

Standard Bidding Document

Provision of Student/ Education Management System along with HR and
Financial Management Module
(Non-Consultancy Services)

National

Single Stage-Two Envelope



June 20, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **PAA Schools & College (Pakistan Airports Authority (PAA))** has reserved Funds for the procurement planned for FY **2026-27**. The **PAA Schools & College (Pakistan Airports Authority (PAA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **“Provision of Student/ Education Management System along with HR and Financial Management Module”**
2. The **PAA Schools & College (Pakistan Airports Authority (PAA))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Bank Guarantee** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/>.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, July 6, 2026 10:30 AM**. E-bids will be opened on the same day at **Monday, July 6, 2026 11:00 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I - Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before Dead deadline

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

22.2. The selection technique adopted shall be based on quality and cost, with 70% weightage assigned to quality and 30% to cost. The passing threshold for the technical bid shall be 70%.

23. Opening of Bids

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **BDS**, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal

point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case

the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **PAA Schools & College (Pakistan Airports Authority (PAA))**

The subject of procurement is: **Provision of Student/ Education Management System along with HR and Financial Management Module**

Expected commencement date: **Saturday, August 1, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P50393**

BDS Clause Number 3

JV/Consortium or Association Allowed: **Yes**

Number of JV/Consortium Members: **2**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Thursday, July 2, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **PAA Schools & College (Pakistan Airports Authority (PAA))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. Professional Certifications: Bidder must provide valid / verifiable certification of any three certificates from the following: • Software Dev Certificate • DBA & SQL Proficiency Certificate • UI/UX Certificate • Foundation of Cyber Security Certificate • ISO 9001 Certificate.

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Bank Guarantee**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, July 6, 2026 10:30 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Monday**

Date: **Monday, July 6, 2026**

Time : **11:00 AM**

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Bank Guarantee**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

| Bidder's Type | Required Registration |
|--|-----------------------|
| Individual / Individual Consultant | FBR (NTN) |
| Sole Proprietorship | FBR (GSTN) |
| Partnership Firm | Punjab (PRA) |
| Company (Private Limited) | SECP |
| Company (Public Limited) | |
| Company (Holding Company) | |
| Company (Limited by Guarantee) | |
| State Owned Enterprise (Private Limited) | |
| State Owned Enterprise (Public Limited) | |

| Eligibility Criteria | Document |
|---|----------|
| Professional Certifications: Bidder must provide valid / verifiable certification of any three (03) certificates from the following: 1) Software Dev Certificate 2) DBA & SQL Proficiency Certificate 3) UI/UX Certificate 4) Foundation of Cyber Security Certificate 5) ISO 9001 Certificate. | Yes |

The hardcopy of Bid Security in the Name of 'Accounts Squadron' amounting to Rs. 50,000/- must be submitted well before submission deadline and attach the scanned copy.

Yes



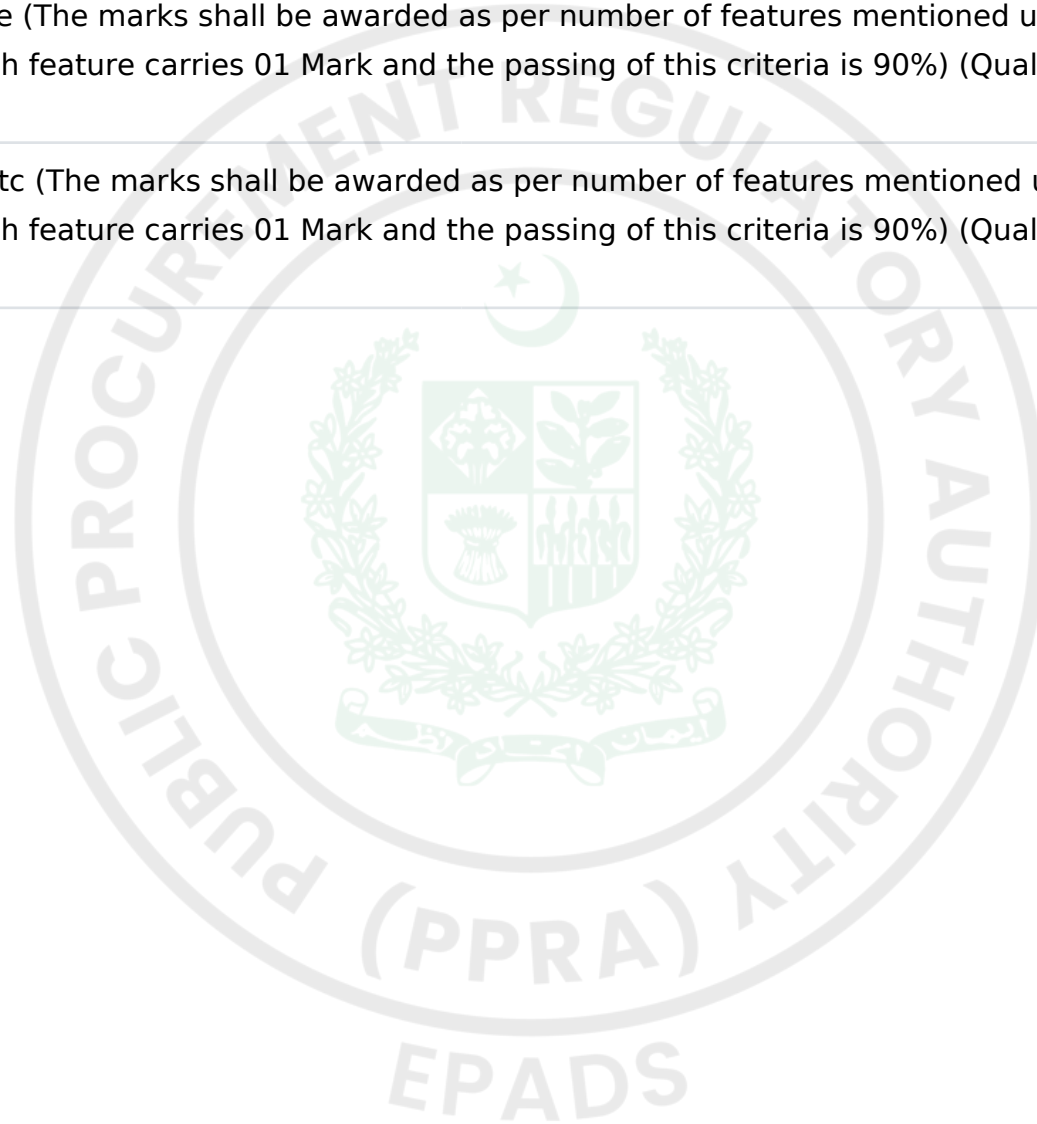
Evaluation Criteria

Quality and Cost Based Selection (QCBS)

| Technical Marks | 474 |
|---|-----|
| Passing Marks | 265 |
| Technical Evaluation Criteria (Scope of Work) | |
| Academic Management Module (The bidders are required to attach the filled Compliance Sheet 'Academic Management Module' only which comprises of 79 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work').Any bidder Obtained below 63 shall be disqualified. (Qualitative)(Doc Required) | 79 |
| Human Resource Management Module (The bidders are required to attach the filled Compliance Sheet 'Human Resource Management Module' only which comprises of 49 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work').Any bidder Obtained below 39 shall be disqualified. (Qualitative)(Doc Required) | 49 |
| Payroll Management Module (The bidders are required to attach the filled Compliance Sheet 'Payroll Management Module' only which comprises of 26 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work').Any bidder Obtained below 21 shall be disqualified. (Qualitative)(Doc Required) | 26 |
| Finance Management Module (The bidders are required to attach the filled Compliance Sheet 'Finance Management Module' only which comprises of 22 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work'). Any bidder Obtained below 18 shall be disqualified. (Qualitative)(Doc Required) | 22 |

| | |
|---|----|
| Fees Management Module (The bidders are required to attach the filled Compliance Sheet 'Fees Management Module' only which comprises of 14 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work'). Any bidder Obtained below 11 shall be disqualified. (Qualitative)(Doc Required) | 14 |
| General Requirement Module (The bidders are required to attach the filled Compliance Sheet 'General Requirement Module' only which comprises of 18 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work'). Any bidder Obtained below 14 shall be disqualified. (Qualitative)(Doc Required) | 18 |
| Mobile Apps, Dash Board etc. (The bidders are required to attach the filled Compliance Sheet 'Mobile Apps, Dashboard Module' only which comprises of 29 Components and each carry 01 Mark. The PDF of Compliance Sheet is available under Annexures A 'Scope of Work'). Any bidder Obtained below 23 shall be disqualified. (Qualitative)(Doc Required) | 29 |
| Technical Evaluation (Proof of Concept) / Demonstration - The evaluation shall be made as per the Demonstration of Software as per defined criteria in Scope of Work Annexure A (C) Proof of Concept / Live Demonstration. | |
| Academic Management Module (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative)(Doc Required) | 79 |
| Human Resource Management Module (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative) (Doc Required) | 49 |
| Payroll Management Module (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative)(Doc Required) | 26 |
| Finance Management Module (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative)(Doc Required) | 22 |

| | |
|--|----|
| Fee Management Module (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative)(Doc Required) | 14 |
| General Requirement Module (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative)(Doc Required) | 18 |
| Mobile Apps, Dashboard & etc (The marks shall be awarded as per number of features mentioned under Scope of Works Annexure A while each feature carries 01 Mark and the passing of this criteria is 90%) (Qualitative)(Doc Required) | 29 |



Required Services

Positions Without Lots :

| Position | Delivery Schedule | Quantity | Bid Security |
|--|---|----------|--------------|
| Provision of Cloud / SaaS based School / Education Management System to automate Academic, Administrative, Financial and Communication Operations for Seven Campuses having over 5000 students and 450 staff members of PAA Schools & College. | <p>Address: Administrator's Office PAA Schools & College JIAP, Karachi.</p> <p>Schedule: 15 Days after contract signing</p> <p>Quantity: 1</p> | 1 | 50000 |

Related Services :

No



Services Specifications

Positions Without Lots :

Position: Provision of Cloud / SaaS based School / Education Management System to automate Academic, Administrative, Financial and Communication Operations for Seven Campuses having over 5000 students and 450 staff members of PAA Schools & College.

Specifications / Requirements:

a) PAA Schools & College, JIAP Karachi, having over 5000 students and 450 staff members across seven campuses in Karachi, Lahore and Hyderabad require Cloud / SaaS based School / Education Management System to automate Academic, Administrative, Financial and Communication Operations for Seven Campuses having over 5000 students and 450 staff members of PAA Schools & College. b) The system should effectively automate academic, administrative, financial and communication operations across all campuses. c) Eligible firms / companies must have a minimum of 05 years relevant and unblemished experience. d) Detailed Specifications are defined under Scope of Work (Annexure A). The evaluation shall be made as per defined criteria above and in Annexure A.

Scope of Work

As per Scope of Work defined in Annexure 'A'



Price Schedule

For Individual Positions

| # | Position Title | Quantity | Unit Price (PKR) | Total Price (PKR) | Delivery Location | Delivery Period / Year | Country of Origin |
|---|----------------|----------|------------------|-------------------|-------------------|------------------------|-------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |

For Lots

| # | Lot Title | Total Lot Price (PKR) | Country of Origin |
|---|---------------|-----------------------|-------------------|
| 1 | [Lot 1 Title] | | |





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. "The Contract" means an agreement enforceable by law;

1.1.3. "The Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. "The Services" means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor's Bid;

1.1.5. "Ancillary Services" means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. "GCC" means the General Conditions of Contract contained in this section;

1.1.7. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. "Day" means calendar day unless indicated otherwise;

1.1.9. "Effective Date" means the date on which this Contract comes into force and effect;

1.1.10. "The Contractor" means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. "The Project Site," where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. "Government" means the Government of Pakistan;

1.1.13. "Local Currency" means the currency of Pakistan;

1.1.14. "In Writing" means communicated in written form with proof of receipt;

1.1.15. "Completion Date" means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. **Commencement, Completion, Modification, and Termination of Contract**

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the SCC.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

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

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: PAA Schools & College (Pakistan Airports Authority (PAA)), Admin Officer JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).

The Supplier is:

The title of the subject procurement is: Provision of Student/ Education Management System along with HR and Financial Management Module

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

PAA Schools & College (Pakistan Airports Authority (PAA)), Admin Officer
JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).
+92-311-321-1433
saadmobeed@caaschools.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

PAA Schools & College (Pakistan Airports Authority (PAA)), Admin Officer
JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).
+92-311-321-1433
saadmobeed@caaschools.com

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.06% to 10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

Work Completion Certificate

Delivery & Documents

Certificate of Origin.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall

seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P50393**

To: **PAA Schools & College (Pakistan Airports Authority (PAA)), Admin Officer JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **PAA Schools & College (Pakistan Airports Authority (PAA)), Admin Officer JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Provision of Student/ Education Management System along with HR and Financial Management Module (P50393)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

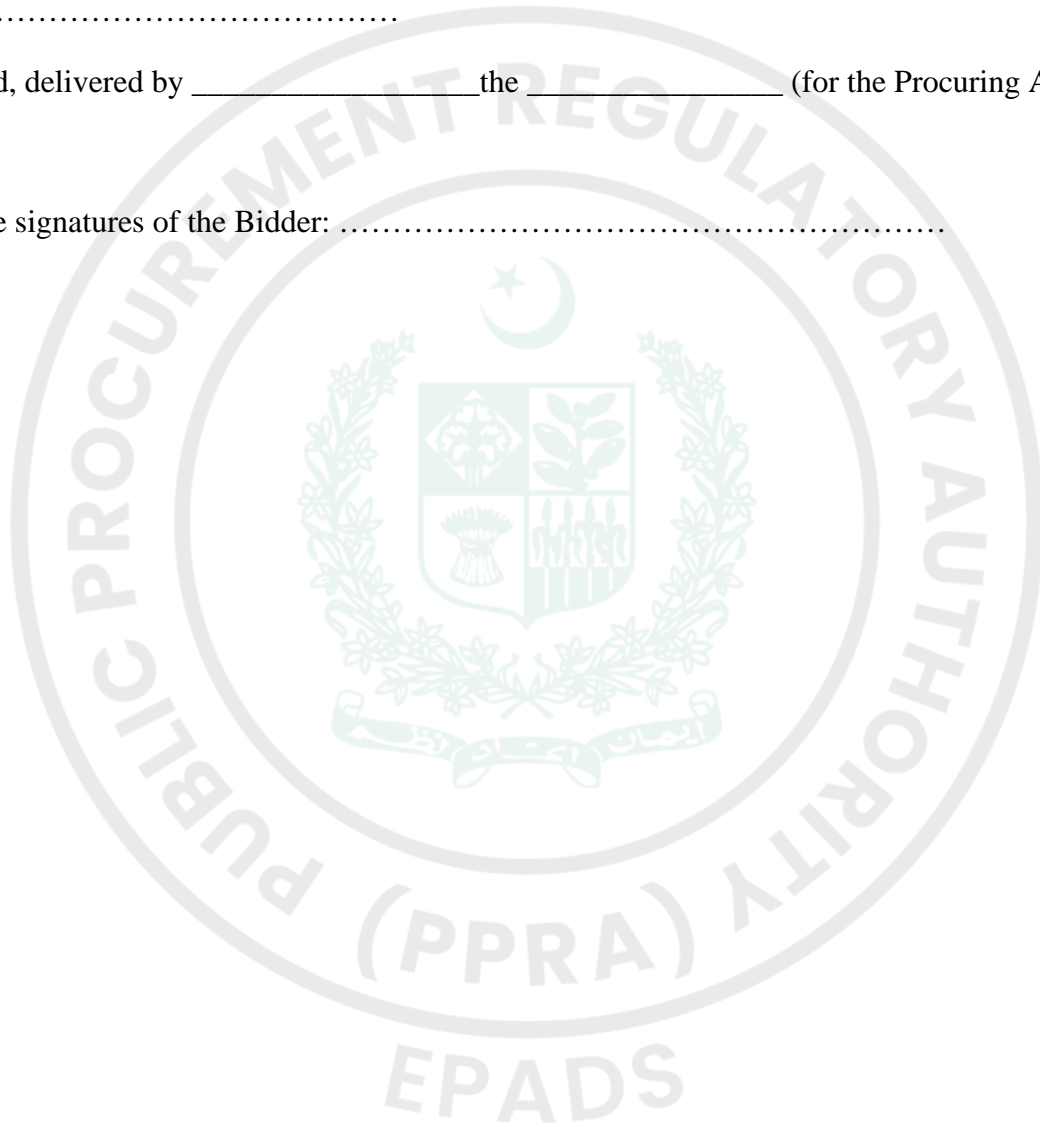
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **PAA Schools & College (Pakistan Airports Authority (PAA)), Admin Officer JIAP Terminal -I, Airport Sub-Division, Malir (District), Karachi (Division), Sindh (Province).**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Technical Proposal Form

The bidders are instructed to comply with all the instructions communicated in Technical Proposal Form.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Technical Proposal Form** (page number: 71)

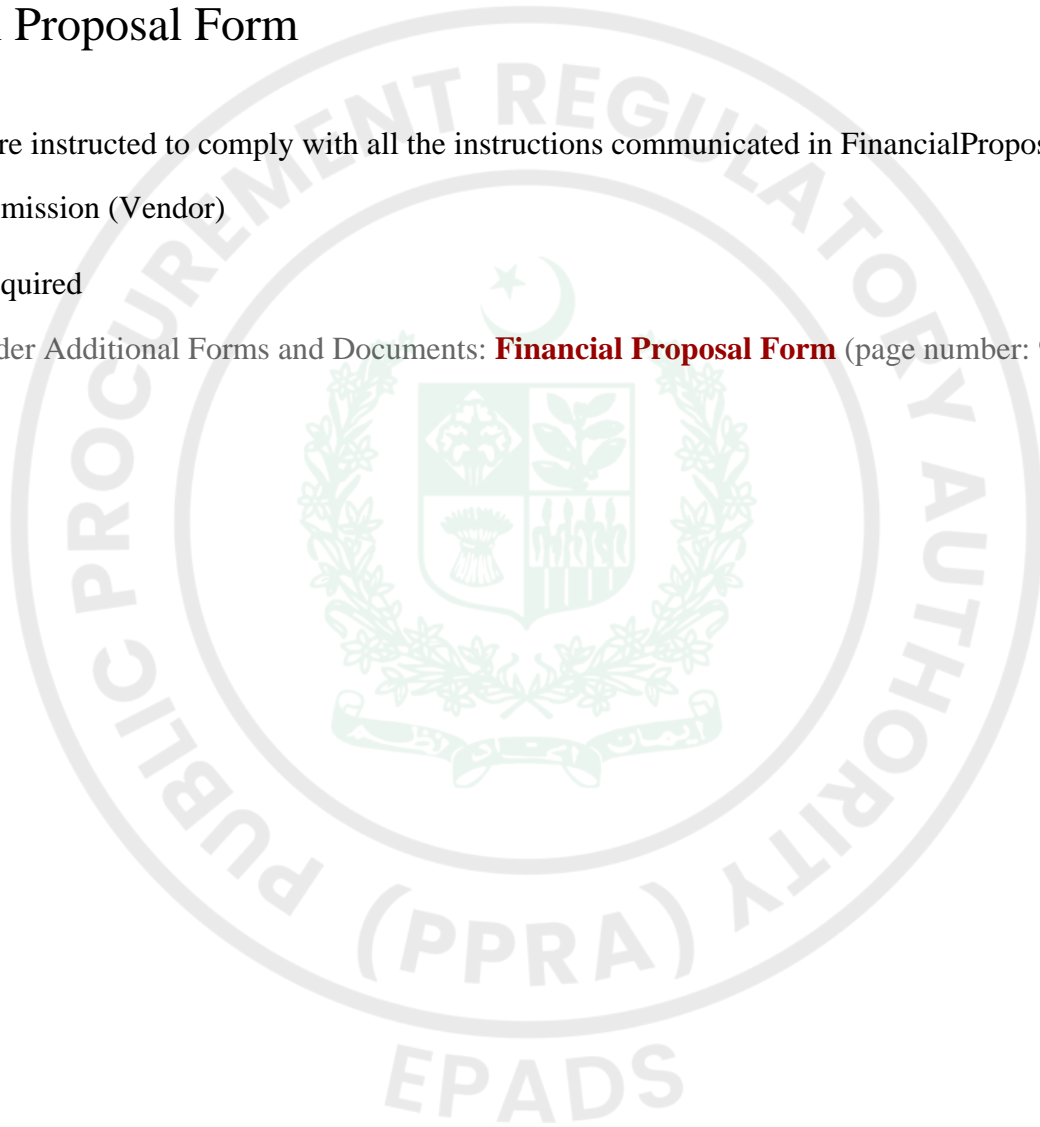
Financial Proposal Form

The bidders are instructed to comply with all the instructions communicated in Financial Proposal Form.

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Proposal Form** (page number: 95)





Procurement Forms

Past Experience and Completed Contracts

Certificate of completion of projects of same nature.(Minimum last 05 years)

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 97)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

Must provide Affidait that firm is not Black-Listed, Defaulter, declaring / listing of all litigation whether disposed off or sub-judice or no litigation in any public or private sector organization.

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 98)

Financial Capacity and Net Worth Evaluation Form

- Financial Staments of last (03) financial years.
- Bank Statment & Account Maintainance certificate of last (03) years.

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 100)

Average Annual Turnover

Annual Turnover of Rs. 30 million in each fiscal year form 2023 to 2025.

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 102)





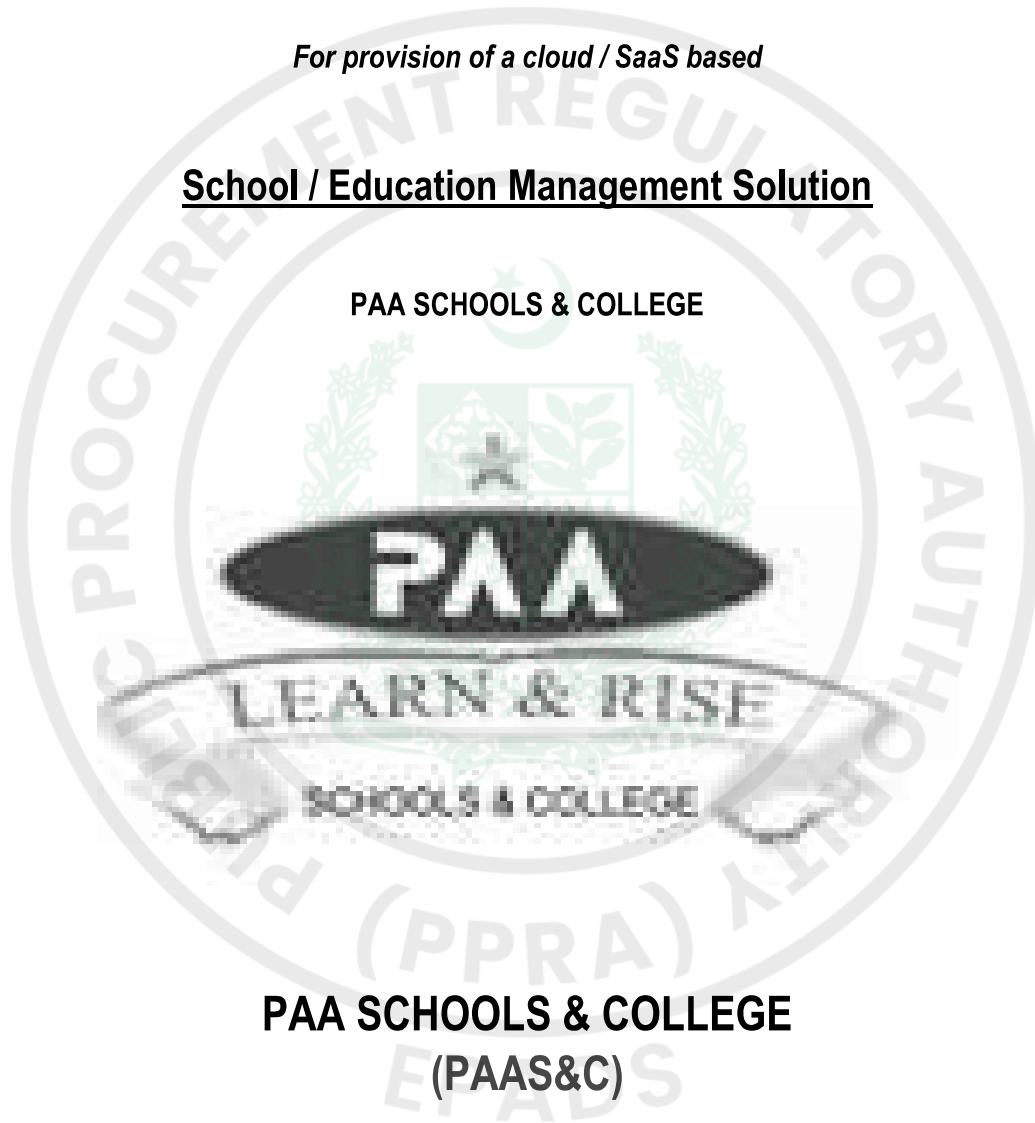
Additional Forms and Documents

Request for Proposals (RFP)

For provision of a cloud / SaaS based

School / Education Management Solution

PAA SCHOOLS & COLLEGE



PAA SCHOOLS & COLLEGE
(PAAS&C)

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RFP Notice

Pakistan Airport Authority – Schooling System (PAAS&C) invites sealed proposals from qualified and experienced firms who meet the eligibility criteria for the **Provision of a Cloud/SaaS-Based Education / School Management System** for its seven campuses, serving approximately 6,000 students and staff.

Procurement Method: Quality & Cost Based Selection (QCBS)

Mode of Submission: EPAD (Electronic Procurement & Documentation)

Key Dates:

- RFP Issuance: 18th June 2026
 - Proposal Submission Deadline: As per advertisement published on PPRA, PAA and PAA Schools website
 - Technical Proposal Opening Date: As per advertisement published on PPRA, PAA and PAA Schools website
- Eligibility Requirements:** are mentioned in the detailed bid document that can be downloaded from EPAD.

How to Apply:

Download the RFP and submit proposals through **EPAD** within the specified deadline.

PAAS&C reserves the right to accept or reject any proposal without assigning any reason.

Administrator

PAA Schools & College, Terminal – 1, JIAP, Karachi.

Request for Proposals (RFP)
For provision of a cloud / SaaS based
School / Education Management Solution
PAA SCHOOLS & COLLEGE

1. Name of Firm / Company : _____
2. Complete Address : _____

3. Cell Number & Email Address : _____
4. National Tax Number : _____

UNDERTAKING

I/we hereby undertake that:-

- a) If our RFP be accepted, I/we undertake to execute a Service Agreement with PAA Schools & College, JIAP, Karachi on stamp paper of Rs. 500/- in favour of Administrator, PAA Schools & College within seven (07) days from the receipt of letter of award for running of canteens.
- b) PAA Schools & College Administration reserves the right to accept or reject any or all the offers for sufficient and cogent reason which will be communicated to the offeror(s) on request and without being liable for any claim / compensation of any nature whatsoever. Decision of PAA Schools & College Administration shall be final and shall not be open to challenge.
- c) I/We have understood the terms & conditions, criteria of technical evaluation, scope of work and proforma for financial Proposal (Annexure 'A', 'B') and shall be bound the same. The endorsed offer is based on a thorough understanding of all these terms & conditions attached. Any deviation from the same may amount to cancellation / rejection of Request for Proposal (RFP) or RFP form.
- d) Overwriting / cutting and false/incorrect information in the RFP documents shall result on cancellation of RFP /agreement.

Dated: _____

(Signature of Offeror)

1. Invitation of Bids

PAA Schools & College (PAAS&C) invites sealed proposals from qualified, experienced, reputable and financially strong firms for the provision of a cloud / SaaS-based School / Education Management System to automate academic, administrative, financial, and communication operations across seven campuses serving approximately 6,000 students and staff. The selected firm will provide a secure, scalable, cloud-based solution to automate academic, administrative, financial, and communication workflows.

The procurement will be conducted through EPAD under the Quality and Cost Based Selection (QCBS) method.

1.1. Objectives

The project seeks to digitize operational process of PAAS&C, aiming to enhance transparency, efficiency, and service delivery.

The objective is to procure a secure, scalable, cloud-based School / Education Management System that:

- Enhances operational efficiency
- Improves academic and administrative transparency
- Provides real-time data visibility
- Supports mobile-first engagement for parents, students, and staff
- Ensures compliance with data security and privacy standards

1.2. Eligible Bidders:

Firms who meet the eligibility requirement of this RFP are encouraged to participate.

1.3. Instructions to Bidders:

This section provides detailed guidance to prospective bidders on how to prepare and submit proposals. The entire bidding process will be conducted strictly in

1.4. Bidding Procedure:

The procurement will follow the Single Stage – Two Envelope procedure Bidders **must submit their bids on EPAD** in two separate proposals, all the pages of proposals shall be signed and stamped by the authorized representative of bidding firms.

- **Technical Proposal**, containing all relevant documents demonstrating the bidder's eligibility, experience, methodology, team structure, technical solution, clientele lists and annexures.
- **Financial Proposal**, containing the bid price, financial breakdown, applicable taxes, and bid security instrument.
- **Procurement Method**: Quality & Cost Based Selection (QCBS)

1.5. Validity of Bids:

Prices quoted in the RFP shall remain valid for 90 days after opening date.

1.6. Language of the Bid:

All documentation—including proposals, annexures, forms, correspondence, and supporting materials—must be prepared and submitted in English only.

1.7. Currency

All financial figures and prices must be quoted in Pakistani Rupees (PKR). Proposals submitted in any other currency will not be accepted.;

1.8. Bid Security

Bidders must provide a Bid Security amount mentioned in the original advertisement published on PPRA, PAA and PAA Schools website, The Bid Security must be in the form of a Pay Order or Demand Draft or Bank Guarantee drawn in favor of **Accounts Squadron PAAS&C**, and included in the financial proposal envelope. Failure to submit valid bid security will lead to immediate rejection.

1.9. Submission Deadline and Method

Proposals must be uploaded before the deadline mentioned in advertisement published on PPRA, PAA and PAA Schools website, and bid security be submitted to the **Administrator, PAA Schools & College, Terminal-I JIAP, Karachi.** Late submissions will not be accepted under any circumstances.

1.10. Grounds for Disqualification

Proposals may be rejected or bidders disqualified if:

- Submissions are made after the deadline
- Bid security is missing, invalid, or insufficient
- Technical proposals are incomplete or fail to meet mandatory criteria
- Financial proposals are disclosed prematurely or included in the technical envelope
- Any attempts to influence the procurement process are detected
- False information is provided

1.11. Clarifications and Amendments

PAAS&C reserves the right to issue clarifications, modifications, or corrigenda in writing prior to the submission deadline. Bidders may submit written queries by Clarification Format specified in this bid document. Responses will be shared with all participating bidders within three days

1.12. Right to Accept or Reject Proposals

PAAS&C maintains the right to accept or reject any or all proposals without incurring any liability. The authority may cancel the bidding process at any stage under PPRA Rules or reject proposals not complying with terms or deemed technically non-responsive

1.13. Proposal Ownership and Confidentiality

All proposals submitted become the property of PAAS&C and will not be returned. All information contained within the proposals will remain confidential and will not be disclosed to any third party until the contract is awarded.

2. EVALUATION PROCESS

The evaluation will be conducted in two stages:

2.1) Stage 1 — Technical Evaluation (will have Three Sub Stages)

Stage (2.1 A): Eligibility of Firms (Mandatory).

Only eligible firms will proceed to Stage 2.1 B

Stage (2.1 B): Eligibility of Proposals

Only eligible Proposals will be invited to Stage 2.1 C

Stage (2.1 C): PoC (Proof of Concept) / Live demonstration.

2.2) Stage 2 — Financial Evaluation

2.1) Stage 1 — Technical Evaluation

All bidding firms must demonstrate their, legal, financial and technical capabilities to qualify for next evaluation stage.

2.1 A) Eligibility of Bidding Firms: (Mandatory) Yes/No basis

- a) Companies / Firms / Sole Proprietorship and Joint Ventures (Registered) having minimum five years or more relevant experience, good reputation, sound financial background and fulfilling the annexures in succeeding paragraphs who are not defaulter(s) of PAA / PAA Schools & College are eligible to participate in the RFP process.
- b) Moreover, any contractor who has previously rendered services to PAA Schools & College shall be deemed ineligible to participate in the RFP if their contract was terminated prematurely or if they failed to complete the assigned work in a satisfactory manner.
- c) Bidder must be registered with FBR with “Active” status for NTN & GST
- d) Bidder must be registered with SRB and PRA with “Active” status for STR.
- e) Bidder must have valid membership with PSEB
- f) Must provide an Affidavit that firm is not Black-Listed, Defaulter, declaring / listing of all litigation whether disposed off or sub-judice or no litigation in any public or private sector organization.

Professional Certifications: Bidder must provide valid / verifiable certification of any three certificates from the following:

- Software Dev Certificate
 - DBA & SQL Proficiency Certificate
 - UI/UX Certificate
 - Foundation of Cyber Security Certificate
 - ISO 9001 Certificate.
- g) **Financial Capabilities:** Firm must demonstrate financial strength by providing last three years Annual Income Tax Returns showing Minimum Turn over of 30 Million in each fiscal year from 2023 to 2025.
 - h) **Team of Professionals:** Bidder must provide five CVs and Appointment Orders of professional resources who are associated with the bidding firms
 - 05 Marks per resource having degrees from any HEC recognized University in BE Software Engineering or BSCS (Maximum three resources) = total 15 Marks
 - 10 Marks per resource having Masters degrees in Software or CS from any HEC Recognized University (Maximum two resources) = Total 20 Marks

- 10 Marks per resource having recognition being an Engineer from Pakistan Engineering Council Plus Masters degree in Software, Computer etc. Maximum two resources = Total 20 Marks.
- 20 marks for the resource having MPhil degree in Software, CS or AI. Total 20 Marks.
- 25 marks shall be awarded to a resource possessing a Ph.D. in Software, Computer Science, or Artificial Intelligence. Total: 25 Marks.

Note: For each personnel, only one degree, preferably the highest (final) degree will be considered.

Firm must acquire 70% marks from the total allocated marks for resources to qualify.

Bidding firm must achieve YES for all these mandatory clauses, to qualify for next stage evaluation.

In case the bidding firm fails to achieve YES in any single clause of from the above listed Stage (2.1 A) from serial number (a to i) it will stand as disqualified and will not be considered for next stage of evaluation.

2.1 B) Eligibility of “Proposals in compliance of Scope of work”

SCOPE OF WORK

Academic Management Module

In “Feature Status” Mention “Yes” if the required feature is already developed, If not developed, mention “D” which means it will be developed by the bidding firm if contract is awarded. (Yes” score should be 80% of the following features.)

| Sr | Process | Software Requirements Specifications (SRS) | Feature Status |
|----|-------------------|--|----------------|
| 1 | Academic Year | 1 Academic Calendar should Manage session start &, end dates | |
| | | 2 Calculates Teaching & Non-Teaching days | |
| | | 3 Regulate Number of Assessments, First Term, Mid Term & Final Term Exams | |
| | | 4 Regulate grading criteria. | |
| | | 5 Regular Holidays, event dates, PTM Dates, | |
| 2 | Online Admissions | 1 Provision to open and close admissions, including the option to apply such controls to specific classes. | |
| | | 2 System should provide visibility of each class / campus wise number of vacant seats in. | |
| | | 3 Auto sends emails to candidates when they apply for registration | |
| | | 4 Auto sends emails inviting candidates for pre-admission tests, interviews etc. | |
| | | 5 System should send emails by auto generating fee challans as attachment to parents if their admission is confirmed. | |
| | | 6 Student profiles should be auto generated upon fee payment. | |
| 3 | Student profile | 1 Student profiling, including parental information, details of siblings studying in PAA Schools & College, date of admission, class of admission, and previous school attended. | |
| | | 2 Demographic information, Socio economic background info. | |
| | | 3 Student's entire Academic performance & results information. | |
| | | 4 Student's Section transfer, campus transfer information, | |
| | | 5 Student's attendance, leaves and App's log information. | |
| | | | |

| Sr | Process | Software Requirements Specifications (SRS) | Feature Status |
|----|------------------------|---|----------------|
| 4 | Student Attendance | 1 Student attendance can be recorded through facial recognition or any other appropriate method at the school's entry gates. | |
| | | 2 Class teacher can also be able to mark students attendance using faculty's mobile App. | |
| | | 3 System should automatically generate Class Register and calculate student's attendance percentage. | |
| | | 4 Parents should receive attendance alerts such as "Absent" or "Present" either in real time or at a scheduled time as determined by the school. | |
| 5 | Student Leave | 1 Parents can apply leaves of their children using parents App | |
| | | 2 Class teacher can approve student's leave requests up to 2 days, and forward leaves for approval to Coordinator or Principal if it is > 2 days. | |
| | | 3 Leave Record should be integrated with Exam Results. | |
| | | 4 Leave benefit in Exam as per Exam policy should be allowed. | |
| | | 5 Parents should not be able to apply leaves for duplicate dates | |
| 6 | Teacher's Management | 1 System manages teacher's profile, service record. | |
| | | 2 Manage Classes and Subjects assignments. | |
| | | 3 Manages and Track Teachers workload. | |
| | | 4 Auto generate Teaching Progress Course completion status. | |
| | | 5 Teacher's performance on the basis of student's grades. | |
| | | 6 Auto generate Teachers Diary | |
| | | 7 Allows scheduling of fixtures according to available free periods. | |
| | | 8 Allow Teachers duty rosters management etc. | |
| 7 | Courses Management | 1 Courses of different types e.g. Compulsory, Selective or Elective subjects management for pre-medical, pre-engineering, commerce groups. | |
| | | 2 Provision of Assigning Subjects to Students as per their group. | |
| | | 3 Term wise Lesson Planning management. | |
| | | 4 Tentative Teaching timeline management. | |
| | | 5 Marking Scheme management. | |
| | | 6 Organizing topic wise video recorded lectures. | |
| | | 7 Provision of topic wise note-sheets, & Scheme of studies. | |
| | | 8 Provision of Term wise topics segregation | |
| 8 | Teaching Management | 1 Uploading daily Homework/Diary | |
| | | 2 Uploading Daily Class work as per timetable. | |
| | | 3 Absent Teacher's should not be able to upload daily class work. | |
| | | 4 Option for Broadcasting Messages and news alerts through Parents Mobile App | |
| 9 | e-Timetable Management | 1 Day wise Period Planning Policy management. | |
| | | 2 Subject wise Period planning Policy management | |
| | | 3 Teacher wise period allocation policy management. | |
| | | 4 Automatically generates class and subject timetables according to the period allocation policy, with the provision for the Principal to amend them as required. | |
| | | 5 Auto prepare Timetable upon assignment of subjects to teachers as per policy alignment. | |
| | | 6 Provision to prepare various timetables such as: Regular, Online, Ramdan, Zero period etc. | |

Academic Module Continued

Academic Management Modulecontinued from previous page

| Sr | Process | Software Requirements Specifications (SRS) | Feature Status |
|----|------------------------|---|----------------|
| | | 7 Provision of combining various classes for PT, Laboratory, Library | |
| | | 8 Provision of combining various groups of students in a single room for teaching of compulsory subjects. | |
| | | 9 Provision of generating timetable for different days such as Regular teaching days, Fridays etc. | |
| | | 10 Teacher's can view their personal and Class timetable in their mobile apps. | |
| | | 11 Students can view their class timetable in their Apps | |
| 10 | Examination Management | 1 Exam conduct and compilation should be done systematically | |
| | | 2 Manages examinations as per Institution's Policy | |
| | | 3 Regulate Exam schedules as per Academic Calendar. | |
| | | 4 Exam schedule can be prepared along with exam syllabus | |
| | | 5 Exam schedule should be connected with daily attendance | |
| | | 6 Teachers can only upload grades of their assigned subjects | |
| | | 7 Absent and Leave student's grades could not be entered | |
| | | 8 Leave benefit and late admission benefit could be integrated with exam results | |
| | | 9 Grading should automatically be allocated as per the Criteria mentioned in the academic year | |
| | | 10 System should automatically generate various reports | |
| | | 11 Academic transcripts or report cards should be automatically generated based on the specimen provided by the school. | |
| | | 12 Result Ledger and exam wise marksheets could also be prepared by the system | |
| | | 13 Mid Term Results, Position Holders could also be prepared by the system | |
| | | 14 Annual consolidated result sheet could also be prepared by the system from the annual grading weight policy as define by the school. | |
| | | 15 There should be a provision to allow re-take of exams | |
| | | 16 System should also project the number of pass/fail/position holder students before final Exam | |
| | | 17 System should also allow a provision of Grace Marks | |
| | | 18 System should prepare a report of highest achievers list for allocation of science group who attain highest number in science subjects | |
| | | 19 System should allow promotion of Pass or conditional pass students, and halt failed students | |
| | | 20 While promoting student, there should be a provision of shuffling of students | |
| | | 21 defaulter student could be identified while promoting | |
| | | 22 Defaulters amount should be carry forwarded to next session billing | |
| | | 23 Parents could only view result of their child when it is approved by the School Management. | |

END of Academic Management Module

HRM & PAYROLL Management Module

In "Feature Status" Mention "Yes" if the required feature is already developed, If not developed, mention "D" which means it will be developed by the bidding firm if contract is awarded. (Yes" score should be 80% of the following features.)

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|-----------------------------------|--|---|----------------|
| 1 | Vacancy Management | 1 | System should be able to add vacancies, upgrade positions, maintain gender ratios, provisioning the job requirements for the vacancies, auto generate Position codes / Numbers for vacancies. | |
| | | 2 | System should prohibit appointment if Position is not vacant | |
| | | 3 | System should automatically generate Organogram from the Vacancies hierarchy. | |
| | | 4 | Automatically generate report for employees who are employed against each vacancy. | |
| | | 5 | Generate department wise report for Vacant and Filled Positions. | |
| | | 6 | There should be provision for Position Privileges | |
| 2 | Employee Profiling Service Record | 1 | Employee profile should have required fields to enter Employee's Personal information, | |
| | | 2 | Information of the budgeted vacancy against which it was appointed | |
| | | 3 | Information of Posting Position and grade, | |
| | | 4 | Dates of Appointment, Date of Regularization and Date of Confirmation in service. Date of Retirement from EOBI and Date of Retirement from Service on attaining 60 years of age. | |
| | | 5 | Service information from date of appointment, Postings, Promotions, BPS, and Salary. Transfer / Postings | |
| | | 6 | Educational and ACRs information | |
| | | 7 | Information about Suspension, Re-instatement, Inquiries conducted, Punishments, Court Cases, Awards and Trainings | |
| | | 8 | Family information, Dependents Information | |
| | | 9 | Signature , Biometric, Facial recognition scanning | |
| | | 10 | Bank Accounts information etc. | |
| | | 11 | Auto prepare Employee ID Card | |
| | | 12 | Automatically prepares each employee's GPF contribution and displays the accumulated fund available. | |
| | | 13 | Searching filters to search employees by selecting various parameters | |

HRM Module Continued to next page

HRM Management Modulecontinued from previous page

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|----------------------------------|--|---|----------------|
| 3 | Employees Performance Management | 1 | Special Performance Evaluation for Contract employees | |
| | | 2 | Entries of ACRs | |
| | | 3 | Provision to generate Caution Letters | |
| 4 | Attendance & Leave Management | 1 | Daily Attendance through Facial recognition and geofencing verification through mobile app. | |
| | | 2 | Attendance can also be marked by sectional incharges for lower staff who are not having their own mobile phone sets. | |
| | | 3 | Multiple shift wise attendance Management | |
| | | 4 | Provision to create Leave Policies for Casual Leave, Earned Leaves, Haj Umrah Leaves, Maternity Leaves, Idat Leaves etc | |
| | | 5 | Provision to configure Leave with Payroll so that salary can be adjusted automatically | |
| | | 6 | Leave approval process, such as Leave request, Leave recommendation and Leave approval | |
| | | 7 | Date wise Daily Attendance Summary Report | |
| | | 8 | Department wise Monthly Attendance Report. | |
| | | 9 | Monthly Absent Staff Report | |
| | | 10 | Individual staff Attendance with graphic chart | |
| | | 11 | Condonation of Late Arrivals, Source of Information | |
| | | 12 | Employee can apply / submit Leave requests online. | |
| | | 13 | There should be Leave approval Process. For CL, EL & other leaves | |
| | | 14 | System should generate department wise leave report | |
| | | 15 | There should be Provision to cancel approved Leaves | |
| | | 16 | Leave Ledger Report for individual employees | |
| | | 17 | Provision to enter previously availed Leaves | |
| | | 18 | Provision to manage Leave Encashment cases | |

HRM Module Continued to next page

HRM Management Modulecontinued from previous page

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|--------------------|--|---|----------------|
| 5 | Other HR Functions | 1 | Provision to allow and withdrawal of Additional Charge to employees | |
| | | 2 | Provision to Promote and Demote employees, suspend and re-instate employees, | |
| | | 3 | Provision to transfer employees from Department to Department or within sections and there should also be an interface for joining Report of transferred employees. | |
| | | 4 | System should have an interface to manage retired and expired employees | |
| | | 5 | Provision to make employees "Active" or "InActive" | |
| 6 | HRM Reports | 1 | Employee Age Report for Upcoming Retiring employees Report | |
| | | 2 | HRM dashboard | |
| | | 3 | Gender wise employees Report | |
| | | 4 | Employee Seniority Report | |
| | | 5 | Grade wise employee reports | |

END of Human Resources Management Module

Payroll Management Module

In "Feature Status" Mention "Yes" is the required feature is already developed, If not developed, mention "D" which means it will be developed by the bidding firm if contract is awarded. (10 Marks, if 'Yes' score is 80%)

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|---------------|--|---|----------------|
| 1 | Payroll Setup | 1 | Manages basic pay scales, other salary components, and pay increment policies. | |
| | | 2 | Handles tax slab management and automatically deducts tax according to the applicable slabs, with a provision for manual adjustments. | |
| | | 3 | Pay Fixation process on the basis of Pay Scales. Also provision for Pay fixation Policy. | |

Payroll Module Continued to next page

Payroll Management Modulecontinued from previous page

| Sr | Process | Software Requirements Specifications (SRS) | Feature Status |
|----|---------------------------|--|----------------|
| 2 | Integration | 1 Salary Heads should be integrated with Chart of Account | |
| | | 2 Integration with AI based Facial Recognition and Geo-Fencing location based Attendance System. | |
| | | 3 Integrated with HRM and Leave Policies auto deducts allowances if Leave is approved. | |
| | | 4 Integrated with Finance Module. | |
| 3 | Advance / Loan Management | 1 There should be a proper loan processing mechanism and on approval of loan, the system should automatically prepare installments schedule, | |
| | | 2 Loan can be processed with or without service charges. Service Charges could be recoverable with 1 st Installment, or with Last Installment or with all installments | |
| | | 3 Loan Installments should automatically be recovered from salaries. | |
| | | 4 There should be provision to waive off a loan Installment. If waiver is approved, the installment should not be deducted from salary and the waived installment should be recovered after last installment. | |
| | | 5 Advances for Procurement or Advances for Official assignments can also be handled by the system and such advances could be adjusted as Fully Utilized, Partially Utilized and Over Utilized. They system should be capable to handle all such types of advances and its adjustments. | |
| 4 | Annual Increments | 1 There should be provision to apply annual increments to all employees on few clicks. | |
| | | 2 The system should be able to allow the freezing of an employee's increment for any reason. | |
| | | 3 System should allow multiple increments if management chooses to do so. | |

Payroll Module Continued to next page

Payroll Management Modulecontinued from previous page

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|--------------------------------------|--|--|----------------|
| 5 | Salary Processing | 1 | On Processing Monthly Salary the payroll system should automatic apply Attendance and Leave Policy effect. | |
| | | 2 | There should process applicable for Pre-Audit and Post Audit | |
| | | 3 | Auto generate Pay slip. Allow printing of pay slips on the basis of posting department. | |
| | | 4 | Automatically generate Salary Ledger showing Earning and Deduction sides. | |
| | | 5 | Auto generate Bank Letter for Salary disbursement | |
| 6 | Gratuity & provident Fund Management | 1 | System should be capable to maintain Gratuity, Provident Fund, Group Insurance etc. | |
| | | 2 | There should be provision for Employee and Employer contribution in Gratuity, Provident Funds | |
| 7 | Block Un-Block Salary | 1 | System should be capable to block and un-block salary of any employee | |

END of Payroll Management Module

Finance Management Module From next page

Financial Management Module

In "Feature Status" Mention "Yes" if the required feature is already developed, If not developed, mention "D" which means it will be developed by the bidding firm if contract is awarded. (Yes" score should be 80% of the following features.)

| Sr | Process | Software Requirements Specifications (SRS) | Feature Status | |
|----|-------------------|--|---|--|
| 1 | Fiscal Year | 1 | There should be flexibility to create Fiscal years. | |
| | | 2 | Closing Fiscal years. Upon closing of Fiscal year the end of year balances should be adjusted and carry forwarded. | |
| 2 | Chart of Account | 1 | There should be five level chart of account with auto generated account Numbers and provision to add Object codes, Opening Balances etc. | |
| 3 | Budgeting | 1 | Automatically generates the salary expenditure budget based on vacancies and pay fixation records, with a provision for manual adjustments. | |
| | | 2 | Provision to allocate Budget for non Salary Expenditure. System should automatically load all the non-salary account heads with a provision for manual adjustments. | |
| | | 3 | Automatically post entries in the Budget ledger when Voucher is approved and cheque is printed. | |
| | | 4 | Auto generate Budget utilization Reports, Budget Registers. | |
| 4 | Assets Management | 1 | There should be proper assets management, valuation system for Fixed Assets such as Lands, Buildings etc. | |
| | | 2 | Depreciable Assessments Management such as Office Equipment, Electric Equipment, Furniture/Fixture and etc. | |
| | | 3 | Department wise tracking of worth of assets. | |
| 5 | Bills & Vouchers | 1 | System must facilitate Double Entry Accounting entries. | |
| | | 2 | Different types of vouchers can be generated using a Single record entry for Journal Voucher and Payment Voucher entries | |
| 6 | Banking | 1 | Provision to open multiple Bank Accounts | |
| | | 2 | Provision to control Cheque Book leaf numbers so that the system should automatically manage cheque numbers for cheque printing. | |
| | | 3 | Cheque can only be printed when Payment Voucher is Approved. | |
| | | 4 | Provision to allow cheque re-print requests in case any cheque is damaged during printing. | |
| | | 5 | Auto prepare a system generated Tracking report for the payments issued on all cheque book leaves. | |
| | | 6 | There should be provision to attach copy of cheque on the Payment Vouchers. | |
| | | 7 | System should facilitate Bank Reconciliations | |
| | | 8 | Banking Summary Report showing Bank Balances in various Bank Accounts | |
| 7 | Reports | 1 | General Ledger, Budget Utilization Repot, Salary & Non-Salary Expenditure reports, | |
| | | 2 | Trial Balance Report, Income Statement | |

END of Financial Management Module

Fees Management Module From next page

Fees Management Module

In "Feature Status" Mention "Yes" if the required feature is already developed, If not developed, mention "D" which means it will be developed by the bidding firm if contract is awarded. (Yes" score should be 80% of the following features.)

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|-----------------------------------|--|--|----------------|
| 1 | Various Fee Structure Policies | 1 | The system should have the provision to maintain multiple categories or tiers of fees for different fee structures, such as Non-PAA students, PAA students, and children of school staff. | |
| | | 2 | The system should have the provision to maintain multiple heads of fees for different fee structures, such as Tuition Fee, Security Charges, Medical Fee, Fine for absent, late payment surcharge etc. (as provided by the school) | |
| | | 3 | Fee Structure Policy should be flexible for New Admissions, regular Billing and supplementary billing and auto handles categories automatically. | |
| 2 | Fee Bills | 1 | There should be provision of Fee Bill types such as Regular Fee Bills and Supplementary Fee Bills. | |
| | | 2 | Fee Bills could be paid online using QR code at zero transaction charges. All the online (e-payments) should automatically be posted in system. | |
| | | 3 | There should be provision of Fee Bill Alteration, such as, extend validity, alteration in amount, addition / removing fee heads | |
| | | 4 | System should automatically generate report for students whose fee Bills are not generated | |
| 3 | Arrears and Defaulters Management | 1 | The system should automatically manage arrears, carry forwards, and installment payments in accordance with the school's defined policy. | |
| | | 2 | system should automatically change student status as defaulter if fees is not received till validity of fee bill | |
| | | 3 | System should automatically recover penalties such as Late Fees after due date | |
| 4 | Fee Projection Reports | 1 | System should automatically generate fee projection / Revenue probability report as per the student's strength from Fee Structure Policy | |
| 5 | Closing of Fee Billing Period | 1 | There should be provision of closing Fee Billing. | |
| 6 | Fee Receipts | 1 | The system should automatically manage arrears (overpayments or underpayments). The fee receiving interface should allow searching for students using their static ID, preferably the student's challan number, which should be auto-generated by the system in chronological order. | |
| | | 2 | Bulk Fee receipt can be made by uploading excel file. | |
| 7 | Various Reports | 1 | System should generate various reports such as: Student's Ledger, Students Fee Payment History, Daily Fee Collection Report and Monthly Collection Reports etc. | |
| 8 | Dashboard for Revenue | 1 | There should be detailed dashboard for Fee Billing statistics, Collection, defaulters, Daily / Monthly Fee Collection etc. | |

END of Fees Management Module

General Requirement Module

In "Feature Status" Mention "Yes" if the required feature is already developed, If not developed, mention "D" which means it will be developed by the bidding firm if contract is awarded. ("Yes" score should be 80% of the following features.)

| Sr | Process | Software Requirements Specifications (SRS) | | Feature Status |
|----|------------------|--|---|----------------|
| 1 | Users Management | 1 | Users of multiple types, such as Faculty Users, Admin Users, Drivers, Parents & Students | |
| | | 2 | Manage user's Rights to operate the System under limited usage rights. | |
| | | 3 | Manage User's Roles such as Create Record, Check and verify record, auditing and Approving. | |
| | | 4 | Manage Dashboard Rights for users | |
| | | 5 | Allow Users to Change their Password and pin code | |
| | | 6 | Maintain User's Audit Log, who performed what function. | |
| 2 | Functionalities | 1 | The Software solution should be capable to centrally manage, the affiliated campuses and colleges with single sign on | |
| | | 2 | System modules should be integrated, so that users can operate various modules from single login (as per the given rights) to, review and act upon transactions in the workplace. | |
| | | 3 | All processed transactions shall be in real-time and immediately available for inquiry and reporting | |
| | | 4 | Capability to define comprehensive workflow for all processes. The workflow should be based around the concepts of rules, roles such as Creator, Checker, Recommender and Approver. | |
| | | 5 | Ability to track the status of transactions. | |
| | | 6 | Capable to integrated future requirements such as Academic management, Examination Management, OBE, Store, inventory and procurement modules. | |
| | | 7 | Ability in system when Data Management, transactions should have a proper reference no, creation date, created by, approved by, and a proper audit track record also | |
| | | 8 | Should have ability to attach relevant supporting electronics document at transaction level (where required) | |
| | | 9 | Push Notifications, emails should be automatically triggered on the certain functions. | |
| | | 10 | Pop-Up/Visual Alert: Visual alerts, Notification Count where required in the mobile Apps and transaction process | |
| | | 11 | Ability to export report to pdf/excel where required | |
| | | 12 | System should be customizable, for future changes. | |

END of Fees Management Module

Mobile Apps From next page

Android Mobile Apps, Dashboard and Communication/Engagements

In "Feature Status" Mention "Yes" if the required feature is already developed, If not developed, mention "D" which means it will be developed by the bidding firm if contract is awarded. (Yes" score should be 80% of the following features.)

| Sr | Process | Software Requirements Specifications (SRS) | Feature Status |
|----|--------------------------------|--|----------------|
| 1 | Mobile App for Parents | 1 Parents Can download Fee Bills and view Paid history | |
| | | 2 Parents Receive Daily Homework | |
| | | 3 Parents receive daily attendance alerts through Parents Portal | |
| | | 4 Parents can view Student's daily, monthly attendance | |
| | | 5 Parents can apply student's leave | |
| | | 6 Parents Can see Syllabus and Timetable | |
| | | 7 Parents can received School Messages instantly | |
| | | 8 Parents can receive Academic Transcript | |
| 2 | Mobile App for Faculty Members | 1 Teachers can Mark Student's daily class Attendance | |
| | | 2 Can upload Daily Homework, Class work, Assignments | |
| | | 3 Can upload Assessment/Exam marks | |
| | | 4 Can approve and cancel student Leave requests | |
| | | 5 Can broadcast messages to whole class in one go | |
| | | 6 Can view how much course is completed | |
| | | 7 Can view their teaching performance and improve. | |
| | | 8 Can view their attendance, check-in/check-out time | |
| | | 9 Can apply / submit their own leave | |
| 3 | Dashboard for Management | 1 Provide Statistical analysis | |
| | | 2 Realtime attendance visibility for Students and Staff | |
| | | 3 Teacher's performance analysis | |
| | | 4 Discount categories visibility | |
| | | 5 Parents Logs | |
| | | 6 Daily/Monthly fee collection visibility | |
| | | 7 Outstanding Fee / Defaulters information | |
| | | 8 Customized Reports | |
| 4 | Communication & Engagements | 1 Push Notification | |
| | | 2 Auto-generated email alerts | |
| | | 3 Students / parents and teachers communication chat logs | |
| | | 4 Complaint managements and resolve status | |

END of Android Mobile Apps, Dashboard and Communication/Engagements

Summary of attainment score on next page

Stage-2.1-B

Summary of attainment Score against the “Scope of work”

| Sr. No. | Module | Total Number of Features | 80% Threshold for qualifying for Stage 2.1 B |
|--------------|----------------------------------|--------------------------|--|
| 1 | Academic Management Module | 79 | 63 |
| | Human Resource Management Module | 49 | 39 |
| 2 | Payroll Management Module | 26 | 21 |
| 3 | Finance Management Module | 22 | 18 |
| 4 | Fees Management Module | 14 | 11 |
| 5 | General Requirement Module | 18 | 14 |
| 6 | Mobile Apps, Dashboard & etc. | 29 | 23 |
| Total | | 237 | 189 |

2.1 C) PoC (Proof of Concept) / Live Demonstration”

Parties who will qualify in stage two will be given two weeks time to prepare for demonstrate the proof of concept to the “Technical Committee” of the PAAS&C. Two hours time will be given to each bidding firm for showcasing their live solution. The Technical Committee will award marks from the above mentioned scope of work for each module after satisfactory demonstration as per following table

Proof of Concept Marking for Stage -2.1-C

| Sr. No. | Module | Total Number of Features | 90% Threshold for qualifying for Stage 2.1-C |
|--------------|----------------------------------|--------------------------|--|
| 1 | Academic Management Module | 79 | 71 |
| | Human Resource Management Module | 49 | 44 |
| 2 | Payroll Management Module | 26 | 23 |
| 3 | Finance Management Module | 22 | 20 |
| 4 | Fees Management Module | 14 | 13 |
| 5 | General Requirement Module | 18 | 16 |
| 6 | Mobile Apps, Dashboard & etc. | 29 | 26 |
| Total | | 237 | 213 |

Financial proposal of the firms will be opened in presence of representatives of the bidding firms who will qualify in stage 2.1-C of technical evaluation.

2.2 Stage 2.2 — Financial Evaluation

$$\text{Financial Score} = \left(\frac{\text{Lowest Bid}}{\text{Bid of Firm}} \right) \times 100$$

QCBS Weightage

- Technical Score: **75%**
- Financial Score: **25%**

2.3 AWARD OF CONTRACT (Technical and Financial Award Criteria)

The evaluation of bids shall be carried out based on a **Quality and Cost Based Selection (QCBS)** methodology, wherein **technical evaluation will carry 75% weightage** and **financial evaluation will carry 25% weightage**. The contract shall be awarded to the bidder achieving the **highest combined weighted score**, calculated as per the following formula:

$$\text{Weighted Score} = (\text{Technical Score} \times 0.75) + (\text{Financial Score} \times 0.25)$$

Technical Evaluation (75%):

- Only those bidders who meet the mandatory eligibility requirements shall be technically evaluated.
- Technical evaluation shall be carried out based on predefined criteria and scoring parameters as mentioned in clause 2 and successful **Proof of Concept (PoC)** demonstration.
- A minimum technical score of **75%** will be required to qualify for financial evaluation.

2. Financial Evaluation (25%):

- Among technically qualified bidders, the financial proposals shall be opened and evaluated.
- The lowest evaluated bid shall be awarded a financial score of **100**. All other bids shall be assigned proportionate scores using the following formula:

Final Award:

- The bidder with the **highest weighted score** shall be recommended for award of contract for **three (3) years**, extendable based on performance and mutual consent
- In case of a tie in weighted scores, the bidder with the higher technical score shall be given preference

3. GENERAL CONDITIONS OF CONTRACT

3.1 Contract Effectiveness and Enforcement:

Upon signing by both parties, the contract shall become legally binding. The successful bidder (hereinafter referred to as the “Contractor”) shall be obligated to fulfill all duties and responsibilities outlined in the RFP and bid proposal, including post-go-live support.

3.2 Commencement of Work:

The Contractor shall commence project activities within seven (07) working days from the issuance of the Letter of Intent (LOI) or work order or Contract Award Notification, whichever is earlier. Failure to mobilize within this period may result in contract annulment and forfeiture of bid security.

3.3 Project Duration:

The total contract period shall encompass three major phases:

- Deployment
- Training and Documentation
- Post-Go-Live Support Period
- Continuous support during working hours/working days.

3.4 Payment Terms and Milestones:

Payments shall be made promptly by the Procuring Agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. The currency of payment is Pak. Rupees.

3.5 Taxes and Duties:

All applicable taxes, including Withholding Tax, Sales Tax (SRB & FBR), and stamp duties, shall be borne by the Contractor. PAAS&C will deduct applicable taxes at source as per government regulations.

3.6 Bid Security Requirements

Bidders must submit a Bid Security equal to 2% of the total bid amount, in the form of a Pay Order or Demand Draft drawn in favor of "PAAS&C" Technical Education & Vocational Training Authority." Bid security of unsuccessful bidders shall be returned within 28 days of contract signing or procurement cancellation.

3.7 Amendment and Interpretation

No changes to the scope, pricing, or schedule will be accepted unless approved in writing by PAAS&C. All clarifications, amendments, or additions will be issued through official addenda.

3.8 Subcontracting

Subcontracting is not permitted without prior written approval from PAAS&C. The Contractor remains fully liable for all deliverables, including those executed by subcontractors.

3.9 Performance Guarantee

The successful bidder shall provide a Performance Guarantee equivalent to 5% of the contract value, valid until the end of the post-go-live support period. Acceptable instruments include bank guarantees.

3.10 Force Majeure

In cases of unforeseen events such as natural disasters, political unrest, or pandemics, either party may request an extension or exemption under the force majeure clause, subject to mutual agreement.

3.11 Governing Law and Jurisdiction

This contract shall be governed by the laws of Pakistan. Jurisdiction for any disputes arising shall be vested in courts located in Karachi, Sindh.

4. SPECIAL CONDITIONS OF CONTRACT

This section outlines critical project-specific obligations, protections, and rights governing the selected vendor (hereinafter referred to as "the Contractor") beyond the general terms. All provisions are mandatory and legally binding under the signed agreement.

4.1 Deliverables

- Fully functional SaaS
- Mobile apps (Android)
- Training sessions for staff
- User manuals and video tutorials / documentation
- SLA & support services on demand
- Data migration.

4.2 Terms and conditions

- PAAS&C reserves the right to accept or reject any proposal.
- No advance payment unless allowed under procurement rules.
- All data remains the property of PAAS&C.
- Vendor must ensure confidentiality and compliance with applicable laws..

5. Pre-Bid Meeting

Pre-Bid Meeting will be held on _____ 2026 in the office of Administrator PAAS&C at 11.00 am. Interested firms may participate for any clarification.

6. Financial Proposal

Financial Proposal Shall be submitted as per following format on company letter head with covering letter as per template

7.1 Cost of project

| Sr. No. | Module | Cost of Project under Cloud / SaaS terms |
|---------|----------------------------------|---|
| 1 | Academic Management Module | Package offer including a) One time Setup Cost b) Monthly/Quarterly recurring service charges. c) Annual maintenance cost. d) Training and e) support on same day basis. f) Customization Cost (if any) g) Govt Taxes. h) Prices should be in PKRs. |
| | Human Resource Management Module | |
| 2 | Payroll Management Module | |
| 3 | Finance Management Module | |
| 4 | Fees Management Module | |
| 5 | General Requirement Module | |
| 6 | Mobile Apps, Dashboard & etc. | |

7. Forms Shall be part of Contract

Following Forms shall be mandatory part of the Contract after Letter of Intent (LoI) is issued.

8.1 Integrity Pact Sample available on PPRA website

8.2 Contract Agreement

Contract agreement draft will be printed on revenue stamp of appropriate value and the revenue stamps will be affixed by the successful bidder as per Sindh Revenue Act. Non-Disclosure Term (NDA) and other Cyber Laws shall be part of the contract agreement. After sale warranty shall also be added. The draft agreement is subject to the approval of the PAAS&C.

FINANCIAL PROPOSAL / OFFER

For provision of a cloud / SaaS based School / Education Management Solution

PAA SCHOOLS & COLLEGE

Administrator, PAA Schools & College, JIAP Karachi, having over 5,000 students and 450 staff members across seven campuses in Karachi, Lahore, and Hyderabad, invites proposals from qualified, experienced, and financially sound firms/companies for the provision of a cloud/SaaS-based School/Education Management System. The system should effectively automate academic, administrative, financial, and communication operations across all campuses. Eligible firms/companies must have a minimum of five (05) years of relevant and unblemished experience, in accordance with PPRA Rule 36(b). Proposals are invited, on a Pak Rupees basis, from bidders registered with the PSEB, Income Tax and Sales Tax Departments (where applicable), holding valid tax registration certificates, and appearing on the Active Taxpayer List (ATL) of the FBR/EPADS system

1. Name of Firm / Company : _____

2. Complete Address : _____

3. Cell Number & email address : _____

4. National Tax Number : _____

In Figures

In Words

Charges Per Student
(inclusive of all taxes)

Rs. _____

Rs. _____

Signature
Duly stamped and date

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

| Procuring Agency | Value | Year | Goods/Services Supplied | Country of Destination |
|------------------|-------|------|-------------------------|------------------------|
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Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

| <input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration- <input type="checkbox"/> Not debarred due to non-performance | | | |
|--|---------------------------------------|--|---|
| Year | Non-performed portion of contract | Contract Identification | Total Contract Amount (current value, currency, exchange rate and PKR equivalent) |
| <i>[insert year]</i> | <i>[insert amount and percentage]</i> | Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i> | <i>[insert amount]</i> |
| Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements | | | |
| <input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below. | | | |
| Year of dispute | Amount in dispute (currency) | Contract Identification | Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate) |

| <i>[insert year]</i> | <i>[insert amount]</i> | Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i> | <i>[insert amount]</i> |
|--|---|---|---|
| <input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below. | | | |
| Year of award | Outcome as percentage of Net Worth | Contract Identification | Total Contract Amount (currency), PKR Equivalent (exchange rate) |
| <i>[insert year]</i> | <i>[insert percentage]</i> | Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i> | <i>[insert amount]</i> |

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

| Type of Financial information in (currency) | Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent) | | | | |
|--|--|--------|--------|--|--|
| | Year 1 | Year 2 | Year 3 | | |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) | | | | | |
| Total Liabilities (TL) | | | | | |
| Total Equity/Net Worth (NW) | | | | | |
| Current Assets (CA) | | | | | |
| Current Liabilities (CL) | | | | | |
| Working Capital (WC) | | | | | |
| Information from Income Statement | | | | | |
| Total Revenue (TR) | | | | | |
| Profits Before Taxes (PBT) | | | | | |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities | | | | | |

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

| Annual Turnover Data | | | |
|---|--|---|-----------------------|
| Year | Amount Currency | Exchange rate* (If applicable) | PKR equivalent |
| <i>[indicate calendar year]</i> | <i>[insert amount and indicate currency]</i> | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Average Annual Turnover ** | |

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.