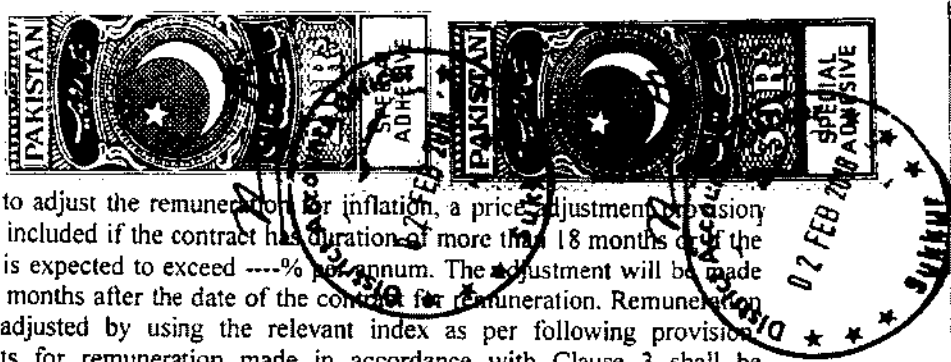
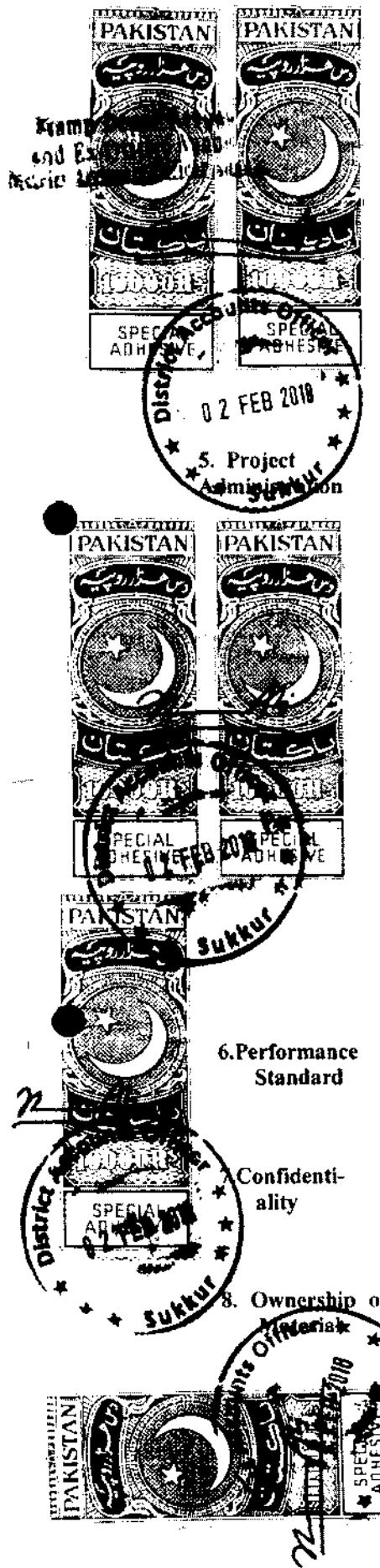
Confidentiality

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

8. Ownership of Materials

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

Challan No. 9980 Dt. 02-02-2018



9. Consultant Not tube Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

10. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.

11. Assignment

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.

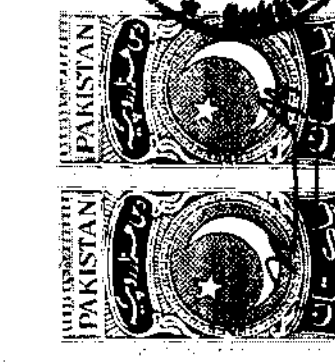
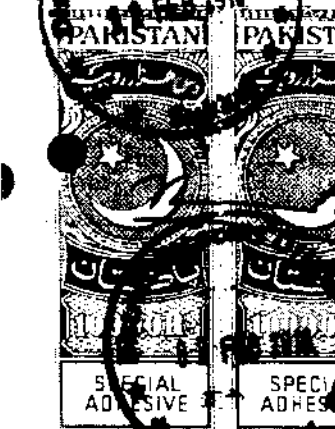
12. Law Governing Contract and Language

The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

13. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940.

Challan No. 9980, Dt. 02.02.2018



FOR THE PA

Ms. Shahpara Rizvi

Signed by: **Ms. Shahpara Rizvi**
Acting Director Training & Assessment
Sindh Education Foundation
Government Of Sindh

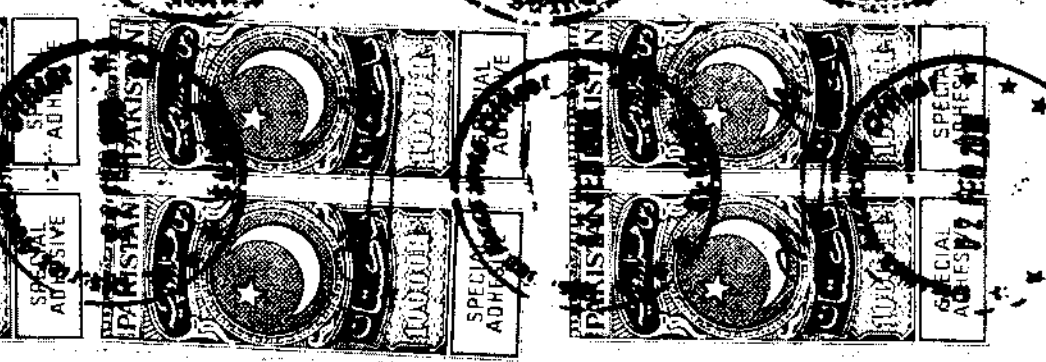
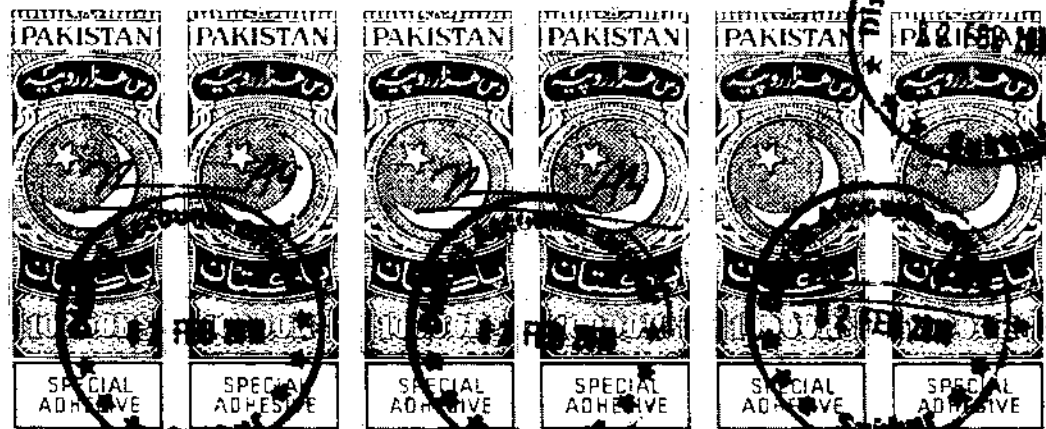
Ms. Shahpara Rizvi
Acting Director, Training & Assessment
Sindh Education Foundation, GoS

FOR THE CONSULTANT

Director

Signed by: **Director**
Office of Research,
Innovation & Commercialization-eric
Dr. Pervaiz Ahmed Memon
Director, ORIC
M/s. Sukkur IBA University

Stamp Book and Ex-Office Entries Across

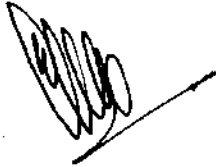


LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services.

Annex B: Consultant's Reporting Obligations.

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates.

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Annex A

Terms of Reference for Electronic Marking & Invigilation of Student's Assessments

1. PROJECT BRIEF:

The Sindh Education Foundation, Government of Sindh, is a semi-autonomous organization committed to educating and empowering children and communities towards social change by improving access to educational facilities.

The objectives of this program are:

- Establish long-term public-private partnership by supporting private schools in order to increase access to education in marginalized areas of Sindh.
- Enhance the quality of education and educational practices within classroom thereby improving student learning outcomes.
- Reduce gender disparity in education.

1.1 PROJECT OUTREACH: Expanding continuously, reached to 2100 Schools, based at all districts of Sindh.

1.2 RATIONALE FOR THE CONSULTANCY (Electronic Marking):

1.2.1 To hire an autonomous firm/ consortium of firms for Electronic marking of the assessment papers to ensure transparency in the system

1.2.2 To ensure the efficiency of the assessment framework

1.2.3 To conduct analysis of the Electronically marked assessment papers with the help of latest marking software's and also using Item Response Theory (IRT) mechanism.

1.3 OBJECTIVES FOR THE CONSULTANCY (Electronic Marking):

1.3.1 To assess the teaching and learning in schools in particular to Primary Education, Secondary level & adult literacy/ learning.

1.3.2 To ensure impartiality of the entire process.

1.3.3 To ensure international level independent checking by a reputable assessment agency.

1.3.4 To implement internationally set norms of assessment.



2. ASSESSMENT SPECIFICATION:

2.1 Type of Papers

- 2.1.1 The assessment is planned to be executed in Grades III, to IX for SEF Assisted Schools (SAS), Promoting Private Schooling in Rural Sindh (PPRS), Existing SEF School Support Program (ESSP), SEF Middle and High School Program (SMHSP) and in case of Adult and Adolescent Literacy and Training Program (AALTP) specially designed syllabus for adult learning based on Non-Formal Education guide lines.
- 2.1.2 The assessment papers are designed according to the National Curriculum and prescribed text (Sindh Text Book Board, Oxford University Press and NFE syllabus by JICA).
- 2.1.3 The assessment papers will include Multiple Choice Questions (MCQs) and Short Responses with the variety of Assessment tools.
- 2.1.4 MCQs in the papers would consist of (3-4) options along with a variety of short & extended questions in which students will be expected to write answers briefly and to the point.

2.2 Timings

- 2.2.1 The time duration of papers would vary according to the Grades and Subjects, the range of which would be between 90 to 180 minutes.
- 2.2.2 Each booklet would approximately contain between (approx.) 25-30 for primary and 40-46 pages for secondary on average.

2.3 Scope

- 2.3.1 The papers will be developed keeping in view the National Curriculum and its competencies, indicative of the learning abilities of the students according to their age and class room practices. The content included in the paper would be aligned with the recommended text books.

1. Assessment Cycle and Process

There would be (3) assessment in 2017-18

Estimated Enrollment Data sheet (Compiled data sheet) is attached (Annex-A)

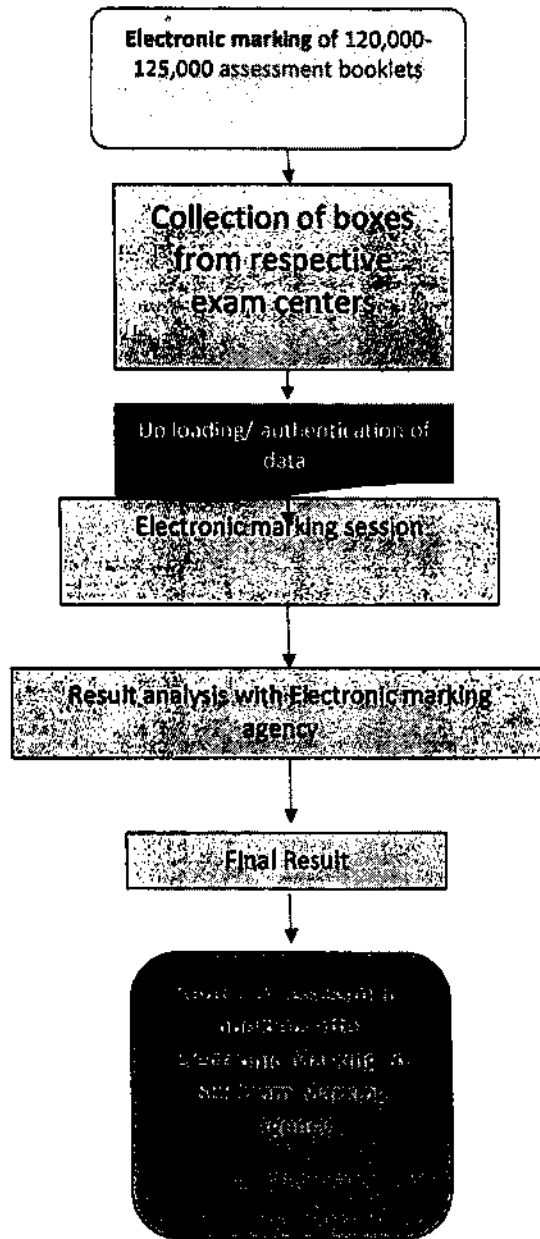
Program	Months	Grades	Total Booklets (15% +/-)
SAS, SMHSP, SSS, AALTP & ESSP	March/April - 2018 & May-18	(SAS, SMSP & ESSP 3 to 9) (SSS (PPRS 3 to 8) (NFE-JICA)	110,427

Note:

1. Payment on per booklet rates are required (payments will be done according to quoted booklet rates).
2. There would be around 10% -15% variations in the data.



4. Process of Electronic marking



[Handwritten signatures]

5. REQUIREMENTS FROM CONSULTANT:

The consultant will take over all responsibility for the Electronic marking including:

5.1 Electronic marking- requirement

- 5.1.1 Sorting of packets
- 5.1.2 Cutting of answer scripts
- 5.1.3 Scanning of assessment booklets
- 5.1.4 Uploading of marks scheme
- 5.1.5 Electronic marking sessions
- 5.1.6 Result compilation
- 5.1.7 School score cards
- 5.1.8 Result analysis
- 5.1.9 Detailed analytical report of the assessment

5.2 FINAL RESULT:

- 5.2.1 Student wise descriptive feedback highlighting areas of difficulty
- 5.2.1 Q/A wise analysis
- 5.2.2 School wise reporting
- 5.2.3 District wise reporting
- 5.2.4 Over all program wise result of each cycle.

5.3 DELIVERABLES:

- 5.3.1 Provide complete analysis of assessment papers based on competency achievements.
- 5.3.2 Soft data of all the uploaded material.
- 5.3.3 Results in digital format, as well as 5 sets of hard copies.
- 5.3.4 03 sets of individual school report cards signed and sealed by the Electronic marking agency.
- 5.3.5 The record of the results needs to be stored for 3 years as per government rules both in soft and hard version.
- 5.3.6 Schools have a right to request 'RE-Checking' of their calculation records up on any ambiguity within 45 days after the disbursement of results.

5.4 GENERAL CONDITIONS:

- 5.4.1 The Firm/Company should have relevant experience of 3 years in conducting E-marking and result analysis using Item Response Theory (IRT) mechanisms.
- 5.4.2 The Firm/Company should have extensive experience and relevant staff, subject experts in the following subjects i.e. (English, Mathematics, Science, social science and Sindhi) to check and analyze the results and content from Grade III to Grade IX and designed curriculum of adult learning.
- 5.4.3 There should be a project coordinator with minimum education masters in any discipline and also have relevant experience of handling similar projects of 3 years
- 5.4.4 The core supervisory staff should be at least a graduate.
- 5.4.5 The detailed resumes of 40 to 50 personals of checking team included in Electronic marking should be shared before the live marking session take place.
- 5.4.6 The Firm/Company will deal with the answer scripts, as per given plan in the proposal.
- 5.4.7 The Firm/Company will not be allowed to share the data/findings to any other person/NGO/Foundation/Donor and will not use the data for any other purpose.
- 5.4.8 The Firm/Company will ensure efficient and timely completion of the task and submit the first draft of report to SEF for review and will submit the final report to SEF as per suggested plan.
- 5.4.9 All the data used during the process of Electronic Marking will be the sole property of SEF that cannot be used for marketing purpose or any other business and will be handed over to SEF.
- 5.4.10 AU-SEF team will visit & monitor the Electronic marking sessions and at the time of analytical report is being drafted.

6. TIME SCHEDULE:



The Electronic Marking is to be undertaken within 45-50 days. i.e. One and half months after handing over the consignment of answer scripts of each cycle.

6.1 PAYMENT SCHEDULE:

First Payment	10%	Inspection of E-Marking SAS, SMHSP, PPRS & ESSP.
Second Payment	30%	After Draft Report.
Third Payment	10	After AALTP & Final report of E-Marking

6.2 PENALTIES FOR NON-COMPLIANCE:

In case the consignment is delayed, 2% of total (100%) payment will be deducted on each 10 (Ten) days after the deadline.



7. Execution/ Invigilation

7.1 RATIONAL FOR THE CONSULTANCY (Execution & Invigilation):

- 7.1.1 To hire an autonomous firm/company/consortium for the execution/invigilation of the assessment papers to ensure transparency in the system.
- 7.1.2 To ensure the smooth and efficient framework for the execution of assessment simultaneously in the all districts of Sindh.
- 7.1.3 To devise a swift and cost-effective mechanism in order to execute the large-scale activity in limited time frame.

7.2 OBJECTIVES FOR THE CONSULTANCY

- 7.2.1 Administer Assessment execution in all districts of Sindh concurrently.
- 7.2.2 Assess MCQ's on OMR sheet & short and essay type responses based examination papers from approximately 1200 schools and 120,000 to 125,000 Students and learners
- 7.2.3 Ensuring transparency of exam papers, submission & sharing of Field Plan.
- 7.2.4 Ensuring services of best invigilators available, minimum qualification of whom should be graduation with the strong communication skills & strong verbal & written skills in Sindhi, Urdu & English compulsory.
- 7.2.5 To assess the teaching and learning in schools primary, secondary level & adult literacy programs.
- 7.2.6 To ensure availability experts with relevant experience to execute Assessment Invigilation by a reputable assessment agency.
- 7.2.7 To implement assessment unit – SEF protocols

8. ASSESSMENT SPECIFICATION:

8.1. Type of Papers

- 8.1.1 The assessment is planned to be executed from Grades III to IX. AALTP papers will be developed on special designed curriculum for adult learning based on the guide lines of Non-formal education by Sindh Education Department (SED) and JICA.
- 8.1.2 The assessment papers are designed according to the National Curriculum and prescribed text books.
- 8.1.3 The assessment papers will include Multiple Choice Questions (MCQs) with the specific time given and Short Responses in the booklet with the variety of Assessment tools.
- 8.1.4 MCQs in the papers would consist of (3-4) options.
- 8.1.5 Variety of short questions will be the part of descriptive section in which students will be expected to write answers briefly and to the point.

8.2 Timings

The time duration of papers would vary according to the Grades and Subjects.

8.3 Assessment Cycle and Process

There would be (3) assessment in 2017-18

Estimated Enrollment Data sheet (Compiled data sheet) is attached (Annex-A)

Program	Months	Grades	Total Booklets (15% + -)
SAS, SMHSP, SSS, AALTP& ESSP	March/April – 2018& May-18	(SAS,SMSP& ESSP 3 to 9)(SSS (PPRS 3 to 8) (NFE-JICA)	110,427

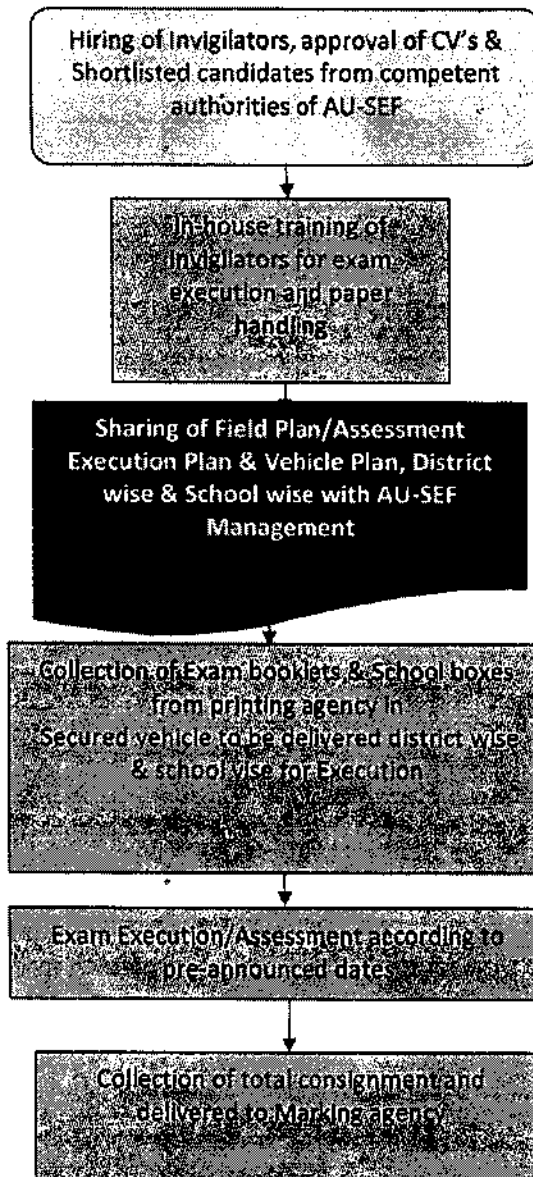
Note: Assessment Per School rates are required (payments will be done according to quoted School rates)

Estimated data counts school wise are attached in (Annex-A)



9. Process of Assessment Execution (Invigilation)

Z



10. REQUIREMENTS FROM CONSULTANT:

The consultant will take over all responsibility for the Assessment Execution including:

- 10.1.1 Hiring of Invigilators
- 10.1.2 Field plan
- 10.1.3 An organogram of the complete operation is required that should contain the stages of operation with the Quality Assurance mechanism. Ex Project In charge, District coordinator, supervisor, chief invigilator, troubleshooting center with the approachable contact details etc.
- 10.1.4 Supervision from staff Company/Firm who ever in providing the consultancy & the core supervisory staff should be at least Post Graduate.
- 10.1.5 Orientation plan/ training of the core staff.
- 10.1.6 Collection & Delivery of examination material i.e. Booklets, Incident Report Forms, Invigilators observation at school, Student Attendance sheets sealed in school assessment box accordingly.
- 10.1.7 Execution of Assessment
- 10.1.8 Pictorial status of execution of assessment
- 10.1.9 Assurance of each & every school being assessed.
- 10.1.10 Assurance of protocols provided by AU-SEF to be followed strictly

Note: NO SEF stakeholder or employees are eligible to take part in the activity in any role.



11. DELIVERABLES & DOCUMENT SHARING:

11.1.1 Pre-Assessment

- 11.1.2 Detail field plan (dates, timing)
- 11.1.3 Operation Details (Number of invigilators assigned per school, per class according to ratio of 1:25, Number of quality assurance staff and contact details)
- 11.1.4 Trouble shooting plan in case of any law & order and any other unforeseen situation.
- 11.1.5 Detail resumes of the staff involved in the operation.

11.2 During Assessment

- 11.2.1 A daily report through the email should be submitted to the Assessment Unit's representative regarding the targeted schools of that day and all the details achieved at the day end.

11.3 Post –Assessment Reports

- 11.3.1 School Attendance status (grade wise candidate wise)
- 11.3.2 Shifts and Timing of assessment execution school wise.
- 11.3.3 Status of assessment (closed school, open or not found)
- 11.3.4 Soft data of incident report including number of present students and status of absent, dropouts, promoted and retained (ADPRs) students separately.
- 11.3.5 Pictures of assessment activity.
- 11.3.6 A comprehensive report of closed schools if any with the concrete evidence such as photographs, recorded statement of community personals.
- 11.3.7 A comprehensive exam completion report.

12. GENERAL CONDITIONS:

- 12.1.1 The Firm/Consortium of firms should have relevant experience of minimum 3 years in Exam execution & invigilation.
- 12.1.2 The Firm/Consortium of firms should have extensive experience and relevant staff or pool of invigilators having expertise in Sindhi & English Languages
- 12.1.3 The core supervisory staff of Firm/Consortium of firms should be at least Masters.
- 12.1.4 The detailed resumes of Invigilation & Supervision team included in Assessment Execution should be shared before the planning of Field plan.
- 12.1.5 The Firm/ Consortium of firms will deal with the answer scripts, as per given plan in the proposal.
- 12.1.6 All the data used during the process of Assessment Execution will be the sole property of SEF and will be handed over to SEF.
- 12.1.7 The Firm/ Consortium of firms will not be allowed to share the data/findings to any other person/NGO/Foundation/Donor and will not use the data for any other purpose.
- 12.1.8 The Firm / Consortium of firms will ensure efficient and timely completion of the task and submit the first draft of report to SEF for review and will submit the final report to SEF as per suggested plan.

13 TIME SCHEDULE:

The Execution/Invigilation is to be undertaken within 8 to 12 (each cycle) working days after handing over the consignment of answer scripts.

14 PAYMENT SCHEDULE:

First Payment	10%	Inspection of SAS, SMHSP, PPRS& ESSP
Second Payment	30%	After Execution/Invigilation.
Third Payment	10%	After AALTP & Final report of Execution/Invigilation



15 PENALTIES FOR NON-COMPLIANCE:

In case of any misconduct/ breach of protocol during the execution/invigilation, 50% of total (100%) payment will be deducted from the remaining 70% payment.

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ANNEX B

Consultant's Reporting Obligations

The consultant should directly report to the Client's Coordinator **Ms. Huma Jabeen Assistant Director, Assessment Unit & Mr. Mehboob Ali Maghani, and Sr. Officer Assessment Unit.**

The consultant should submit monthly report to **Ms. Huma Jabeen Assistant Director, Assessment Unit & Mr. Mehboob Ali Maghani Sr. Officer Assessment Unit.** Comprising work performance against objectives, supervision/progress report of the Architect developer etc.

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ANNEX C

Cost Estimate

For the period of, from February..... 2018 to, 2019

TOTAL COST: Pak Rupees Rs.68, 683,271 (Rupees Sixty Eight Million, Six Hundred Eighty Three Thousand & Two Hundred Seventy One Rupees only). - (inclusive of all Government Taxes)

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No. SEF/Proc/17-18/05

(PROCUREMENT DEPARTMENT)

Dated: 30-01-2018

SAY NO TO CORRUPTION

To,

Dr. Pervaiz Ahmed Memon,
Director (ORIC),
M/s. IBA Sukkur,
Sukkur IBA, Airport Road,
Sukkur, Pakistan.

SUBJECT: Letter of Award the Contract for RFP Hiring of firm for Electronic Marking & Execution/Invigilation of Student's Assessments (SEF/NP/17-18/31).

With reference to above subject, we are pleased to inform you that your submitted bid has been found first lowest and accepted at following detail and price.

Description: HIRING OF FIRM FOR ELECTRONIC MARKING & EXECUTION/INVIGILATION OF STUDENT'S ASSESSMENTS

Bid Price: PKR. 68,683,271/- (including of all taxes)

2. Therefore now we would like to share our draft of contract for your review, kindly return us within a week along with your confirmation of acceptance letter and further get immediate visit to our Head Office for any prior preparation work.
3. Please arrange 5% performance security within given time and contact to Training & Assessment Unit for required job/services.



Acting Deputy Director

(Procurement)

Enclosure: As stated above

A copy is forwarded for information to:

Director (General Administration & Co-ordination), SEF.
Staff Officer to MD, SEF.
Master File.

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

November 16, 2017
Sukkur IBA University

To **The Managing Director,**
Sindh Education Foundation
Government of Sindh

Dear Sir

We, the undersigned, offer to provide the consulting services for Selection of Consultants firm for Conducting Electronic Marking & Execution Invigilation of Students Assessment in accordance with your Request for Proposals RFP # - SEF/NP/2017-18/31 and our Proposal.

Our attached **Financial Proposal** is for the amount in Pakistani Rupees Rs. **68,683,271/-** (Sixty-eight Million Six Hundred Eighty-three Thousand, Two Hundred Seventy One Rupees), "including" of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is Pakistani Rupees is Rs. 7,901,615/- (Seven million, Nine Hundred One Thousand, Six Hundred Fifteen) which shall be confirmed & adjusted, if needed, during negotiations.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

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: **Dr. Pervaiz Ahmed Memon** **Director Research (ORIC)**
Sukkur Institute of Business Administration

Name of Consultant (company's name or JV's name): **Sukkur IBA University, Sindh, Pakistan**

In the capacity of: **Director Office of Research, Innovation & Commercialization - ORIC, Sukkur IBA University**

Address: **Office of Research, Innovation & Commercialization - ORIC, Sukkur IBA University, Airport Road Sukkur-65200, Sindh, Pakistan**

Contact information (phone and e-mail): Cell: **0333 719226** Phone: **071 5644230**

Email: **pervaiz@iba-suk.edu.pk - oric@iba-suk.edu.pk**

Handwritten initials: *MEM*

Handwritten signature and date: *18/12/17*

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