

## Request for Proposals (RFP)

### DATA ENTRY AND ANALYSIS SERVICES

The Directorate of Curriculum and Teacher Education (DCTE) Elementary & Secondary Education Department, invites tender for the **Data Entry and Analyses Services for Three Sample Based Assessment Studies; (1) Student Assessment of Grade 2 Children, (2) Teacher Competency Survey, and (3) Teacher Content Knowledge:**

General Terms and Conditions for the bidder are as follow:

1. The detail bid documents can be downloaded from [www.kpese.gov.pk](http://www.kpese.gov.pk).
2. Firm applying must be registered with all relevant bodies as required under the law of Pakistan. Which include but not limited to:
  - FBR for Income Tax / and Sales Tax
  - The firm must be present in Active Tax Payer List (ATL)
3. Firm applying should have sufficient financial, technical and human resources to complete the project within prescribed time limit on the finalization of contract;
4. Each bidding firm will provide an undertaking on the stamp paper that;
  - The firm is not black listed or defaulter in any public sector procurement in the last 3 years.
  - The firm is not defaulter of any Scheduled Bank.
5. The bidders are required to submit the bids under **Single Stage Two Envelops** procedure.
6. **“Data Entry and Analysis Services for Sample Based Assessments in Khyber Pakhtunkhwa”** must be mentioned on the sealed envelope(s) containing the bid.
7. Bids should be valid up to a minimum period of **90 days**;
8. Rates quoted must include all kind of levies/ taxes and auxiliary charges (such as delivery charges at site or freight charges and also assumed to be included in the offered/ quoted price);
9. All Kind of taxes/duties applicable by Government shall be charged as per the directives of the Government issued from time to time;
10. Quotations/bids (both Technical and Financial) in two separate sealed envelopes must reach to the office of the undersigned by **1200 hours on 08/03 /2018 and** will be opened on the **same day 1400 hours** in the presence of supplier/bidder or their authorized representatives who wishes to attend.
11. Each and every page of the Original Tender Document duly signed and stamped by the authorized person of the Bidding firm.

12. Bids/ quotations received after fixed date and time will not be accepted/ entertained.
13. Incomplete, defective, and Bids not conforming to the Bid documents shall be liable to rejection.
14. The procurement entity reserves the right to reject any or all quotations under KPPRA rules 2014 with valid reasons.
15. The Bid notice is available on the website of Khyber Pakhtunkhwa Elementary and Secondary Education Department <http://kpesse.gov.pk/> and also on the KPPRA website <http://kppra.gov.pk/>.

The Bid evaluation criterion is included in the detail bid document. The procurement shall be made under Khyber Pakhtunkhwa Procurement of Goods, Works and Services Rules, 2014.

Procuring Entity reserves the right to cancel the process at any stage and reject any or all the Bids with assigning valid reason thereof and without being liable for any claim / compensation of any nature whatsoever. In case of any dispute the decision of the Competent Authority shall be final and shall not be challenged.

**Note: Errors / Omissions are subject to rectification.**

**Additional Director**  
**(Assessment & Evaluation)**  
**Curriculum and Teachers Education (DCTE),**  
**College Road, Mandian, Abbottabad.**  
**Email: [dcte-kpk@hotmail.com](mailto:dcte-kpk@hotmail.com)**  
**0992-382634/ 0992-384278**  
**Fax: 0992-381527**  
**[www.kpesse.gov.pk](http://www.kpesse.gov.pk)**