



SINDH TEXTBOOK BOARD

No: STB/EOI/database/2016

Sindh University,

Allama I. I Kazi Campus, Jamshoro

Telephone: 022-9213414-18

Dated: 4th March, 2016

EXPRESSION OF INTEREST

BACKGROUND

1. Sindh Textbook Board, Education & Literacy Department, Government of Sindh, is executing agency to introduce quality textbooks for grades Kachi – XII based on the new curricula by outsourcing the development and production of these textbooks in a phased manner. In phase I, the Board introduced textbooks for grades I – VI as test editions. The Sindh Textbook Board would like to develop a database of textbook development professionals as a resource.

SCOPE OF SERVICES

2. Sindh Textbook Board, Education & Literacy Department, Government of Sindh invites the expressions of Interest (EOI) from well reputed textbook development professionals as individual or in the capacity of a firm/organization/publisher with relevant experience and skills in textbook writing, editing, illustration, desktop publishing, and translations. The main purpose of procuring the services of these professionals/individuals / firm/organization/publisher is to add value to our already introduced textbooks (grades I-VI) and use their relevant skills in the development of new textbooks (grades VIII-XII) in future. The scope of work will include the following:
 - i) Writing of manuscripts according to the new curriculum.
 - ii) Proof reading of the developed manuscripts.
 - iii) Technical editing of the manuscripts in coordination with Sindh Textbook Board.
 - iv) Conceptualization of page making, designing, lay-out, Photo-development, illustrations and prepares design brief accordingly. Illustrations and design shall be approved according to the number of pages by the technical committee.
 - v) Photo research, photo-selection, photo-correction and if need be, buying of the photos for the project on its own.
 - vi) Incorporate changes/suggestions made by the:
 - a. Internal Review Committee
 - b. External Review Committee
 - c. Quality Assurance Committee
 - vii) Delivery of 5 coloured laser printed hard copies of the final manuscript along with the softcopy of the same on completion of job/project.
 - viii) Translation of approved textbooks in Urdu and Sindhi.
 - ix) Prepare scope and sequence and work plan (schedule / timetable) for the intended manuscript.
3. The request for proposal (RFP) will be issued to shortlisted professionals/individuals/ firm/organization/publisher(s) only and Final selection shall be made in accordance with the SPPRA Rules -2010. All interested professionals/individuals/firm/organization/publisher are requested to send the required information in hard copy and soft format to the address mentioned at para-5.

Eligibility Criteria:

a) For Firms/Organizations/Publishers

Short listing of the intended professionals/individuals/ firm/organization/publisher(s) will be based upon the following scoring criteria:

S. No	Description	Score
1	Relevant experience of professionals/individuals/ firm/organization/publishers (consultancy/project management in educational publishing / skills in desktop publishing) in similar nature of jobs/projects (documentary proof, work order, work completion etc.) <ul style="list-style-type: none"> • Experience of professionals/individuals/ firm/organization/publisher up to 5 years (05 Marks); • from 05 to 10 years (10 Marks) & • Above 10 years (25 Marks). 	25
2.	Documentary evidence of relevant and experienced / qualified Human Resource capacity <ul style="list-style-type: none"> • Project Manager (Masters in Social Sciences/MBA with 3 year's relevant experience) = 5 • Technical Editor (Minimum Graduate with 5 year's relevant experience) = 10 • Graphic Art Designer (Minimum Graduate with 5 year's relevant experience) = 10 • Graphic Artist / Illustrator / visualizer (Minimum Graduate with 5 year's relevant experience) = 5 • Type setters (Minimum Intermediate with 5 year's relevant experience) = 5 	35
3.	Documentary evidence of relevant hardware and software (compatible) resources including in-house office facilities.	10
4.	Administrative and Operational Capacity of the professionals/individuals/ firm/organization/publisher to manage the assignment successfully: <ul style="list-style-type: none"> • Offices in Sindh province (08 Marks), • In any other province/Islamabad (02 Marks) 	10
5.	Financial capacity to manage similar nature of jobs/projects of Rs. 20 Million to manage the assignment successfully in last 05 years. <ul style="list-style-type: none"> • in case less than 15% of above mentioned cost executed (02 Marks); • Less than 15% to 25% of job/project executed (04 Marks), • between 25% to 40% of job/project executed (08 Marks), • More than 80% of job/project executed (15 Marks) Audited Statement of last 3 years shall be submitted.	20
	Total:	100

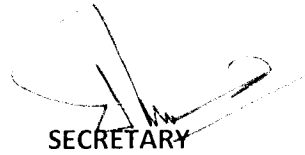
b) For individuals

Name	Academic Qualifications (Maximum marks 30)	Area of Expertise (writer, editor, reviewer etc)	Relevant Experience (years of work) (Maximum marks 30)	Subject Area (Language, Maths, Science etc.)	Evidence (Titles of Publication, Textbooks) (Maximum marks 40)	Current Postal Address (Phone, Cell, email)
	Marks 10 for Graduate, 20 for Masters, and 30 for PhD.		Marks 10 for 5 years; 20 for 10 years, and 30 and above years.		Marks 10 for 5 titles, 20 for 10 titles, and 40 for more than 10 titles.	

Note:

- **Minimum Qualifying Marks = 70 out of 100 (but it is mandatory to score at least 50% in each section to qualify).**

4. The interested professionals/individuals/ firm/organization/publisher are requested to provide the complete information; track record, information regarding similar jobs / projects undertaken: descriptive details of experience; key personnel details with technical qualifications and expertise; address of all permanent operational offices, portfolio of services offered; registration details (income tax, SRB etc./others) and other relevant details, if any; the professionals/individuals/ firm/organization/publisher may also associate other experts and consultants, make Joint Ventures to enhance their qualifications and expertise.
5. Interested eligible professionals/individuals/ firm/organization/publisher may obtain further information from the office of Sindh Textbook Board, Allama I.I Kazi Campus, Jamshoro. Tel: 0229213417. Fax: 0229213418.
6. Sealed Expression of Interest must be delivered to the address provided above on or before the 25-03-2016 at 3:00 PM and the same EOIs will be opened by the Committee in the presence of applicants / representatives who intends to present on the same day at 3:30 PM. In case Government declared holiday, the EOIs will be collected and opened on the next working day.
7. Procuring Agency may reject all or any bid subject to the relevant provision of Sindh Public Procurement Rules 2010.



SECRETARY

SINDH TEXTBOOK BOARD



ANNUAL PROCUREMENT PLAN
(Works, Goods & Services)
Financial year 2015-16

Sr. No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of procurements				Remarks	
								1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
1	Procurement of Textbooks	On need basis	N/A	19000 Million	1740 Million	Non ADP (Head of Account – A-0397 Free Textbooks Sindh Education Reform Programme)	single stage envelope procedure / one envelope procedure					One Go	
2.	Development of Textbooks (through EOJ)	N/A	N/A	60 Million	50 Million	Non ADP	QCBS / Individual Consultant					One Go	

[Signature]
Secretary



SINDH TEXTBOOK BOARD

No: STBB/CRC/2016-17
Sindh University,
Allama I. I Kazi Campus, Jamshoro
Telephone: 022-9213414-18
Fax: 022-9213416
Sindh.Textbook.Board@gmail.com
Dated: 12th February, 2016

NOTIFICATION

NO. STBB/CRC/2015-16 : In pursuance of Rule – 31 of the Sindh Public Procurement Rules, 2010 (amended in 2013) and in partial modification of Sindh Textbook Board's earlier notification No.STB/F.O/147/2013 dated 8.10.2013, a Complaint Redressal Committee (CRC) comprising the following officers is hereby constituted to resolve complaints against Express of Interest (EOI) :-

- | | |
|---|-----------|
| 1. Chairman, Sindh Textbook Board, Jamshoro. | Chairman. |
| 2. Representative of Accountant General Sindh, Karachi. | Member. |
| 3. Deputy Secretary (Schools) E&L Deptt: | Member. |
| 4. Technical Adviser of E&L Department. | Member. |
| 5. A Procurement Professional to be nominated by the Chairman.
Expert. | Technical |
| 6. Any other co-opted member on need basis. | |

Terms of Reference:

- To perform according to Rule – 31 of SPPRA Rules, 2010.
- Perform any other function ancillary and incidental to the above.

**CHAIRMAN
SINDH TEXTBOOK BOARD**

A copy is forwarded for information and necessary action to :-

- The Accountant General Sindh, Karachi.
- Additional Secretary (Schools), Education & Literacy Department.
- Technical Adviser of Curriculum wing of Education & Literacy Department.
- Procurement Professional to be nominated by the Chairman.
- Website of Education & Literacy Department.
- Office Order file.
- All concerned.

**SECRETARY
SINDH TEXTBOOK BOARD**



SINDH TEXTBOOK BOARD

Allama I.I Qazi Campus, Sindh University, Jamshoro.

Tel: No. 022-921341414, 022-921341417

sindh.textbook.board@gmail.com

No. STBB/F.O./EOI/2016.

Dated: 2nd March, 2016.

NOTIFICATION

In pursuance of Rule – 67 of the Sindh Public Procurement Rules, 2010 and with the approval of the authority, a Selection Committee comprising the following Officers is hereby constituted for selection of textbook development professionals as individual or in the capacity of a firm/organization/publisher with relevant experience and skills in textbook writing, editing, illustration, desktop publishing, and translations for outsourcing the textbook development and production according to the School Education Standards and Curriculum Act, 2015 :-

- | | | |
|----|--|------------------------------|
| 1. | Chairman,
Sindh Textbook Board, Jamshoro. | Chairman |
| 2. | Mr. Mushtaque Ahmed Shahani,
Director Bureau of Curriculum & Extension Wing, Jamshoro. | Member |
| 3. | Representative of Finance Department, not below the rank of
BS – 18 | Member |
| 4. | Dr. Fouzia Khan
Head of Curriculum Wing
Education & Literacy Department. | Technical Expert /
Member |
| 5. | Kazi Asad Abid
Chairman/Chief Editor
Ibrat Group of Publications | Co-opted Member |
| 6. | Syed Ejaz Shah
Technical Advisor of Education & Literacy Department | Co-opted Member |

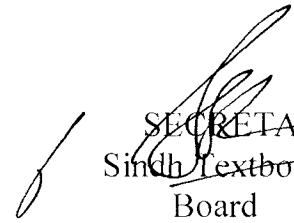
Function & Responsibilities of Selection Committee

- Approval of Request For Proposal before issuance;
- Short listing of textbook development professionals as individual or in the capacity of a firm/organization/publisher, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Proposal;
- Finalization of recommendation based on evaluation as mentioned at sub-rule (3) above.

SECRETARY
Sindh Textbook Board

A copy is forwarded for information & necessary action to:-

1. The Additional Chief Secretary Planning & Development Department, Government of Sindh with a request to nominate an Officer not below the rank of BS – 18 for above Selection Committee.
2. The Secretary to Government of Sindh, Finance Department, with a request to nominate an Officer not below the rank of BS – 18 for above committee.
3. Chairman and all Members of the Selection Committee.
4. P.S. to Senior Minister, Education & Literacy Department, Govt. of Sindh, Karachi.
5. P.S to Secretary, Education & Literacy Department.
6. Incharge IT Database, Sindh Textbook Board, Jamshoro
7. Office Order File


SECRETARY
Sindh Textbook
Board