

GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL OF SPECIAL EDUCATION (DGSE)
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING

PRE-QUALIFICATION DOCUMENT

FOR

**PREQUALIFICATION OF FIRMS / SUPPLIERS / SERVICE PROVIDERS FOR THE
SUPPLY OF GOODS AND PROVISION OF SERVICES TO DGSE AND ITS
INSTITUTIONS**

FINANCIAL YEAR 2026-27

LOTS

- Lot-I. Construction, Renovation, Repair & Maintenance of DGSE Head Office and its Institutions (Civil, MEP and Allied Works)
- Lot-II. Supply of IT Equipment, including Repair and Maintenance Services
- Lot-III. Supply of Machinery and Electrical Equipment, including its Repair and Maintenance Services
- Lot-IV. Supply of Food and Food Items to DGSE Institutions
- Lot-V. Supply of Furniture and Fixtures, including its Repair and Maintenance Services
- Lot-VI. Supply of Stationery / Non-Stationery and Miscellaneous Items
- Lot-VII. Repair and Maintenance of DGSE Transport and Vehicles
- Lot-VIII. Event Management Services
- Lot-IX. Design, Development, Deployment and Maintenance of an Integrated Special Education Management Information System (SEMIS)

Closing Date and Time: 19 August 2026 at 02:00 p.m.

Opening Date and Time: 19 August 2026 at 02:30 p.m.

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SECTION-I: INVITATION FOR PREQUALIFICATION
GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL OF SPECIAL EDUCATION (DGSE)
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING
PREQUALIFICATION NOTICE

1. The Directorate General of Special Education (DGSE), Ministry of Federal Education & Professional Training, Islamabad, invites applications for prequalification from well-reputed and experienced firms, suppliers, contractors and service providers having an established office in Islamabad or Rawalpindi, duly registered with the Securities and Exchange Commission of Pakistan / Registrar of Firms (as applicable) and with the relevant Income Tax and Sales Tax authorities, for the supply of goods and provision of services to DGSE Head Office and its institutions for the Financial Year 2026-27, in respect of the following lots:
 - Lot-I. Construction, Renovation, Repair & Maintenance of DGSE Head Office and its Institutions (Civil and Allied Works)
 - Lot-II. Supply of IT Equipment, including Repair and Maintenance Services
 - Lot-III. Supply of Machinery and Electrical Equipment, including Repair and Maintenance Services
 - Lot-IV. Supply of Food and Food Items to DGSE Institutions
 - Lot-V. Supply of Furniture and Fixtures, including Repair and Maintenance Services
 - Lot-VI. Supply of Stationery / Non-Stationery and Miscellaneous Items
 - Lot-VII. Repair and Maintenance of DGSE Transport and Vehicles
 - Lot-VIII. Event Management Services
 - Lot-IX. Design, Development, Deployment and Maintenance of an Integrated Special Education Management Information System (SEMIS)
2. Interested firms may apply for one or more lots. A separate bid security of Rs. 500,000/- (Rupees Five Hundred Thousand only) shall be furnished for each lot applied for, in the form of a Bank Draft, Pay Order or Call Deposit Receipt (CDR) drawn in favour of the , Directorate General of Special Education, Ministry of Federal Education & Professional Training, Islamabad. The bid security shall be submitted in original hard copy so as to reach the office of the undersigned on or before the closing date and time.
3. The complete prequalification document, containing detailed requirements, evaluation criteria and scope of work for each lot, is available on the websites of the Ministry of Federal Education & Professional Training (www.mofept.gov.pk), the Public Procurement Regulatory Authority (www.ppra.org.pk) website
4. Applications shall be submitted in original (HARD COPY) in accordance with the prescribed procedure, on or before Wednesday 19, August 2026 at 02:00 p.m. Applications shall be opened on the same day at 02:30 p.m. in the presence of the applicants or their authorized representatives who choose to attend. Applications submitted by e-mail, fax, courier or any other means shall not be entertained.

5. A pre-bid meeting shall be held on August 06 2026 at 11:00 a.m. in the office of the undersigned. The online link for participation shall be provided on request.
6. The Procuring Agency reserves the right to accept or reject any or all applications and to annul the prequalification process at any time prior to the notification of prequalification, in accordance with Rule 33 of the Public Procurement Rules, 2004 (as amended from time to time), without thereby incurring any liability to the applicants.

(Director Admin)

Directorate General of Special Education
Ministry of Federal Education & Professional Training
Tel: 051-9107542

SECTION-II: INTRODUCTION AND GENERAL TERMS & CONDITIONS

1. Introduction

The Directorate General of Special Education (DGSE) functions under the administrative control of the Ministry of Federal Education & Professional Training, Government of Pakistan. DGSE is mandated to provide education, rehabilitation and support services to children and persons with disabilities through its Head Office at Islamabad and its network of special education institutions, including the National Special Education Centres, National Institutes for the Hearing, Visually and Physically Handicapped, and centres for children with intellectual disabilities.

In order to meet its recurring requirements for goods and services efficiently and transparently, DGSE intends to prequalify firms, suppliers, contractors and service providers for the lots listed in Section-I. The prequalification shall be conducted in accordance with the Public Procurement Rules, 2004 (as amended from time to time).

2. Framework Arrangement

The goods and services covered under this prequalification are required continuously or repeatedly during the financial year. Accordingly, procurement from the prequalified firms shall be undertaken in the manner of a framework agreement as defined under Rule 2(gb) of the Public Procurement Rules, 2004, being a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through the placement of a number of orders.

Prequalification under this document confers no right upon any firm to the award of any contract or supply order, and creates no financial obligation on the part of the Procuring Agency. It establishes eligibility to participate in subsequent bidding processes only.

3. Validity of Prequalification

The prequalification granted under this document shall remain valid for the Financial Year 2026-27, and may be extended by the Procuring Agency for one further financial year subject to satisfactory performance and continued compliance with the qualification criteria, in accordance with Rule 16 of the Public Procurement Rules, 2004.

4. Bid Security

- i. A bid security of Rs. 500,000/- (Rupees Five Hundred Thousand only) shall be furnished for each lot applied for, in the form of a Bank Draft, Pay Order or Call Deposit Receipt (CDR) drawn in favour of the Drawing and Disbursing Officer (DDO), Directorate General of Special Education, Ministry of Federal Education & Professional Training, Islamabad.
- ii. The original instrument shall be delivered in hard copy to the office of the DIRECTOR (Admin) , Pak Secretariat, Islamabad, so as to reach on or before the closing date and time notified in Section-I.
- iii. **An application not accompanied by the bid security in original hard copy at the time of opening shall be rejected as non-responsive.**

- iv. Bid security of unsuccessful applicants shall be released after finalisation of the prequalification process. Bid security of prequalified firms shall be dealt with in accordance with the terms of the subsequent bidding documents.

5. General Conditions

- i. Applicants may apply for a single lot or for multiple lots. Each lot shall be evaluated separately on its own merits, and prequalification in respect of one lot shall not entitle a firm to prequalification in respect of any other lot.
- ii. A separate and complete set of application documents, including all annexures and supporting evidence, shall be submitted for each lot applied for.
- iii. This procurement shall be governed by the Public Procurement Rules, 2004 (as amended from time to time) and the regulations issued thereunder.
- iv. All applications shall be submitted in hard form before the closing date and time. Applications received after the deadline shall be rejected by the system and shall not be considered under any circumstances.
- v. Applications shall be opened after completion of the prescribed e-procurement procedure, in the presence of the authorized representatives of the applicants who choose to attend.
- vi. Where the date fixed for submission or opening of applications falls on a public holiday, the applications shall be submitted and opened on the next working day at the same time and venue.
- vii. The Procuring Agency reserves the right to reject any or all applications at any time prior to the notification of prequalification, in accordance with Rule 33 of the Public Procurement Rules, 2004, and shall upon request communicate to any applicant the grounds for such rejection, without being required to justify those grounds.

SECTION-III: INSTRUCTIONS TO APPLICANTS

A. GENERAL		
1. Scope of Application	1.1	In connection with the Invitation for Prequalification issued under Section-I, the Procuring Agency issues this Prequalification Document to firms interested in bidding for the supply of goods and provision of services to DGSE and its institutions for the Financial Year 2026-27, in respect of the following lots: Lot-I. Construction, Renovation, Repair & Maintenance of DGSE Head Office and its Institutions (Civil and Allied Works) Lot-II. Supply of IT Equipment, including Repair and Maintenance Services Lot-III. Supply of Machinery and Electrical Equipment, including Repair and Maintenance Services Lot-IV. Supply of Food and Food Items to DGSE Institutions Lot-V. Supply of Furniture and Fixtures, including Repair and Maintenance Services Lot-VI. Supply of Stationery / Non-Stationery and Miscellaneous Items Lot-VII. Repair and Maintenance of DGSE Transport and Vehicles Lot-VIII. Event Management Services Lot-IX. Design, Development, Deployment and Maintenance of an Integrated Special Education Management Information System (SEMIS) This prequalification is undertaken to ensure that only firms having the requisite legal standing, financial capacity, technical capability and relevant experience are invited to submit bids.
	1.2	"Procuring Agency" means the Directorate General of Special Education (DGSE), Ministry of Federal Education & Professional Training, Government of Pakistan, Islamabad. "Applicant" means a firm, supplier, contractor or service provider, whether a sole proprietorship, partnership, company or joint venture, submitting an application for prequalification under this document. "Rules" means the Public Procurement Rules, 2004 (as amended from time to time), and includes the regulations issued thereunder.

2. Corrupt and Fraudulent Practices	2.1	The Procuring Agency requires that applicants observe the highest standard of ethics during the prequalification and subsequent procurement process. For the purposes of this provision, the following terms shall have the meanings assigned to them below: i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party. ii. "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party in order to obtain a financial or other benefit, or to avoid an obligation. iii. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party. iv. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, so as to influence improperly the actions of that party. v. "Obstructive practice" means deliberately destroying, falsifying, altering or concealing evidence material to an investigation, or making false statements to investigators in order to materially impede an investigation by the Procuring Agency or by the Public Procurement Regulatory Authority into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation, or from pursuing the investigation.
	2.2	The Procuring Agency shall reject an application for prequalification if it determines that the applicant has, directly or through an agent, engaged in any corrupt, fraudulent, collusive, coercive or obstructive practice in competing for the contract in question.
	2.3	The Procuring Agency shall, in accordance with Rule 19 of the Public Procurement Rules, 2004 and the Blacklisting Regulations issued thereunder, debar a firm or individual, either indefinitely or for a stated period, from participating in its procurement proceedings where it determines that the firm has, directly or through an agent, engaged in any corrupt, fraudulent,

		collusive, coercive or obstructive practice in competing for or in executing a contract.
3. Eligible Applicants	3.1	Prequalification is open to all firms, companies, suppliers, contractors and service providers duly registered with the relevant registration authorities and with the Income Tax and Sales Tax authorities
	3.2	Government-owned enterprises may participate only if they are legally and financially autonomous, operate under commercial law, and are duly authorized in this regard by the relevant competent authority.
	3.3	An applicant shall not be under a declaration of blacklisting or debarment by the Procuring Agency, by any other Federal or Provincial Government department or procuring agency, or by the Public Procurement Regulatory Authority (PPRA), at the time of submission of the application.
	3.4	An applicant shall be ineligible where: i. the applicant is declared bankrupt or, in the case of a company or firm, insolvent; ii. payments in favour of the applicant are suspended in accordance with the judgment of a court of law, other than a judgment declaring bankruptcy, resulting in the total or partial loss of the right to administer and dispose of its property; iii. legal proceedings are pending against the applicant involving an order suspending payments, which may result in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of its property; iv. the applicant has been convicted, by a final judgment, of any offence involving professional misconduct; v. the applicant is debarred or blacklisted on account of involvement in corrupt or fraudulent practices, or on account of consistent failure in performance, under Rule 19 of the Public Procurement Rules, 2004; or vi. the applicant is blacklisted or debarred by any international organization or multilateral development institution.
	3.5	An applicant shall submit only one application in respect of any single lot, whether individually or as a partner in a joint venture. An applicant submitting or participating in more than one

		application in respect of the same lot shall cause all such applications for that lot to be rejected.
B. CONTENTS OF THE PREQUALIFICATION DOCUMENT		
4. Sections of the Prequalification Document	4.1	This Prequalification Document consists of the following parts, and shall be read in conjunction with any addendum issued in accordance with Clause 6: Section-I: Invitation for Prequalification Section-II: Introduction and General Terms & Conditions Section-III: Instructions to Applicants Section-IV: Qualification Criteria and Requirements Section-V: Scope of Work for each Lot Annexure-A to Annexure-F: Application Forms and Evaluation Criteria
	4.2	In the event of any discrepancy between the Prequalification Notice published under Section-I and the body of this Prequalification Document, the provisions of this Prequalification Document shall prevail.
	4.3	The applicant is expected to examine all instructions, forms, criteria and terms contained in this Prequalification Document, and to furnish all information and documentation required thereby. Failure to furnish the required information, or the submission of an application not substantially responsive to the requirements of this document, shall result in rejection of the application.
	4.4	An applicant may apply for one lot or for more than one lot. A separate application, complete with all annexures and supporting documents, shall be submitted in respect of each lot applied for.
5. Clarification of the Prequalification Document	5.1	A prospective applicant requiring any clarification of this Prequalification Document shall communicate its query in writing. The Procuring Agency shall respond in writing to any request for clarification, provided that the request is received not later than ten (10) days prior to the deadline for submission of applications. Copies of the clarifications issued, without identifying the source of the query, shall be communicated to all prospective applicants in writing and shall also be uploaded on the website of the Ministry of Federal Education & Professional Training

		not later than five (5) days prior to the deadline for submission of applications.
6. Amendment of the Prequalification Document	6.1	At any time prior to the deadline for submission of applications, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, amend this Prequalification Document by issuing an addendum.
	6.2	Any addendum so issued shall form an integral part of this Prequalification Document, shall be communicated on the website of the Ministry of Federal Education & Professional Training, and shall be binding on all prospective applicants.
	6.3	In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for submission of applications in accordance with Clause 14.2.
C. PREPARATION OF APPLICATIONS		
7. Cost of Applications	7.1	The applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
8. Language of Application	8.1	The application, and all correspondence and documents relating to the prequalification exchanged between the applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature forming part of the application may be in another language, provided that they are accompanied by an accurate translation of the relevant passages into English, in which case the translation shall govern for purposes of interpretation of the application. All such documents shall be signed and stamped by the applicant.
9. Documents Comprising the Application	9.1	The application submitted by the applicant shall comprise the following: i. the Applicant's Declaration duly completed on the letterhead of the applicant, in the form set out at Annexure-A; ii. the Profile and General Information of the Firm, in the form set out at Annexure-B; iii. documentary evidence establishing compliance with each of the mandatory criteria set out at Annexure-C;

		iv. documentary evidence in support of each of the technical evaluation parameters set out at Annexure-D; v. the Statement of Relevant Experience, in the form set out at Annexure-E, supported by copies of work orders and completion or performance certificates; vi. the Lot Application Form, in the form set out at Annexure-F, identifying each lot applied for; vii. a scanned copy of the bid security in respect of each lot applied for; and viii. the power of attorney or board resolution authorizing the signatory to sign the application on behalf of the applicant, and in the case of a joint venture, the joint venture agreement executed on stamp paper.
10. Documents Establishing Eligibility	10.1	To establish its eligibility, the applicant shall furnish the documentary evidence specified against each mandatory criterion at Annexure-C. Failure to furnish any such evidence shall render the application non-responsive.
11. Documents Establishing Qualification	11.1	To establish its qualification to perform the contract in accordance with Section-IV (Qualification Criteria and Requirements) and Annexure-D, the applicant shall furnish the information and documentary evidence requested therein. Evidence not furnished with the application shall not be taken into account in the award of marks.
12. Signing of the Application	12.1	The application shall be submitted in hard form, and every page of the application and its annexures shall be signed and stamped by a person duly authorized to sign on behalf of the applicant. Written evidence of such authorization shall be furnished with the application.
13. Joint Ventures	13.1	Applicants may participate in the form of a joint venture (JV), subject to the following: i. the participating firms shall submit a valid joint venture agreement executed on stamp paper, clearly specifying the lead partner and the roles, responsibilities and percentage participation of each partner; ii. the lead partner shall be authorized to represent the joint venture in all matters relating to the prequalification and any subsequent procurement process, and such authorization shall be furnished with the application; iii. for the purpose of evaluation, the experience and financial capacity requirements may be met collectively by the joint venture partners; provided that the lead partner shall

		independently meet at least fifty percent (50%) of the experience and financial capacity specified for the lot applied for, and each other partner shall meet at least twenty-five percent (25%) thereof; iv. each partner of the joint venture shall independently satisfy the mandatory requirements relating to legal registration, tax registration, active taxpayer status and non-blacklisting set out at Annexure-C; v. the number of partners in a joint venture shall not exceed three (03); and vi. all partners of the joint venture shall be jointly and severally liable for the performance of any contract awarded pursuant to this prequalification.
D. SUBMISSION AND OPENING OF APPLICATIONS		
14. Deadline for Submission of Applications	14.1	Applicants shall submit their applications in hard form not later than the deadline specified in Section-I, namely 19 August 2026 at 02:00 p.m. No Application shall be accepted after this
	14.2	The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by issuing an addendum in accordance with Clause 6, in which case all rights and obligations of the Procuring Agency and of the applicants previously subject to the original deadline shall thereafter be subject to the deadline as extended.
15. Opening of Applications	15.1	The Procuring Agency shall open all applications received on 19 August 2026 at 02:30 p.m., in the presence of the applicants or their authorized representatives who choose to attend.
	15.2	The Procuring Agency shall prepare a record of the opening of applications, which shall include the name of each applicant, the lot or lots applied for, and the particulars of the bid security furnished.
E. EVALUATION OF APPLICATIONS AND PREQUALIFICATION		
16. Confidentiality	16.1	Information relating to the examination and evaluation of applications and the recommendation for prequalification shall not be disclosed to applicants or to any other person not officially concerned with the process until the notification of prequalification is made to all applicants.
	16.2	From the deadline for submission of applications until the notification of the results of the prequalification, any applicant

		wishing to contact the Procuring Agency on any matter relating to the prequalification process shall do in writing.
17. Clarification of Applications	17.1	To assist in the examination and evaluation of applications, the Procuring Agency may, at its discretion, request any applicant to furnish a clarification of its application within a stated reasonable period. Any request for clarification and the response thereto shall be made in written. No change in the substance of the application shall be sought, offered or permitted.
	17.2	Where an applicant fails to furnish the clarification requested within the stated period, its application shall be evaluated on the basis of the information and documents available at the time of evaluation.
18. Pre-Bid Meeting	18.1	A pre-bid meeting shall be held on August 06, 2026 at 11:00 a.m. in the Committee Room of DGSE, to provide clarification regarding the prequalification process and the scope of work of each lot. The online link for participation shall be shared on request
	18.2	The minutes of the pre-bid meeting, together with any clarifications or amendments issued pursuant thereto, shall be shared with all prospective bidders, shall form an integral part of this Prequalification Document, and shall be binding on all prospective applicants. Non-attendance at the pre-bid meeting shall not be a ground for disqualification.
19. Responsiveness of Applications	19.1	An application that does not substantially conform to the mandatory requirements of this Prequalification Document, or that is not accompanied by the required bid security, shall be rejected as non-responsive and shall not be evaluated further.
20. Evaluation of Applications	20.1	The Procuring Agency shall evaluate applications in two stages. In the first stage, each application shall be examined for compliance with the mandatory criteria set out at Annexure-C on a pass-fail basis. Applications failing any mandatory criterion shall be rejected and shall not be evaluated further.
	20.2	In the second stage, applications found compliant with the mandatory criteria shall be evaluated against the technical evaluation criteria set out at Annexure-D, which carry a total of one hundred (100) marks. An applicant securing seventy (70) or more marks in respect of a lot shall be considered qualified for that lot.

	20.3	Where an applicant has applied for more than one lot, the evaluation shall be carried out separately in respect of each lot, and the applicant may be prequalified for one or more lots and not for others.
	20.4	The Procuring Agency may, at its discretion, inspect the office, premises, workshop, stores or other facilities of an applicant in order to verify the claims made in its application. Physical verification shall be carried out by an inspection team constituted for the purpose. Where a material variation is found between the information submitted and the position established on verification, the application shall be rejected and the matter shall be proceeded with under Rule 19 of the Public Procurement Rules, 2004.
21. Procuring Agency's Right to Accept or Reject Applications	21.1	The Procuring Agency reserves the right to accept or reject any or all applications and to annul the prequalification process at any time prior to the notification of prequalification, in accordance with Rule 33 of the Public Procurement Rules, 2004, without thereby incurring any liability to the applicants.
	21.2	The Procuring Agency may, after prequalification, review the status of any prequalified firm on receipt of a serious complaint or on account of unsatisfactory performance, and may withdraw or suspend the prequalification of that firm after providing it an opportunity of being heard.
22. Notification of Prequalification	22.1	On completion of the evaluation, the Procuring Agency shall notify all applicants their status as qualified or not qualified in respect of each lot applied for, and shall communicate to any unsuccessful applicant, upon request, the grounds on which its application was not accepted.
	22.2	Prequalification shall be granted lot-wise, and the list of prequalified firms for each lot shall be notified and on the website of the Ministry of Federal Education & Professional Training.
	22.3	The prequalification granted shall remain valid for the Financial Year 2026-27, extendable for one further financial year in accordance with Clause 3 of Section-II.
23. Invitation to Bid	23.1	Following the notification of the results of the prequalification, the Procuring Agency shall invite bids from the prequalified firms for the supply of goods or provision of services under the respective lots, in accordance with the Public Procurement Rules, 2004. Only firms declared prequalified for a lot shall be

		eligible to participate in the subsequent bidding process for that lot.
F. REDRESSAL OF GRIEVANCES		
24. Grievance Redressal Committee	24.1	The Procuring Agency shall constitute a Grievance Redressal Committee (GRC) comprising an odd number of persons with the requisite powers and authority to address complaints. The GRC shall not include any member of the Procurement Evaluation Committee, and shall include at least one subject specialist having regard to the nature of the procurement.
	24.2	Any prospective applicant may file a written complaint against the eligibility parameters or any other term or condition prescribed in this Prequalification Document which is considered to be contrary to the provisions of the procurement regulatory framework. Such a complaint shall be filed, and shall be decided by the GRC, well before the deadline for submission of applications.
	24.3	An applicant aggrieved by any act of the Procuring Agency after the submission of its application may lodge a written complaint not later than seven (07) days of the announcement of the technical evaluation report, and not later than five (05) days of the issuance of the final evaluation report.
	24.4	Where a complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings until the complaint is decided.
	24.5	Where a complaint is filed after the issuance of the final evaluation report, the complainant shall not be entitled to raise any objection in respect of the technical evaluation report; provided that the complainant may raise objection to any part of the final evaluation report where the single stage one envelope bidding procedure has been adopted.
	24.6	The GRC shall investigate and decide the complaint within ten (10) days of its receipt.
	24.7	Any applicant or the Procuring Agency dissatisfied with the decision of the GRC may file an appeal before the Appellate Committee of the Public Procurement Regulatory Authority in the prescribed form, after depositing the fee prescribed under the Public Procurement Regulatory Authority (Redressal of Grievances) Regulations, 2021.

	24.8	The Appellate Committee, upon receipt of an appeal complete in all respects, shall serve notices in writing upon all parties to the appeal, shall call for the record from the Procuring Agency or the GRC as the case may be, and shall decide the appeal within fifteen (15) days of its receipt after examining the record and hearing all concerned parties. The decision of the Appellate Committee shall be recorded in writing and shall be signed by the Head and each Member of the Committee.
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SECTION-IV: QUALIFICATION CRITERIA AND REQUIREMENTS

1. Evaluation Methodology

Applications shall be evaluated in two stages, separately in respect of each lot applied for:

- Stage 1 - Mandatory Criteria (Pass / Fail). Each application shall first be examined for compliance with the mandatory criteria set out at Annexure-C. An application failing any mandatory criterion shall be rejected and shall not be evaluated further.
- Stage 2 - Technical Evaluation (100 Marks). Applications found compliant at Stage 1 shall be evaluated against the technical evaluation criteria set out at Annexure-D. An applicant securing seventy (70) or more marks in respect of a lot shall be declared prequalified for that lot.

2. Lot-Specific Minimum Requirements

In addition to the general mandatory criteria applicable to all lots, the following lot-specific minimum requirements shall apply. These requirements are mandatory and non-compliance shall result in rejection of the application in respect of the lot concerned.

Lot	Minimum Average Annual Turnover (last 3 financial years)	Mandatory Registration / Additional Requirement
Lot-I	Rs. 50.000 million	Valid registration with the Pakistan Engineering Council (PEC), Category C-4 or above, valid for the current year. Availability of skilled masons, carpenters, plumbers, electricians and painters, supported by a manpower schedule.
Lot-II	Rs. 10.000 million	Valid dealership, authorised partner or authorised reseller certificate from the original equipment manufacturer(s) or their authorised national distributor for the principal categories of equipment offered.
Lot-III	Rs. 10.000 million	Valid dealership or authorised distributor certificate for the principal categories of machinery and electrical equipment offered, together with evidence of an in-house or contracted service and repair facility.
Lot-IV	Rs. 10.000 million	Valid food licence issued by the Islamabad Food Authority or the competent food authority of the jurisdiction of supply, and a valid health / fitness certificate in respect of food handling staff.
Lot-V	Rs. 10.000 million	Ownership or documented access to a carpentry / furniture manufacturing or refurbishment workshop, supported by evidence of tools, plant and skilled manpower.

Lot	Minimum Average Annual Turnover (last 3 financial years)	Mandatory Registration / Additional Requirement
Lot-VI	Rs. 10.000 million	Evidence of an established retail or wholesale supply outlet and of an in-house or contracted printing facility for institutional printing requirements.
Lot-VII	Rs. 10.000 million	Ownership or documented access to a workshop equipped for vehicle repair and maintenance, situated within Islamabad or Rawalpindi, supported by evidence of qualified automobile technicians.
Lot-VIII	Rs. 10.000 million	Evidence of ownership of, or firm contractual access to, event equipment including staging, sound, lighting, multimedia and furniture, together with evidence of trained event management personnel.
Lot-IX	Rs. 25.000 million	Valid registration with the Pakistan Software Export Board (PSEB). Availability of an in-house software development team, evidenced by a schedule of key technical personnel. Evidence of at least one (01) enterprise-grade web-based management information system developed and deployed for a public sector organization and presently in live operation.

Note: Where an applicant applies for more than one lot, the turnover requirement shall be assessed against the highest turnover threshold among the lots applied for, and shall not be cumulative.

SECTION-V: SCOPE OF WORK

The scope of work described below is indicative of the nature and range of goods and services required under each lot. The precise quantities, technical specifications, delivery schedules and locations shall be determined by the Procuring Agency at the time of issuing the bidding documents, request for quotation or supply order, in accordance with the Public Procurement Rules, 2004.

LOT-I: CONSTRUCTION, RENOVATION, REPAIR & MAINTENANCE OF DGSE HEAD OFFICE AND ITS INSTITUTIONS (CIVIL AND ALLIED WORKS)

Objective

The objective of this lot is to prequalify contractors capable of undertaking construction, renovation, rehabilitation, repair and maintenance works, including civil, electrical, sanitary and allied works, at the DGSE Head Office and at the special education institutions functioning under its administrative control at Islamabad and elsewhere.

Scope of Work

- i. Minor construction works, including the construction of additional rooms, boundary walls, ramps, sheds, walkways and allied structures within existing premises.
- ii. Renovation, retrofitting and rehabilitation of academic blocks, administrative blocks, hostels, therapy rooms, resource rooms and other ancillary structures.
- iii. Barrier-free and accessibility works appropriate to special education institutions, including the construction and repair of ramps, handrails, tactile paving, accessible washrooms, wide doorways and anti-slip flooring.
- iv. Tile fixing and replacement, and buffing and polishing of tile, marble and terrazzo flooring.
- v. Repair and renovation of washrooms, including the supply and installation of sanitary fittings, fixtures, water supply lines and drainage.
- vi. Wooden and aluminium and glass partition works, false ceiling works, doors, windows and allied joinery.
- vii. Plastering, surface repair, wall raising and minor masonry works.
- viii. Wooden flooring repair and polishing, and repair and polishing of wooden fixtures.
- ix. Internal and external painting, distempering, weather-proofing and surface finishing.
- x. Electrical works, including the repair, replacement and rewiring of internal electrical installations, distribution boards, light fittings, fans and allied accessories.
- xi. Waterproofing of roofs, water tanks and wet areas, and repair of rainwater disposal systems.
- xii. Minor structural repairs not involving alteration to the principal structural system of the building.
- xiii. Removal, disposal and lawful disposal of debris and malba on completion of works, and restoration of the site to a clean and usable condition.

Specific Requirements

- The contractor shall hold valid registration with the Pakistan Engineering Council (PEC) in Category C-4 or above, valid for the current year.

- The contractor shall demonstrate the availability of skilled masons, carpenters, plumbers, electricians and painters, and shall submit a schedule of key personnel and of plant, tools and equipment owned or available on lease.
- All works shall be executed strictly in accordance with the approved drawings, specifications and rate analysis, and in conformity with the applicable Composite Schedule of Rates (CSR) by Government as notified from time to time and non schedule items on as per current market where required by the department
- Works in institutions in session shall be executed in a manner that minimises disruption to academic and therapeutic activities, and the contractor shall observe all safety precautions in respect of children with disabilities present on the premises.

LOT-II: SUPPLY OF IT EQUIPMENT, INCLUDING REPAIR AND MAINTENANCE SERVICES

Objective

The objective of this lot is to prequalify authorised suppliers for the provision, delivery, installation, configuration and commissioning of information technology equipment, licensed software and related accessories required by DGSE Head Office and its institutions from time to time, together with associated repair and maintenance services.

Scope of Work

- Supply of computing equipment, including desktop computers, laptops, tablets, thin clients, servers, uninterruptible power supply units and related peripherals.
- Supply of printing, scanning and imaging equipment, including printers, multifunction devices, scanners, photocopiers and their consumables.
- Supply of networking equipment, including routers, switches, wireless access points, patch panels, network cabinets, optical fibre components, structured cabling and associated accessories required for the establishment, expansion or upgrade of network infrastructure.
- Supply of data storage and backup equipment, including external hard drives, network attached storage devices and backup systems.
- Supply of multimedia and audio-visual equipment, including multimedia projectors, interactive boards, display screens, public address systems and video conferencing equipment.
- Supply of assistive and adaptive information technology equipment appropriate to special education institutions, including screen readers, Braille embossers, Braille displays, screen magnification software, speech synthesisers, hearing assistive listening devices, adaptive keyboards, switches and augmentative and alternative communication (AAC) devices.
- Supply of licensed software, including operating systems, office productivity software, antivirus and endpoint protection, firewall solutions and specialised or assistive software, together with valid licences in the name of the Procuring Agency.
- Installation, configuration, commissioning and initial functional testing of the supplied equipment at the designated premises of the Procuring Agency.
- Provision of manufacturer warranty for all equipment supplied, and availability of after-sales service and technical support throughout the warranty period.

- x. Replacement of defective items within the warranty period in accordance with the manufacturer's warranty terms, and provision of repair and maintenance services for equipment beyond the warranty period on rates to be agreed.
- xi. Provision of user manuals, drivers, licence certificates and warranty documentation in respect of each item supplied.
- xii. Orientation or demonstration to the designated staff of the Procuring Agency in the operation of the supplied equipment, particularly in respect of assistive technology.

Specific Requirements

- All equipment supplied shall be brand new, unused, genuine and procured through authorised distribution channels. Refurbished, reconditioned or grey-market products shall not be accepted.
- The supplier shall furnish a valid dealership, authorised partner or authorised reseller certificate from the original equipment manufacturer or its authorised national distributor for the principal categories of equipment offered.

LOT-III: SUPPLY OF MACHINERY AND ELECTRICAL EQUIPMENT, INCLUDING REPAIR AND MAINTENANCE SERVICES

Objective

The objective of this lot is to prequalify suppliers for the provision, delivery, installation and commissioning of machinery and electrical equipment required for the operational, administrative and facility management needs of the DGSE Head Office, its institutions, hostels and academic buildings, together with associated repair and maintenance services.

Scope of Work

- i. Supply of office and institutional machinery, including photocopiers, duplicating machines, binding machines, shredders and allied equipment.
- ii. Supply of electrical and climate control equipment, including air conditioners, water dispensers, water coolers, electric geysers, room heaters, dehumidifiers, ceiling fans, pedestal fans, bracket fans and exhaust fans.
- iii. Supply of power equipment, including generators, voltage stabilisers, uninterruptible power supply systems, solar systems, batteries, transfer switches and distribution panels.
- iv. Supply of water supply and pumping equipment, including water pumps, motors, pressure pumps, water filtration and reverse osmosis plants and associated fittings.
- v. Supply of kitchen and laundry equipment for hostels and residential facilities, including cooking ranges, refrigerators, deep freezers, washing machines and water heating equipment.
- vi. Supply of therapy, audiology and rehabilitation equipment and machinery required by special education institutions, including audiometers, hearing aid testing equipment, physiotherapy equipment, sensory integration equipment and allied apparatus, in accordance with the specifications notified by the Procuring Agency.

- vii. Supply of firefighting, safety and security equipment, including fire extinguishers, smoke detectors, alarm systems and closed-circuit television systems, together with installation and commissioning.
- viii. Installation, commissioning and functional testing of equipment requiring technical installation, including air conditioners, generators, pumps and filtration plants.
- ix. Provision of manufacturer warranty, user manuals, guarantee cards and technical documentation in respect of each item supplied.
- x. Demonstration, installation guidance and initial operational training to the designated staff of the Procuring Agency.
- xi. Provision of repair, maintenance and servicing support, including the supply of genuine spare parts, during and after the warranty period.

Specific Requirements

- All machinery and equipment supplied shall be brand new, genuine and free from manufacturing defects. Used or refurbished equipment shall not be accepted.
- All items supplied shall conform to the technical specifications, brands and quality standards notified by the Procuring Agency at the time of procurement, and shall carry the applicable energy efficiency and safety certifications where required.
- Delivery shall be effected at the designated location within the period specified in the supply order.

LOT-IV: SUPPLY OF FOOD AND FOOD ITEMS TO DGSE INSTITUTIONS

Objective

The objective of this lot is to prequalify suppliers for the regular and reliable supply of food and food items, including dry ration, fresh provisions and allied consumables, to the hostels, messes and residential facilities of the special education institutions functioning under DGSE, for the consumption of resident children and staff.

Scope of Work

- i. Supply of dry ration items, including wheat flour, rice, pulses, sugar, tea, cooking oil, ghee, salt, spices, gram flour, semolina and allied grocery items.
- ii. Supply of fresh food items, including fresh vegetables, fresh fruit, potatoes, onions and seasonal produce, of good quality and fit for human consumption.
- iii. Supply of dairy products, including fresh milk, powdered milk, yoghurt, butter and eggs.
- iv. Supply of meat, mutton, beef and poultry, slaughtered and prepared in accordance with the requirements of hygiene and applicable law.
- v. Supply of bakery items, including bread, rusk, biscuits and allied products.
- vi. Supply of beverages, juices, packaged drinking water and allied consumables as required.
- vii. Supply of nutritional or therapeutic dietary items where prescribed for children with specific medical or dietary requirements, in accordance with the directions of the Procuring Agency.

- viii. Supply of kitchen consumables and cleaning items associated with food preparation, including detergents, dishwashing materials, disposable utensils and packing materials, where required.
- ix. Delivery of all items at the designated institutions and hostels in accordance with the delivery schedule notified in the supply order, at the supplier's own cost and risk.
- x. Replacement, at the supplier's own cost and without delay, of any item found to be stale, adulterated, expired, sub-standard or otherwise unfit for consumption.

Specific Requirements

- The supplier shall hold a valid food licence issued by the Islamabad Food Authority or by the competent food authority of the jurisdiction of supply, and shall furnish valid health and fitness certificates in respect of all food handling personnel.
- All packaged items shall be supplied in sealed original packing, shall bear a clearly legible manufacturing and expiry date, and shall have at least seventy-five percent (75%) of their shelf life remaining at the time of delivery.
- All items shall conform to the standards notified by the Pakistan Standards and Quality Control Authority (PSQCA) and, where applicable, shall bear the PSQCA mark.
- Transportation and storage shall be undertaken in hygienic conditions, and perishable and chilled items shall be transported in refrigerated or insulated vehicles as appropriate.
- The Procuring Agency reserves the right to inspect, weigh, sample and test any item at the time of delivery, and to reject any item found not to conform to the specified quality or quantity.
- Having regard to the vulnerability of the resident children, particular care shall be exercised in respect of hygiene, and any supply of adulterated or unfit food shall constitute a ground for immediate blacklisting proceedings under Rule 19 of the Public Procurement Rules, 2004.

LOT-V: SUPPLY OF FURNITURE AND FIXTURES, INCLUDING REPAIR AND MAINTENANCE SERVICES

Objective

The objective of this lot is to prequalify suppliers and manufacturers capable of providing durable, safe and high quality institutional furniture and fixtures required for the offices, classrooms, resource rooms, therapy rooms, hostels and allied facilities of DGSE and its institutions, together with associated repair, refurbishment and maintenance services.

Scope of Work

- i. Supply of office furniture, including executive tables, office tables, computer tables, revolving chairs, visitor chairs, side racks, filing cabinets, cupboards and storage units.
- ii. Supply of academic furniture, including student desks, dual desks, classroom chairs, teacher tables, blackboard and whiteboard stands and laboratory furniture.
- iii. Supply of hostel and residential furniture, including beds, bunk beds, mattresses, study tables, chairs, wardrobes, lockers and bedside units.

- iv. Supply of adaptive and special-needs furniture appropriate to special education institutions, including adjustable and tilt-top desks, wheelchair accessible tables, corner chairs, standing frames, posture chairs, therapy mats and sensory room fixtures.
- v. Supply of conference and reception furniture, including conference tables, meeting room furniture, reception desks, sofas, waiting area seating and modular office furniture.
- vi. Supply of institutional fixtures, including window blinds, curtains, partitions, notice boards, whiteboards, pin boards, display racks and allied fittings.
- vii. Safe transportation, delivery, assembly and installation of furniture at the designated premises by the supplier's own technical staff, at the supplier's cost and risk.
- viii. Repair, refurbishment, re-polishing, re-upholstery and re-cushioning of existing furniture, and replacement of damaged components.
- ix. Removal and lawful disposal of packing material and debris on completion of delivery and installation.
- x. Rectification or replacement, at the supplier's own cost, of any manufacturing or installation defect identified during the warranty period.

Specific Requirements

- Furniture shall be manufactured from durable, seasoned and termite-treated materials suitable for institutional use, and shall conform to the samples, drawings and specifications approved by the Procuring Agency.
- Having regard to the use of the furniture by children with disabilities, all items shall be free of sharp edges, protruding fasteners and pinch points, shall be stable against tipping, and shall be finished with non-toxic and lead-free paints, polishes and adhesives.
- The supplier shall possess carpentry tools, workshop facilities and skilled manpower for furniture manufacture, repair and refurbishment, and shall furnish documentary evidence thereof.
- A minimum warranty of one (01) year against manufacturing defects shall be provided in respect of all furniture supplied, unless a longer period is specified in the supply order.

LOT-VI: SUPPLY OF STATIONERY / NON-STATIONERY AND MISCELLANEOUS ITEMS

Objective

The objective of this lot is to prequalify suppliers for the timely supply of office stationery, printing materials, educational and instructional materials, ceremonial items and miscellaneous institutional supplies required for the administrative, academic and ceremonial requirements of DGSE and its institutions.

Scope of Work

- i. Supply of office stationery, including printing paper, files, folders, envelopes, registers, notebooks, markers, pens, pencils, staplers, punch machines, binding materials, clips, adhesives and allied routine office supplies.

- ii. Supply of printing and imaging consumables, including toner cartridges, ink cartridges, ink bottles, ribbons and related consumables of genuine origin.
- iii. Supply of printing and documentation services, including the printing of registers, forms, certificates, letterheads, brochures, prospectuses, annual reports, banners and standees.
- iv. Supply of educational and instructional materials required by special education institutions, including Braille paper, Braille slates and styli, tactile learning aids, large-print materials, flash cards, teaching and learning aids, art and craft materials and sensory learning materials.
- v. Supply of sports goods, physical education equipment and recreational materials for the use of students.
- vi. Supply of housekeeping, sanitation and janitorial items, including detergents, disinfectants, phenyl, brooms, mops, dustbins, tissue rolls, hand wash and allied cleaning materials.
- vii. Supply of ceremonial and institutional items, including shields, medals, trophies, souvenirs, gift items, plaques, certificates, frames, rugs, wall paintings and decorative items required for official events, ceremonies and prize distributions.
- viii. Supply of miscellaneous institutional items as may be required from time to time and notified in the supply order.
- ix. Delivery of all items at the designated locations in accordance with the delivery schedule notified in the supply order.
- x. Replacement, at the supplier's own cost, of any item found defective, sub-standard or not conforming to the approved sample or specification.

Specific Requirements

- All items supplied shall be of good quality and shall conform to the specifications, brands and samples approved by the Procuring Agency. The Procuring Agency reserves the right to specify a brand, quality standard or approved sample where necessary.
- All consumables for printing and imaging equipment shall be genuine products of the original equipment manufacturer. Compatible, refilled or counterfeit consumables shall not be accepted.
- The Procuring Agency reserves the right to inspect and to reject any item that does not meet the required quality standard, and to recover the cost of any consequential damage caused to equipment by the supply of sub-standard consumables.

LOT-VII: REPAIR AND MAINTENANCE OF DGSE TRANSPORT AND VEHICLES

Objective

The objective of this lot is to prequalify workshops and service providers for the repair, maintenance, servicing and overhauling of the vehicle fleet of DGSE and its institutions, including official vehicles, buses, coasters, vans and ambulances used for the transportation of students with disabilities and of official staff.

Scope of Work

- i. Periodic and preventive maintenance, including engine oil and filter changes, tuning, wheel balancing, wheel alignment, greasing and general servicing.

- ii. Mechanical repair and overhauling of engines, gearboxes, transmission assemblies, clutch assemblies, differentials, steering assemblies and suspension systems.
- iii. Repair, servicing and replacement of braking systems, including brake pads, discs, drums, master cylinders and allied components.
- iv. Auto-electrical work, including the repair and replacement of batteries, alternators, self-starters, wiring harnesses, lighting systems, indicators, horns and instrument panels.
- v. Repair, servicing, gas charging and replacement of vehicle air conditioning systems, including compressors, condensers and evaporators.
- vi. Denting, painting, panel beating, welding, rust treatment and body repair work, including the restoration of vehicle finish.
- vii. Supply, fitting and balancing of tyres and tubes, and repair of rims and wheels.
- viii. Repair, replacement and reupholstery of vehicle seats, interior trim, glass, mirrors, wipers and allied fittings.
- ix. Repair and maintenance of accessibility fittings on vehicles used for the transport of students with disabilities, including wheelchair ramps and lifts, wheelchair restraint systems, safety harnesses, grab rails and non-slip flooring.
- x. Repair and maintenance of ambulances and of the medical and emergency fittings installed therein.
- xi. Supply of genuine or original equipment manufacturer approved spare parts, lubricants and consumables required in the course of repair and maintenance.
- xii. Provision of vehicle recovery and towing services and of on-site or roadside assistance in the event of breakdown.
- xiii. Assistance in the preparation and processing of documentation required for annual fitness certification, motor vehicle examination and registration renewal.
- xiv. Maintenance of a vehicle-wise service history record, and submission of a job card, pre-repair estimate and post-repair report in respect of each vehicle attended.

Specific Requirements

- The service provider shall own, or have documented access to, a workshop within Islamabad or Rawalpindi equipped for vehicle repair and maintenance, and shall furnish evidence of the tools, plant and diagnostic equipment available.
- The service provider shall employ qualified and experienced automobile technicians, mechanics, auto-electricians and denters and painters, and shall furnish a schedule of key technical personnel.
- All spare parts fitted shall be genuine or original equipment manufacturer approved. Used, reconditioned or counterfeit parts shall not be fitted without the prior written approval of the Procuring Agency.
- No repair shall be undertaken except against a written work order issued by the Procuring Agency and on the basis of a pre-repair estimate duly approved. Replaced parts shall be returned to the Procuring Agency.

- A minimum warranty of three (03) months or five thousand (5,000) kilometres, whichever occurs earlier, shall be provided in respect of all repair work carried out and parts fitted, unless otherwise specified in the work order.

LOT-VIII: EVENT MANAGEMENT SERVICES

Objective

The objective of this lot is to prequalify event management firms capable of planning, organising, executing and managing official events, ceremonies, seminars, workshops, conferences, sports galas, prize distribution ceremonies and commemorative activities of DGSE and its institutions, whether held within or outside the premises of the Procuring Agency.

Scope of Work

- Understanding the objectives and requirements of the event and developing the event concept, plan, schedule and timeline in coordination with the administration of the Procuring Agency.
- Coordination with stakeholders, vendors and service providers, and management of all associated logistics.
- Venue identification, selection and booking, layout planning including stage, seating, stalls and booths, and compliance with all safety and regulatory requirements applicable to the venue.
- Provision and installation of air conditioning or heating arrangements appropriate to the season and the venue.
- Arrangement of transport and, where required, accommodation, together with on-site support staff.
- Setting up of furniture, staging, sound systems, lighting, multimedia and audio-visual equipment, together with power backup, internet connectivity and technical support throughout the event.
- Design of the event theme, branding and decor, and the printing and installation of backdrops, banners, standees, brochures, invitation cards and allied promotional materials.
- Arrangement of media coverage, professional photography and videography, and the provision of edited photographic and video records to the Procuring Agency.
- Management of invitations, RSVP, registration desks, guest facilitation, hospitality including refreshments and meals, giveaways, and protocol and security arrangements for dignitaries.
- Provision of accessibility arrangements appropriate to the participation of children and persons with disabilities, including wheelchair accessible seating and routes, ramps, accessible washrooms, sign language interpretation, and where required Braille or large-print programme material.
- On-site management, supervision and troubleshooting during the event, coordination of sessions, activities and performances, and crowd management and observance of safety protocols.
- Dismantling of installations and clearance and restoration of the venue on conclusion of the event.

- xiii. Submission of a post-event report, including a photographic and video record and an account of expenditure, together with the collection of participant feedback and recommendations for improvement.

Specific Requirements

- The firm shall own, or have firm contractual access to, the event equipment required, including staging, sound, lighting, multimedia and furniture, and shall furnish documentary evidence thereof.
- The firm shall demonstrate the availability of trained event management personnel, including an event manager, technical staff and hospitality staff, and shall furnish a schedule of key personnel.
- Having regard to the participation of children with disabilities in the events of the Procuring Agency, the firm shall demonstrate an understanding of accessibility and safeguarding requirements, and all personnel deployed shall observe the standards of conduct notified by the Procuring Agency.

LOT-IX: DESIGN, DEVELOPMENT, DEPLOYMENT AND MAINTENANCE OF AN INTEGRATED SPECIAL EDUCATION MANAGEMENT INFORMATION SYSTEM (SEMIS)

Objective

The objective of this lot is to prequalify software development firms capable of designing, developing, deploying, hosting and maintaining an integrated Special Education Management Information System, to serve as the central digital platform of DGSE for the profiling, monitoring and reporting of students, teachers, institutions and all special education interventions. The system is intended to support evidence-based planning, decision making and performance monitoring through real-time dashboards and analytics, and to serve as the single authoritative source of data in respect of the special education sector under the administrative control of DGSE.

Scope of Work

- i. Requirements study and system design, comprising a structured needs assessment across the DGSE Head Office and its institutions, preparation of a software requirement specification, functional and technical design documents, data model and system architecture, and obtaining the approval of the Procuring Agency at each stage prior to development.
- ii. Development of a student module providing for the registration and unique identification of every enrolled child; the recording of disability category, degree and assessment findings; demographic, guardian and contact particulars; admission, transfer, promotion and withdrawal records; attendance; academic and therapeutic progress; and the generation of an individualised education plan for each child together with the periodical recording of progress against it.
- iii. Development of an institution module providing for the profiling of every institution under DGSE, including physical infrastructure, classrooms, therapy rooms, hostel and transport facilities, accessibility provisions, equipment inventory, utilities and sanctioned and working strength.

- iv. Development of a human resource module providing for the profiling of teaching, therapeutic, medical and administrative personnel, including qualification, specialisation, professional registration, posting history, attendance, leave, training undergone and performance record.
- v. Development of an intervention and services module providing for the recording of therapeutic and rehabilitative interventions delivered to each child, including speech and language therapy, occupational therapy, physiotherapy, behavioural therapy and sensory integration therapy, together with session records, referral records and outcome measurement.
- vi. Development of an assistive device and equipment module providing for the recording of devices issued to children, including hearing aids, wheelchairs, Braille equipment and communication devices, together with issuance, servicing, replacement and return records.
- vii. Development of an early identification and assessment module providing for the recording of screening and assessment activity, referral pathways and early intervention services.
- viii. Development of a real-time analytical dashboard providing to the management of DGSE and to the Ministry, at aggregate and disaggregate levels, key indicators including enrolment, attendance, retention and dropout, disability-wise and gender-wise distribution, teacher-pupil ratio, service delivery volumes, infrastructure status and institution-wise comparative performance, with drill-down from the aggregate national position to the individual institution and, where authorised, to the individual record.
- ix. Development of a reporting module capable of generating statutory, periodical and ad hoc reports in the formats prescribed by the Procuring Agency, by the Ministry, and by the Pakistan Bureau of Statistics or other competent authority, with export in commonly used formats, and provision of a report builder enabling authorised users to construct reports without recourse to the developer.
- x. Development of a role-based access control framework providing differentiated access for the Ministry, DGSE Head Office, institutional heads, teachers, therapists and data entry operators, with a complete and immutable audit trail of every creation, modification and deletion of a record.
- xi. Provision of a master data management and configuration facility enabling the Procuring Agency to define and amend institutions, disability categories, assessment instruments, intervention types, academic sessions and reporting periods without recourse to the developer.
- xii. Provision of application programming interfaces to enable interoperability with the existing systems of the Ministry, with NADRA for the verification of identity where lawfully permissible, and with any national or provincial education management information system as may be directed by the Procuring Agency.
- xiii. Development of a mobile-responsive interface, and of a mobile application for the Android and iOS platforms where specified in the bidding documents, to support field data capture and attendance marking at institutions.
- xiv. Provision of an offline or intermittent-connectivity data capture facility with automatic synchronisation on restoration of connectivity, having regard to the connectivity conditions at certain institutions.

- xv. Migration of the existing records of DGSE and its institutions into the system, including data cleansing, de-duplication, validation and reconciliation, and the certification of the migrated data by the Procuring Agency prior to go-live.
- xvi. Deployment of the system, including hosting on infrastructure approved by the Procuring Agency, configuration of the production, staging and testing environments, and provision of secure sockets layer certification and domain configuration.
- xvii. Conduct of user acceptance testing, load and performance testing, and independent security and vulnerability assessment prior to go-live, and rectification of all defects identified thereby.
- xviii. Delivery of structured training to the designated personnel of DGSE Head Office and of each institution, in batches and at locations to be determined by the Procuring Agency, together with the provision of user manuals, administrator manuals and training material in printed and electronic form.
- xix. Provision of comprehensive warranty and post-deployment support for a period of not less than two (02) years from the date of go-live, including defect rectification, performance tuning, minor enhancements, and helpdesk support during working hours with defined response and resolution times.
- xx. Delivery to the Procuring Agency of the complete source code, database schema, technical documentation and deployment scripts, together with an assignment of all intellectual property rights in the system.

Specific Requirements

- **All intellectual property rights in the system, including the source code, database design, documentation and all customisations developed under the contract, shall vest absolutely in the Procuring Agency. The firm shall execute a deed of assignment to that effect, and shall place the source code in escrow where so directed.**
- The system shall be developed using open standards and non-proprietary technologies to the extent practicable, so as to avoid dependence upon the developer for continued operation, and any third party or proprietary component incorporated shall be disclosed at the bidding stage together with its licensing terms and recurring cost.
- **All data generated, captured or migrated shall be and remain the exclusive property of the Procuring Agency. The data shall be hosted within Pakistan and shall not be transferred, copied or replicated outside Pakistan under any circumstances. On expiry or termination of the contract the firm shall deliver the complete data to the Procuring Agency in a documented, non-proprietary format and shall thereafter certify its destruction from all systems under its control.**
- **The system shall hold personal, medical, disability and assessment data relating to children with disabilities, being data of a sensitive character. The firm shall implement encryption of data at rest and in transit, role-based access control, multi-factor authentication for privileged accounts, and comprehensive audit logging; shall observe the applicable data protection and privacy requirements of the Government of Pakistan; and shall execute a non-disclosure undertaking binding upon itself and upon every person deployed on the assignment.**

- The user interface shall conform to the Web Content Accessibility Guidelines (WCAG) 2.1 at Level AA or a superior standard, having regard to the fact that persons with visual, hearing and motor disabilities are expected to be among its users, and shall support screen readers, keyboard-only navigation, adjustable text size and high-contrast display.
- The system shall be capable of operation in the English language, and shall support the display of Urdu text in the data fields.
- The firm shall hold valid registration with the Pakistan Software Export Board, and shall furnish evidence of an in-house development team comprising, at a minimum, a project manager, a business analyst, a system architect, software developers, a database administrator, a quality assurance engineer and a user interface designer, supported by curricula vitae and evidence of employment.
- The firm shall demonstrate, by way of at least one (01) completed assignment, the development and deployment of an enterprise-grade web-based management information system for a public sector organization, which system is presently in live operation; and the Procuring Agency reserves the right to require a demonstration of that system and to verify its operation with the client concerned.
- Certification of the firm under ISO/IEC 27001 or ISO 9001, and prior experience of developing systems in the education, health, disability or social protection sectors, shall be regarded as evidence of superior capability and shall be assessed under the technical evaluation criteria.
- The firm shall not sub-contract the development of the system, or any substantial part of it, without the prior written approval of the Procuring Agency.

ANNEXURE-A: APPLICANT'S DECLARATION

(To be submitted on the official letterhead of the applicant firm)

Dated: _____

The Director (Admin)
DGSE

Subject: APPLICATION FOR PREQUALIFICATION - FINANCIAL YEAR 2026-27

I, the undersigned, being duly authorized to represent and act on behalf of M/s _____ (hereinafter referred to as "the Firm"), hereby declare and confirm as follows:

1. That I am duly authorized to sign and submit this application for prequalification on behalf of the Firm, and that written evidence of such authorization is enclosed herewith.
2. That the Firm hereby applies for prequalification in respect of the following lot(s):

3. That all information and documents furnished in this application are current, true and correct in all respects, and that the Firm accepts full responsibility for the accuracy thereof.
4. That the Firm has examined the Prequalification Document in its entirety, including any addendum issued thereto, and has no reservation whatsoever in respect thereof.
5. That this application contains all the information and documentation prescribed in the Prequalification Document.
6. That the Firm undertakes to abide by all applicable rules, regulations and instructions of the Government of Pakistan, including the Public Procurement Rules, 2004 (as amended from time to time).
7. That the Firm is not blacklisted or debarred by any Federal or Provincial Government department, by any public sector procuring agency, by the Public Procurement Regulatory Authority, or by any international organization, and that no proceedings for blacklisting or debarment are pending against it.
8. That the Firm is not bankrupt or insolvent, and that no legal proceedings are pending against it which may adversely affect its capacity to perform.
9. That the Firm has not, directly or through any agent, engaged in any corrupt, fraudulent, collusive, coercive or obstructive practice in connection with this prequalification.

10. That the Firm undertakes to notify the Procuring Agency forthwith of any change in the information furnished in this application, including any change in its registration, authorization or dealership status.
11. That the Firm acknowledges that the furnishing of any false or misleading information shall render its application liable to rejection and shall expose it to blacklisting proceedings under Rule 19 of the Public Procurement Rules, 2004.

Signature of the Authorized Representative: _____

Name in full: _____

Designation / Capacity: _____

Name of the Firm: _____

Official Stamp of the Firm:

ANNEXURE-B: PROFILE AND GENERAL INFORMATION OF THE FIRM

S. No.	Particulars	Details to be furnished by the Applicant
1	Registered Name of the Firm	
2	Legal Status (Sole Proprietorship / Partnership / Private Limited / Public Limited / Joint Venture)	
3	Registration Number and Date of Registration	
4	Registering Authority (SECP / Registrar of Firms / other)	
5	Year of Establishment	
6	Registered Address	
7	Address of Office at Islamabad / Rawalpindi	
8	Mailing Address (if different)	
9	Telephone Number(s)	
10	Mobile Number of Focal Person	
11	Fax Number	
12	E-mail Address	
13	Website Address	
14	Name of the Authorized Contact Person	
15	Designation of the Authorized Contact Person	
16	National Tax Number (NTN)	
17	Sales Tax Registration Number (STRN)	
18	Active Taxpayer List (ATL) Status and Date of Verification	
19	EPADS Registration Number (if any)	
20	PEC Registration Number and Category (mandatory for Lot-I)	
21	PSEB Registration Number (mandatory for Lot-IX)	

S. No.	Particulars	Details to be furnished by the Applicant
22	ISO / CMMI Certification held, if any (specify standard and validity)	
23	Other Regulatory / Professional Registration (specify)	
24	Bank Name, Branch and Account Number	
25	Total Number of Permanent Employees	
26	Number of Technical / Skilled Personnel	
27	Lot(s) applied for	

Signature and Stamp of the Authorized Representative: _____

ANNEXURE-C: MANDATORY / ELIGIBILITY CRITERIA (PASS-FAIL)

The following criteria are mandatory. An application that fails to comply with any one of the criteria set out below, or that is not supported by the documentary evidence specified, shall be rejected as non-responsive and shall not be evaluated further under Annexure-D.

S. No.	Criterion	Requirement	Documentary Evidence Required
1	Legal Registration	The applicant shall furnish documentary proof of registration of the firm under the applicable laws of Pakistan.	Certificate of Incorporation issued by the SECP, or certificate of registration issued by the Registrar of Firms, or registered partnership deed, or evidence of registration of the sole proprietorship, as applicable.
2	National Tax Number	The applicant shall hold a valid National Tax Number and shall appear on the Active Taxpayer List of the Federal Board of Revenue.	Copy of the NTN certificate and a printout of the FBR Active Taxpayer List status, dated not earlier than fifteen (15) days prior to the closing date.
3	Sales Tax Registration	The applicant shall hold a valid Sales Tax registration, where applicable to the goods or services covered by the lot applied for.	Copy of the Sales Tax Registration Certificate, or a written justification where sales tax registration is not applicable.
4	Office in Islamabad / Rawalpindi	The applicant shall maintain an established and independent office within Islamabad or Rawalpindi.	Copy of the ownership documents or the registered tenancy or lease agreement, together with a recent utility bill in the name of the firm.
5	Minimum Experience	The applicant shall have a minimum of five (05) years of relevant experience in the discipline of the lot applied for, reckoned from the date of registration or authorization of the firm.	Registration certificate establishing the date of establishment, together with the experience record furnished at Annexure-E.
6	Relevant Completed Assignments	The applicant shall furnish evidence of at least two (02) completed assignments relevant to each lot applied for, executed for a public sector organization.	Copies of the work orders or supply orders, together with the corresponding completion or satisfactory performance certificates issued by the public sector client.

S. No.	Criterion	Requirement	Documentary Evidence Required
7	Financial Soundness	The applicant shall demonstrate an average annual turnover, over the last three (03) financial years, of not less than Rs. 10.000 million; provided that for Lot-I the required minimum average annual turnover shall be Rs. 50.000 million.	Audited financial statements for the last three financial years, or income tax returns for the last three financial years, together with a bank certificate or bank statement.
8	Regulatory / Professional Registration	The applicant shall hold the registration or licence specified for the lot applied for in Section-IV, Clause 2, including PEC registration in Category C-4 or above for Lot-I, a valid food licence for Lot-IV	Copy of the valid registration certificate or licence, current for the financial year.
9	Company Profile	The applicant shall furnish a company profile setting out its organizational structure, core business activities and relevant experience, not exceeding three (03) pages.	Company profile on the letterhead of the firm.
10	Affidavit of Non-Blacklisting	The applicant shall furnish an affidavit confirming that the firm is not blacklisted or debarred by any public sector organization, government department, the PPRA or any international organization, that it is not involved in any litigation affecting its eligibility, and that all information furnished is true and correct.	Affidavit on non-judicial stamp paper of appropriate value, duly attested by an Oath Commissioner.
11	Bid Security	The applicant shall furnish a bid security of Rs. 500,000/- for each lot applied for, in the prescribed form and in favour of the DDO, DGSE, and shall deliver the original instrument in hard copy before the closing date and time.	Original Bank Draft, Pay Order or Call Deposit Receipt delivered in hard copy

S. No.	Criterion	Requirement	Documentary Evidence Required
12	Signed Application	The application, together with all annexures and supporting documents, shall be signed and stamped on every page by a duly authorized representative of the applicant.	Power of attorney or board resolution authorizing the signatory.

ANNEXURE-D: TECHNICAL EVALUATION CRITERIA (MARKS-BASED)

Applications found compliant with the mandatory criteria at Annexure-C shall be evaluated against the following criteria, which carry a total of one hundred (100) marks. Evaluation shall be carried out separately in respect of each lot applied for. An applicant securing seventy (70) or more marks in respect of a lot shall be declared prequalified for that lot.

S. No.	Evaluation Parameter and Basis of Marking	Marks Allocated	Marks Obtained
1	Firm Profile and Years of Relevant Experience Basis of marking: 03 marks for each completed year of relevant business experience beyond the mandatory minimum of five (05) years, subject to a maximum of 15 marks. Evidence required: certificate of registration or incorporation establishing the date of establishment, read with the experience record at Annexure-E. Note: a minimum of five (05) years of relevant experience is mandatory under Annexure-C and carries no marks.	15	
2	Financial Strength of the Firm Basis of marking, on average annual turnover of the last three (03) financial years: Rs. 10.000 million to Rs. 20.000 million - 05 marks Above Rs. 20.000 million and up to Rs. 30.000 million - 10 marks Above Rs. 30.000 million and up to Rs. 40.000 million - 15 marks Above Rs. 40.000 million and up to Rs. 50.000 million - 20 marks Above Rs. 50.000 million - 25 marks Evidence required: audited financial statements or income tax returns for the last three financial years, together with a bank certificate or bank statement.	25	
3	Relevant Completed Assignments Basis of marking: 10 marks for each completed assignment relevant to the lot applied for and executed for a public sector organization, subject to a maximum of 30 marks (three assignments). Evidence required: copy of the work order or supply order together with the corresponding completion or satisfactory performance certificate. No marks shall be	30	

S. No.	Evaluation Parameter and Basis of Marking	Marks Allocated	Marks Obtained
	awarded where the completion or performance certificate is not furnished.		
4	Relevant Assignments in Hand / Ongoing Basis of marking: 05 marks for each ongoing assignment relevant to the lot applied for, subject to a maximum of 10 marks (two assignments). Evidence required: copy of the work order, supply order or purchase order. No marks shall be awarded where the work order is not furnished.	10	
5	Number of Clients with Relevant Working Experience Basis of marking, on the number of distinct public sector organizations or reputable private sector institutions for which relevant assignments have been executed during the last five (05) years: Ten (10) clients and above - 20 marks Five (05) to nine (09) clients - 15 marks One (01) to four (04) clients - 10 marks Evidence required: client-wise list at Annexure-E supported by work orders or contracts.	20	
	Total	100	
	Qualifying Marks	70	

Notes:

- Marks shall be awarded solely on the basis of the documentary evidence furnished with the application. Evidence produced after the deadline for submission shall not be taken into account, except where furnished in response to a request for clarification under Clause 17 of Section-III.
- Only assignments relevant to the lot under evaluation shall be considered. An assignment relevant to one lot shall not be counted towards the marks of another lot.
- Where an assignment has been executed by a joint venture, the marks shall be awarded in proportion to the participation of the applicant in that joint venture.

ANNEXURE-E: STATEMENT OF RELEVANT EXPERIENCE

A separate statement shall be furnished in respect of each lot applied for. Each entry shall be supported by a copy of the work order or supply order and, in the case of completed assignments, by the corresponding completion or satisfactory performance certificate.

Lot applied for: _____

Part-1: Completed Assignments (relevant to Evaluation Parameter 3 of Annexure-D)

S. No.	Name and Address of Client	Nature / Description of Assignment	Contract Value (Rs.)	Date of Commencement	Date of Completion	Reference of Completion Certificate (Page No.)
1						
2						
3						
4						
5						

Part-2: Assignments in Hand / Ongoing (relevant to Evaluation Parameter 4 of Annexure-D)

S. No.	Name and Address of Client	Nature / Description of Assignment	Contract Value (Rs.)	Date of Commencement	Expected Date of Completion	Reference of Work Order (Page No.)
1						
2						
3						
4						

Part-3: List of Clients (relevant to Evaluation Parameter 5 of Annexure-D)

S. No.	Name of Client Organization	Sector (Public / Private)	Period of Association
1			
2			
3			
4			

S. No.	Name of Client Organization	Sector (Public / Private)	Period of Association
5			
6			
7			
8			
9			
10			

Signature and Stamp of the Authorized Representative: _____

ANNEXURE-F: LOT APPLICATION FORM

The applicant shall indicate below each lot in respect of which prequalification is sought, and shall confirm the furnishing of the bid security for each such lot. A separate set of supporting documents shall be submitted in respect of each lot.

Name of the Firm: _____

Lot No.	Description of Lot	Applied for (Yes / No)	Bid Security Instrument No. and Date
Lot-I	Construction, Renovation, Repair & Maintenance of DGSE Head Office and its Institutions (Civil and Allied Works)		
Lot-II	Supply of IT Equipment, including Repair and Maintenance Services		
Lot-III	Supply of Machinery and Electrical Equipment, including Repair and Maintenance Services		
Lot-IV	Supply of Food and Food Items to DGSE Institutions		
Lot-V	Supply of Furniture and Fixtures, including Repair and Maintenance Services		
Lot-VI	Supply of Stationery / Non-Stationery and Miscellaneous Items		
Lot-VII	Repair and Maintenance of DGSE Transport and Vehicles		
Lot-VIII	Event Management Services		
Lot-IX	Design, Development, Deployment and Maintenance of an Integrated Special Education Management Information System (SEMIS)		

Total number of lots applied for: _____

Total amount of bid security furnished (Rs.): _____

Signature and Stamp of the Authorized Representative: _____

Name and Designation: _____

Date: _____