

F.08-01/2021-NEAS/D.E NAT-2019
GOVERNMENT OF PAKISTN
MINISTRY OF FEDERAL EDUCATION
AND PROFESSIONAL TRAINING
NATIONAL EDUCATION ASSESSMENT SYSTEM (NEAS)
PLOT NO. 35, SECTOR H-9, ISLAMABAD

TENDER DOCUMENT – EDUCATIONAL DATA ENTRY

SPECIFICATIONS

Data entry of various assessment tools of National Achievement Testing (NAT) 2019 of NEAS, Ministry of Federal Education and Professional Training (MOFEPT), Islamabad.

S.No	Description	Grade	No.s of Booklets	No.s of Entries/ Record	Total Number of Entries
A	B	C	D	E	F (D X E)
1	Urdu/Sindhi Reading A	8	1914	59	112926
2	Urdu/Sindhi Reading B	8	1914	59	112926
3	Urdu/Sindhi Reading C	8	1914	59	112926
4	Urdu/Sindhi Writing A	8	1914	30	57420
5	Urdu/Sindhi Writing B	8	1914	30	57420
6	Urdu/Sindhi Writing C	8	1914	30	57420
7	English Reading A	4	1834	43	78862
8	English Reading B	4	1834	43	78862
9	English Reading C	4	1834	43	78862
10	English Writing A	4	1834	28	51352
11	English Writing B	4	1834	28	51352
12	English Writing C	4	1834	28	51352
19	Science A - Urdu, Sindhi & English	4	1883	49	92267
20	Science B - Urdu, Sindhi & English	4	1883	49	92267
21	Science C - Urdu, Sindhi & English	4	1883	49	92267
28	Mathematics A - Urdu, Sindhi & English	8	1925	46	88550
29	Mathematics B - Urdu, Sindhi & English	8	1925	46	88550
30	Mathematics C - Urdu, Sindhi & English	8	1925	46	88550
37	Social Studies A - Urdu, Sindhi & English	4	1413	47	66411
38	Social Studies B - Urdu, Sindhi & English	4	1413	47	66411
39	Social Studies C - Urdu, Sindhi & English	4	1413	47	66411
40	Social Studies D - Urdu, Sindhi & English	4	1413	47	66411
49	TA Manual	4	200	940	188,040
50	TA Manual	8	200	669	133,800
51	Head Teacher Questionnaire	4 & 8	440	156	68640
52	Teacher Questionnaire	4	670	180	120600
53	Teacher Questionnaire	8	450	161	72450
54	Parent Student Questionnaire - Urdu & Sindhi	4 & 8	10,750	131	1408250

BILL OF QUANTITY

(To be printed on letterhead of the bidding firm)

Reference advertisement printed and displayed on MOFEPT and PPRA's websites on dated _____ inviting BID for the data entry and basic analysis of various assessment tools of NAT-2019 of National Education Assessment System (NEAS), Ministry of Federal Education and Professional Training as per following specifications and rates quoted therein separately in Technical and Financial Proposals:-

S. No	Description	Grade	No.s of Booklets	No.s of Entries/Records	Total Number of Entries	Rate per Entry	Total
A	B	C	D	E	F (D x E)	G	H (F x G)
1	Urdu/Sindhi Reading A	8	1914	59	112926		
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GENERAL TERMS AND CONDITIONS OF CONTRACT

Note: Please read the following instructions carefully. Bound to accept work orders issued during the current financial year 2021-21 (ending 30th June, 2021) on the tendered rates for completion of data entry within 35 days as per assessment schedule. In this connection, a formal agreement shall be signed by the successful bidder with the Ministry of Federal Education and Professional Training Islamabad.

1. Documents attached:-

- i. Company profile with list of its recent clients in chronological order.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Sales Tax Registration Certificate of the firm.
- iv. Earnest money not exceeding 2% of quoted price in the shape of Bank Draft/ Pay Order bearing No. _____ dated: _____
- v. Drawn at (bank name & address for Rs. _____ in favour of “**The National Coordinator, NEAS, Ministry of Federal Education and Professional Training, Islamabad**” (Refundable to the unsuccessful bidders), Cheques will not be accepted.
- vi. An affidavit on stamp paper (Rs.100/-) that the firm/company is not blacklisted from any Government / Semi-Government / Non-Government Organization.

2. OPENING OF COMPETITIVE BIDS:

The bids will be opened on 16.02.2021 at 10.00 a.m. in the presence of bidders (**Single Stage – one envelope procedure will be adopted**).

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- ii. The envelopes shall be marked at the right hand side of envelop as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
- iii. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirement;
- iv. During the technical evaluation no amendments in the technical proposal shall be permitted;
- v. The financial proposals of bids shall be opened publically at a time, date and venue announced and communicated to the bidders in advance;
- vi. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technical non-responsive shall be returned un-opened to the respective bidders; and
- vii. The bid found to be the lowest evaluated bid shall be accepted.

3. REJECTION OF THE BID:

- i. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored.
- ii. No offer shall be considered if:
 - Received without earnest money.
 - Received after the time and date fixed for its receipt.
 - Tender/ Bid is un-signed.
 - Offer is ambiguous.
 - Offer is conditional.
 - Offer is from the firms who are black listed/suspended by any Government department.
 - Offer is received by telegram/ fax/ e-mail.
 - Offer is received with shorter validity than required in the tender enquiry.
 - Offer is for items/stores do not conform to the specifications indicated in the enclosed list.
 - MOFEPT further reserves the right to accept or reject any or all tenders without assigning any reason.

4. TAXES:

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The MOFEPT will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the activity or part thereof are exempt from levy of any tax, the bidder shall provide valid exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

5. BINDING:

- The firm should have experience up to 3 years in data entry in MS, Excel and Statistical Package for Social Science (SPSS) and other similar software.
- Data entry phase will include preparation of data entry files, editing, merging, scoring, screening and cleaning of data entered to ensure its quality.
- All entered tools will be placed in a one file as well as the required merging in combined format (finally all entered data in one file).
- Each variable will be clearly identified.
- The assigned batch and serial numbers/codes of each case will also be entered.
- Before awarding the contract to the selected firm 05-10 cases will be given on trial basis for approval as per description mentioned above in “General Terms and Conditions Clause 5 (i, ii,iii,iv and v).

- After entry and editing/ cleaning, the entire data will be converted into SPSS format and will be returned through data travelers/ CDs.
- After handing over the assessment tools, the process of computerization of data (data entry and basic statistical analysis i.e., range checks, data screening and descriptive) is to be completed within 5 weeks (35 days). The output of entered data will be needed in SPSS form, both on hard copy and electronic form.
- The data is secret/confidential. The selected firm will have to ensure the secrecy/confidentiality of the data. Moreover, the selected firm will not be allowed in any case to use this data for any other purposes. The data sheets and background questionnaires must be returned to this Ministry after data entry within 05 working days.
- The achievements tests, background questionnaires (Students/Parents, Teachers and Head Teachers) and Test Administrator Manuals will be entered directly from the booklets. The Urdu/Sindhi writing at Grade 4 and English writing at Grade 8 levels will be entered from coding sheets.
- 25% of the entered data will be checked by the supervisors/experts of the firm and a certificate in this regard will be submitted by the selected firm after completion of the task.
- If the firms fail to satisfy the client then the earnest money will be confiscated and the contract will be given to the 2nd, 3rd and 4th lowest bidder. However, clause (i) to (v) will also be applicable on the 2nd and 3rd lowest bidder.
- The firm shall provide the company profile mentioning the previous experiences in Educational data entry with the Government/ Semi Government and donors (if any) and also mentioned the professional / technical and human and financial qualification as per criteria mentioned at **Annex ‘A’**.
- The payment will be made after the completion and handing over data and booklets to NEAS, Ministry of Federal Education.

6. Delivery of Data :

The firm / company/ organization/ individual will be liable to collection of tools from NEAS and return to same to NEAS office.

7. PAYMENT:

The payment for the supplies made by the successful bidder shall be released within 30 working days possibly of the receipt of invoice through crossed cheque issued by AGPR, islamabad provided that:-

- The invoice is complete, accurate and the entire satisfaction of the procuring agency/client;
- Data are delivered according to the instructions of the NEAS, MOFEPT.
- Satisfactory inspection report is provided by the experts of NEAS, MOFEPT so as to specifications/requirements.

- The final payment will be paid against the actual number of entries / booklets after verification.
- The payment will be in installments as per schedule (**Annex-B**).
- All payments shall be made in Pak Rupees.

8. ARBITRATION:

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Purchase Committee of NEAS, MOFEPT. The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law. A specimen of the Affidavit regarding arbitration is enclosed.

9. PENALTY:

For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under:-

- If the selected firm will not complete the task within 35 days according to given assessment schedule, deduction will be made on daily basis from the final bill of the firm @0.5% per day of the total payable amount for first seven days and @1.0% per day for subsequent number of days.

UNDERTAKING:

We undertake and declare that:-

- The company/ firm has never been black listed by Government/ Semi-Government department or agency and is not involved in any litigation with either department/ agency etc.
- The company/ firm is in the business for the last ___ years and enjoys good reputation/ market standing.
- The quoted prices include all taxes, transportation and cost of installation etc.
- The quantity of above items can be increased and decrease.
- The prices are valid up to 30th June, 2021.

We understand that:-

- Ministry of Federal Education and Professional Training reserves the right to accept or reject our bid and we undertake not to question the decision of Ministry of Federal Education and Professional Training in this regard.
- The earnest money amounting to Rs. _____ submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above.

**Signature & Stamp of
Authorized Agent**

Government of Pakistan
Ministry of Federal Education
& Professional Training
National Education Assessment System (NEAS)
Plot No. 35, Sector H-9, Islamabad

FORM OF AGREEMENT

This agreement is made the _____ of _____ between the Ministry of Federal Education and Professional Training , Islamabad hereinafter called the Employer of the one Part and _____ of (hereinafter called the “CONTRACTORS”) of the other Part whereas the Employer is desirous that certain works should be done viz.: _____ Completion of such works.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement viz.:
 - a) The said Tender
 - b) The General Terms and Conditions of Contract
 - c) The Specifications
 - d) The Bill of Quantities
 - e) Form of Agreement
 - f) The Annexures
 - g) Any other letter of document which has been approved by the Employer as forming part of the contract documents and which has been signed for the purpose of identification by the Employer and the Contractor.
3. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned the Contractor hereby covenant with the Employer to construct, compete and maintain the works in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the Completion and Maintenance of the Works the contract price at the times and in the manner prescribed by the Contract.

5. IN WITNESS whereof the parties hereunto set their respective hands the day and year first above written.

**Particulars of Individual, firms
/ Organization.**

**The National Coordinator
National Education Assessment System
(NEAS), Ministry of Federal Education
and Professional Training, Islamabad.**

IN PRESENCE OF FOLLOWING WITNESSES

1. _____

2. _____

FORM TECHINCAL EXPERIENCE

Projects Completed up to 03 Years

Project Name	Year of Completion	Remarks (if Any)

PAYMENT SCHEDULE

S.No	Description
1	15% payment as mobilization advance against bank guarantee.
2	30% payment will be made after the data entry and cleaning of 50% of total data.
3	30% payment will be made after the data entry of 100% of data.
4	25% payment will be made after basic analysis and handing over of data to NEAS