

REQUEST FOR PROPOSALS

No: F. 1(6)/Admin/DGRE/2024

National Competitive Bidding

Single Stage Two Envelope

FOR

**PROVISION OF SUPPORT STAFF (DRIVER, OFFICE BOY, GUARD,
SWEEPER)**

TO

**DIRECTORATE GENERAL OF RELIGIOUS EDUCATION (DGRE)
AT HEAD OFFICE & REGIONAL OFFICES**



**Ministry of Federal Education & Professional
Training**

**Directorate General of Religious
Education (DGRE)**

**Sector G-8/4, Taleemi Chowk, Jhelum Road, Islamabad
(051) 9261131**

Submission date for sealed proposals: 31-07-2025 by 12:00 PM

Opening of proposals on 31-07-2024 by 12:30 PM

Government of Pakistan
Ministry of Federal Education & Professional Training
Directorate General of Religious Education (DGRE)
Islamabad
F.1(6)/Admin/DGRE/2024

“REQUEST FOR PROPOSALS”
(PROVISION OF SERVICES THROUGH OUTSOURCING)

1. Directorate General of Religious Education (DGRE) invites “Sealed Proposals” on “Single Stage Two Envelope Procedure” from reputable Service Providers/ Firms, who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department having GST/ NTN Numbers for “Provision of services in following categories for deployment in DGRE Head Office Islamabad & Regional Offices in different cities of Pakistan”:

Staff Required for DGRE Head Office & Regional Offices (Nos)	Driver	Office Boy	Guard	Sweeper	Total
	9	9	18	13	49

2. The Proposals must be submitted through EPADS along with original RFP documents, properly filled in, and enclosed in sealed envelope(s) must be delivered to the address as given below on or before 31st July 2025 by 1200 hours. The technical Proposal will be opened on the same day at 1230 hours.
3. RFP Notice is available at EPADS, DGRE’s and PPRA’s website. RFP documents can also be collected from the address mentioned below before close of office hours or can be downloaded from the website of DGRE (www.dgre.gov.pk) / EPADS (www.eprocure.gov.pk).
4. DGRE will not entertain any proposal, not submitted through EPADS.
5. DGRE reserves the right to accept any or cancel / reject all proposals as per PPRA Rules 2004.

Director Admin & Coordination
Directorate General of Religious Education (DGRE)
Sector G-8/4, Taleemi Chowk, Jhelum Road, Islamabad
(051) 9261131-33

INTRODUCTION:

Directorate General of Religious Education (DGRE) under the Ministry of Federal Education & Professional Training located at Islamabad along with 16 Regional Offices all over the Pakistan

OBJECTIVE:

The interested bidders will provide 49 staff members for deployment in the DGRE Head Office and Regional Offices in all over Pakistan.

MANDATORY CRITERIA:

Bidder which meets the following **eligibility criteria/ mandatory requirements** would be declared responsive. Joint venture not allowed. Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification: -

- a) Proof of Certificate of Incorporation or Registration with SECP with minimum 10 years of business doing in Pakistan.
- b) The bidder should be registered with relevant Tax authorities FBR and should be on active tax payers list.
- c) Bidder shall complete all the terms & conditions of this Bidding Document.
- d) Positive Net Worth of the bidder as on closing of last fiscal year and same shall be reflected in the Audited Accounts and income tax returns.
- e) Affidavit on stamp paper that the Firm/agency has never been blacklisted/debarred by any Government, Semi Government and Autonomous body.
- f) Affidavit on stamp paper that the Firm/agency has never any active or past litigation at any court of law.
- g) Proof of Social Security registration of the company.
- h) Five Work Orders/Agreements of similar Nature work with Government/Semi Government department, Multinational Companies.
- i) The Bidder shall furnish a (refundable) bid Security of PKR: 0.5 Million in shape of Call Deposit Receipt in favor of Director Finance, Directorate General of Religious Education (DGRE). The bid security of the successful bidder shall be retained as a performance guarantee for the contract period.
- j) Local Office in Islamabad is mandatory.

VALIDITY OF BIDS:

Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

ALTERNATE BIDS:

Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s)/

proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straight away.

SUBMISSION OF BIDS/OFFERS:

Sealed bids/offers both the proposals i.e. Technical Proposal and Financial Proposal shall be submitted on or before 31st July 2025 @ 1200 hrs on the address given in advertisement.

Any bid submitted/ received late, shall not be considered at any stage and shall be returned un-opened.

OPENING OF BIDS:

The Technical Proposals shall be opened on Thursday, 31st July 2025 @ 1230 hrs. at Directorate General of Religious Education (DGRE) Sector G-8/4, Taleemi Chowk, Jhelum Road, Islamabad.

The Financial Proposal shall be retained unopened in the custody of Directorate General of Religious Education (DGRE) and shall be opened of the technically qualified bids having the minimum qualifying points/ marks of 80% or more, at a time, date and venue announced and communicated to the bidders in advance.

EVALUATION OF BIDS:

Bids/Offers including Technical Proposal/Financial Proposals to be evaluated by the Procurement Committee constituted by the DGRE for the purpose. The Committee may seek the clarification from the bidder. The Bids/Offers shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record/ documentary evidence submitted by the bidder.

FINANCIAL PROPOSAL EVALUATION:

Technically qualified/successful firms shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance. Financial Bids / Proposals of Technically disqualified/ rejected bidders will not be opened and sealed envelope shall be returned to the bidder.

ANNOUNCEMENT OF BID EVALUATION REPORT:

Bids/Offers including Technical Proposal/Financial Proposals to be evaluated by the Committee constituted by the DGRE for the purpose. The Bid Evaluation Report shall be announced and shall be hoisted on websites of the PPRA and Procuring Agency as per PPRA rules 2004 amended time to time.

BID SECURITY:

The Bidder shall enclose the **Bid Security amounting to Rs. 0.5 Million** in the shape of Deposit at Call or Pay Order or Demand Draft in favor of Director Finance, Directorate General of Religious Education (DGRE). The Bid Security shall be attached with the Technical Proposal. The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid and Bid security of Successful

bidder will retain till the expiry of contract.

**TERMS OF REFERENCE (TOR'S)
OF PROVISION OF SUPPORT STAFF (DRIVER, OFFICE BOY, GUARD,
SWEEPER)**

1. Staff standard:
 - i. Civilian Pakistani Nationals.
 - ii. Education: at least Primary
 - iii. Age: should be 25-50 years of age
2. The Service Provider will provide Service 05 days a week from 08:30 am to 04:30 pm
3. The Service Provider will provide Staff in the offices of DGRE as mentioned below;-

Sr. No.	HO/Region	Driver	Office Boy	Guard	Sweeper	Total
1	Islamabad Head Office	3	3	2	2	10
2	Lahore Region	2	1	2	1	6
3	RWP/ICT Region	1	1	2	1	5
4	Multan Region	0	0	0	1	1
5	Hyderabad Region	1	1	2	1	5
6	Sukkur Region	0	0	0	1	1
7	Swat Region	0	0	2	1	3
8	Quetta Region	0	0	0	1	1
9	Khuzdar Region	1	1	2	1	5
10	Loralai Region	0	0	2	1	3
11	Muzaffarabad Region	0	0	2	1	3
12	Mirpur Region	1	1	2	1	5
13	D.I. Khan Region	0	1	0	0	1
Total		9	9	18	13	49

4. The Service Provider will provide the Staff in DGRE Head Office and Regional Offices as mentioned above.
5. Service Provider firm/Company is fully responsible in case of misconduct caused by the deployed staff.
6. In case of an emergency, the Service Provide back up at desired location(s) of DGRE in different offices.
7. Staff deployed by the Service Provider will carry their Service Cards duly issued / attested from the Service Provider firm along with NADRA CNIC Cards, whenever placed for duty or replaced
8. Daily attendance of the staff will be marked in the register at the point in respective offices.
9. The Service Provider will be responsible to introduce a staff to the person in- charge of at Head Office and Respective Offices.
10. The Service Provider shall provide the list of reserve staff out of which replacement of removed/absence/left staff would be made done.

BIDDING PROCEDURE:

Bids are invited as per Single Stage – Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Public Procurement Regulatory Authority (PPRA) rules, 2004 amended time to time.

INSTRUCTIONS TO THE BIDDERS:

- i. Bidder must read all the contents of this document and understand all the requirements.
- ii. Bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion.
- iii. Bid Security in shape of Demand Draft amounting to **Rs. 0.5 Million in favor of Director Finance, Directorate General of Religious Education (DGRE) Islamabad** shall be inserted in the Technical Proposal.
- iv. There should not be any over-writing, double writing, crossed, additional conditions.
- v. Rates shall be quoted clearly in digits as well as in words.
- vi. Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
- vii. Bids shall be submitted in accordance with Single stage – Two Envelope Procedure. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- viii. Bidder shall prepare two separate envelopes for Technical as well as Financial Proposal.
- ix. Bidder(s) must write the “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” on the face of relevant sealed envelopes containing relevant bid/offer in it.
- x. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected / non- responsive.

LIST OF DOCUMENTS TO BE ENCLOSED:

- a) Bidder(s) must ensure that the following documents are enclosed with the **Technical Proposal**.
- b) Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions;
- c) Attested copy of NTN / Firm Registration Certificate, Sales Tax Registration Certificate(s);
- d) Attested copy of CNIC of signatory of the Bid Form/Price Schedule;
- e) Affidavit on stamp paper duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government.
- f) Affidavit on stamp paper duly notarized to the effect that bidder is not awarded any punishment from any Court of Law.

- g) Bidder(s) must ensure that the following documents are enclosed with the **Financial Proposal**:
- h) Price Schedule duly filled in all respect clearly quote the price.
- i) All payments/ transaction shall be made in Pakistani Rupees (PKR) only.
- j) Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. DGRE shall make payments after deduction of all applicable taxes.

TECHNICAL PROPOSAL EVALUATION CRITERIA

	Evaluation Parameters/Sub-parameters	Maximum Points
1.	Registration of the Company (Credible documentary evidence must be provided)	Max. 10
1.1	Security Exchange Commission of Pakistan (SECP)	2.5
1.2	ISO Certifications ISO 9001, ISO 45001 and ISO 27001 (Each Certification = 2.5 Marks)	7.5
2.	Past experience for Provisioning of HR Services Projects in Federal Government in last 5 years of more than 200 Resources (Credible documentary evidence must be provided i.e. Contract or Work Order)	Max. 20
2.1	5 or more projects	20
2.2	2 to 4 projects	10
2.3	1 project	05
3.	Current Projects (In hand) for Provisioning of HR Services having worth of 250+ Million; (Credible documentary evidence must be provided i.e. Contract or Work Order)	Max. 20
3.1	5 or more projects	20
3.2	2 to 4 projects	10
3.3	1 project	05
4.	Average Annual Turnover during the last 03 financial years (As per ITR/ Audited Statements of Accounts OR Bank Statement must be provided)	Max. 30
4.1	PKR 500 Million and above	30
4.2	PKR 400 Million and above	20
4.3	PKR 250 Million and above	10
TOTAL POINTS		80

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs. In order to qualify, the

Acceptance Criteria

As per PPRA Rule 36(b) - Single Stage-Two envelope procedure, the proposals will be evaluated technically first. The Technical and Financial Proposals shall have allocated 80 and 20 percent respectively. In Evaluation of Technical Bids 80% of total marks are the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of 100 marks and formulae of financial bids evaluations will be as follows.

Technical Proposal (T) = 80% Marks. (64 are qualifying marks out of 80 Marks)

Financial Proposal (F) = 20% Marks.

Total (T+F) = 100% Marks.

Overall evaluation shall be carried out based on weighted average methodology wherein Technical evaluation will carry 80% and financial evaluation will carry 20% weightage respectively.

Technical Proposal Weighted = $S_T * 80\%$

S_T = Technical Score of Proposal under evaluation

Price Proposal Weighted

$P_s = (F_m/F * 100) * 20\%$

F_m = Lowest Price proposal under Evaluation

F = Price Proposal under evaluation

Combined Score for determination of Ranking

$S_c = T_s + P_s$

BID FORM / PRICE SCHEDULE

(To be submitted on Official Letterhead of the company duly Signed & Stamp)

S #	Provision of Staff at DGRE Head Office & Regional Offices	Quantity	Unit Price inclusive of all taxes (monthly)	Total Price inclusive of all taxes (monthly)
1	Driver	9 Nos		
2	Office Boy	9 Nos		
3	Security Guard	18 Nos		
4	Sweeper	13 Nos		
Total		49 Nos		

Note:

1. Minimum wage rate must be complied.
2. Price must be inclusive of EOBI, Social Security, GLI and all applicable taxes.
3. Evaluation for award of contract would be on the basis of accumulated total / whole lowest price
4. If bidder not complied with the statutory payments shall be considered as financially disqualified.
5. Income tax and sale tax shall be charged on the services charges excluding wage rate.

Signature: _____

Name: _____

C.N.I.C : _____

Designation: _____

Company Name: _____

Address: _____

Contact No.: _____

E-mail Address: _____

General Conditions of Contract

Contract:

The Directorate General of Religious Education (DGRE) shall, send the Contract, to the successful Tenderer for a period of three years, which is further extendable for a period of two years on mutual consent of both the parties. Within ten working days of the receipt of such Contract, the Tenderer shall sign and date the Contract.

Contract Documents and Information:

The Service Provider shall not, without the DGRE prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the DGRE in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

Contract Language:

The Contract and all documents relating to the Contract, exchanged between the Service Provider and the DGRE, shall be in English. The Service Provider shall bear all costs of translation to English and all risks of the accuracy of such translation.

Price:

The Service Provider shall not charge prices for the services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Service Provider in the Price Schedule (Financial Bid).

Assignment / Sub contract:

The Services will not assign or sub-contract its obligations under the Contract, in whole or in part.

Extensions in time for performance of obligations under the Contract:

If the Service Provider encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Service Provider shall, by written notice served on the DGRE, promptly indicate the facts of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of such notice, the DGRE shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Service Provider with a copy to the Client, extend the Service Provider's time for performance of its obligations under the Contract.

Termination for Default:

If the Service Provider fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract, or engages in any illegal activities, the DGRE may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served to the Service Provider, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Service Provider; provided that the termination of the Contract shall be resorted to only if the Service Provider does not cure its failure/ delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

