



**REVISED STANDARD FORM BIDDING DOCUMENTS  
FOR  
210387-SKILL DEVELOPMENT OF DEENI MADARIS STUDENTS OF  
MERGED AREAS**

Pre Bid Meeting:	2 <sup>nd</sup> September, 2025 at 11:30 AM
Last Date/Time for Submission:	22 <sup>nd</sup> September, 2025 at 11:30 AM
Bid Opening Date/Time:	22 <sup>nd</sup> September, 2025 at 12:00 PM

Senior Planning Officer  
(Member)

Section Officer Dev  
(Member Cum-Secretary)

Planning Officer-MA/IT  
(Member)

Audit & Account Officer  
(Member)

Deputy Secretary Auqaf  
(Member)

Additional Secretary  
Auqaf (Chairman)

**The Standard Bidding Documents (SBDs) have been revised in light of the decisions taken during the Pre-Bid Meeting held on 2nd September, 2025, at 11:30 a.m in the office of the Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Government of Khyber Pakhtunkhwa.**

**AUQAF, HAJJ, RELIGIOUS & MINORITY AFFAIRS DEPARTMENT**

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**APPLICABILITY OF KHYBER PAKHTUNKHWA PUBLIC PROCUREMENT OF GOODS, WORKS AND SERVICES RULES, 2014.**

This Tender Process will be governed by the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 as amended from time to time and instructions of the Government of Khyber Pakhtunkhwa received during the execution of the scheme.

**Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Tender Documents without fail. Tenders received without undertakings, valid documentary evidence and supporting documents and in the manner for the various requirements mentioned in the Tender Documents are liable to be rejected at the initial stage. The data sheets, valid documentary evidences for the critical components as detailed herein after should be submitted by the Tenderer for scrutiny. The Bidders are required to read the Tender Document and applicable laws and submit any objection thereof in writing in the Pre-Bid meeting failing which no objection shall be entertained regarding the terms and conditions of the Tender Document and the Tender Process at the later stage.

## 1. **Introduction**

The Capacity Building & Skill Development of Deeni Madaris Students and Teachers in the context of the Auqaf, Hajj, Religious & Minority Affairs Department of Khyber Pakhtunkhwa (KP) is a crucial initiative for improving the quality of religious education, expanding employment opportunities and fostering a more inclusive, modern approach to religious affairs. The students and teachers of Deeni Madaris play a pivotal role in the religious, social, and cultural fabric of society, and equipping them with relevant skills and knowledge is vital for their personal development as well as for society at large.

Auqaf, Hajj, Religious & Minority Affairs Department is planning to procure services of a Firm/Company for implementation of various activities under ADP scheme “210387-Skill Development of Deeni Madaris Students of Merged Areas” (Details provided in the **Annexure-I**).

## 2. **Instructions to the Bidder**

The following are general requirements for the vendors:

1. Bidder must provide all the services as per requirement of the project implementation otherwise penalty will be imposed in light of the tender document and KPPRA Rules, 2014.
2. Payment would be made as per terms & conditions of Contract Agreement.
3. All due taxes would be deducted from payments, as per applicable Govt. rules.
4. Bidder must quote rates inclusive of all taxes.
5. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
6. The procuring entity may reject any proposal that is vague (In terms of financial proposal) or does not adhere to these instructions.
7. Each bidder can only submit one offer/quote.
8. The request for quotation is non-transferable.
9. Bidders must quote for the entire tender and section wise quotation will not be considered. Bidders must quote for all the items in a section otherwise the bid will be considered as non-responsive.
10. The envelopes should be on the name address and contact details of the addresses and the addressors.
11. Joint venture is not allowed.
12. Arbitration, in case of any dispute/disagreement arising out of contract execution, which cannot be settled between the two parties (procuring entity and bidder), shall be governed as per Rules of Government of Khyber Pakhtunkhwa.
13. The quotation must carry the authorized signatures of the representative of the vendor.
14. The proposals should be in accordance with enclosed requirements.
15. Bid validity must be for 90 days.
16. Collusion between the bidders is strictly prohibited. Any bidder / group of bidders found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
17. The bidder / proponent must submit the proposals in sealed envelopes and as per specified procurement method "Single Stage –Two Envelopes Method".
18. Bidders are required to quote their rates on the given format as per Annexure-II

### 3. **Bid Currency**

Price/Cost of the Bid should be quoted in Pakistani Rupees only and Payment shall be made in Pakistani Rupees only.

### 4. **Letter of Authorization**

A letter of Authorization(s) from the Board of Directors or Managing Director of the Bidder organization authorizing the Bid submitting authority or a Power of Attorney should be submitted in the Technical Proposal. The Bids received without the Letter of Authorization or Power of Attorney will be rejected.

### 5. **Bid Preparation and Submission**

Bidders should examine all Instructions, Terms and Conditions and Technical Specifications as given in the Bid Documents. Failure to furnish information required in the Bid Documents or submission of Bidders not substantially responsive or viable in every respect will be at the Bidder's risk and may result in rejection of the Bid. Bidders should strictly submit the Bid as specified in the Bid Documents, failing which the Bidder will be held as non-responsive and will be rejected.

The Bid shall be addressed to "The Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Khyber Pakhtunkhwa. The Bidders or their authorized persons shall fill, sign and stamp all pages of Bid Document. The Procuring Entity will not be responsible for the errors committed in the Bids by the Bidders.

### 6. **Technical Proposal**

1. The Technical Proposal will enable the Procuring Entity to evaluate whether the Bidder is technically competent and capable of executing the order. Only those Bidders which are eligible and qualify in the Technical stage will be called for the Financial Proposal opening. The Financial Proposals of Bidders who failed in the Technical stage will not be opened.
2. The Technical Proposal should strictly NOT contain any Price/Cost indications as such otherwise the Bid will be rejected.
3. Any alterations, deletions or overwriting will be treated as valid only if they are attested by the full signature of the authorized person.
4. The proposal will be on the prescribe format of KPPRA.

### 7. **Financial Proposal**

1. All the Price items as asked in the Tender Documents should be filled in the Financial Proposal format as given in the Tender Documents. The prices quoted shall be in PAK RUPEES only. The Tender is liable for rejection if Financial Proposal contains conditional offers or partial offers.
2. The cost quoted by the Bidder shall include cost and expenses on all counts i.e. cost of the

activities, transportation, Hall Charges, promotion, manpower, supervision, administration, overheads, travel, lodging, boarding, cost of outstation expenses etc.

3. The Financial Proposal will be for the whole project and shall include breakup of the total and unit cost of each activity etc.
4. The Financial Proposal of the Bidder shall also include the Price breakup of taxes/duties. All taxes / duties as applicable shall be responsibility of the Bidder. If any exemption is obtained by the bidder, the same shall be adjusted accordingly in the final price of successful Bidder.
5. The cost quoted by the Bidder shall be kept unchanged for a period specified in the Tender Documents from the date of opening of the Tender. The Bidder shall keep the price unchanged during the period of validity including the period of extension of time if any, however any Escalation of cost will be dealt as per Law / Rules of the Government. The Bidders should particularly take note of this factor before submitting the Tenders.

## **8. Governing Rule**

The Bidding Process will be governed by the Khyber Pakhtunkhwa Procurement of Goods, Works and Services Rules, 2014 as amended from time to time and instructions of the Government of Khyber Pakhtunkhwa received during the execution of the project. The method of procurement as per Rule 23(b) will be quality and cost based selection (QCBS).

## **9. General Conditions: -**

1. Auqaf, Hajj, Religious & Minority Affairs Department shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. At any time before opening of Technical Proposal to the deadline for submission of bids, Auqaf, Hajj, Religious and Minority Affairs Department Khyber Pakhtunkhwa may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
3. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
4. Auqaf, Hajj, Religious and Minority Affairs Department Khyber Pakhtunkhwa Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.
5. Non-Provision of mandatory documents mention in these SBDs shall lead to disqualification of the bidder / quoted items.
6. Bid document and required documents must be submitted in Hard Tap binding, Bids in the Clip or box file will not be allowed
7. The Procuring Entity, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacities may require the Bidder to provide information concerning their professional, technical, financial, legal, or managerial

competence.

8. The Procuring Entity has the right to inspect the premises of bidder to inspect the setups ensuring proper after sales services, documents mentioned in technical bids and any other relevant details. Premises (office) of bidder shall be insured through ownership/or Rent agreement.
9. The Unit price quoted by the bidder shall be inclusive of all taxes. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the P.E.
10. Different prices offered for a single item by the same bidder shall be considered as alternate bid and shall be non-responsive.
11. All reservations in SBDs shall be submitted in writing in the pre-bid meeting by authorized person/representative of the bidder.
12. Bidder must complete/deliver the services within the time period mentioned in Contract Agreement.

#### **10. Documents Required**

*The bidders eligible to apply are required to submit the following documents with their bidding proposal:*

1. Complete Profile of Bidder
2. Profile of Staff
3. Valid registration documents and registration with FBR & Khyber Pakhtunkhwa Revenue Authority in relevant business category.
4. Proof of legal Status of the Bidder.
5. Exact & Complete Address and contact numbers of the office(s) of the bidder.
6. Proof of the Past experience in the relevant field.
7. Contract agreements/Project Completion certificates already completed contracts.
8. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
  - 8.1. The bidder shall provide and undertaking that the bidder has not been declared blacklisted by any Government / Semi-Government institutions.
  - 8.2. Bidder is/was not involved in any litigation/arbitration and that no work as rescinded in the past.

#### **11. Blacklisting of Defaulted Bidder/Contractor**

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process.



1. Consistent failure to provide satisfactory performances.
2. Found involved in corrupt/fraudulent practices.
3. Abandoned the place of work permanently.

**Conditions for debarment of Defaulted Bidder/Contractor**

1. Failure or refusal to accept Work Order / Services order terms.
2. Did not make activities as per Contract Agreement:
3. Did not fulfill contractual obligations as per contract.
4. Non Execution of work as per terms & conditions of contract.
5. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
6. Persistent and intentional violation of important conditions of contract.
7. Non-adherence to quality of services despite being importunately pointed out.
8. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Procuring Entity (P.E).

**12. Procedure for blacklisting and debarment**

1. Competent authority of (P.E) may on information, or on its own motion, issue show cause notice to the bidder.
2. The show cause notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.
5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter based on available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

### **13. Redressing of Grievances**

The Procuring Entity shall constitute a committee by the competent authority with proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

1. Any bidder feeling aggrieved by any act of the Procuring Entity chaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
2. The grievance redressal Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the Bidder officer within the prescribed period.
3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

**Note:** Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

### **14. Award of Contract:**

Contract shall be confirmed through a written agreement signed by the successful bidder and the P.E duly attested by the Oath Commissioner/Notary Public.

### **15. Payment:**

1. Payments will be made as per terms & conditions mentioned in the Contract Agreement.
2. The Vendor submits manually signed invoice in triplicate certifying that Services delivered is in accordance with the contract.
3. Payment shall be made after approval / recommendation of Monitoring Report.
4. Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all deliverables in accordance with the Work Order/Contract Agreement.
5. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
6. Valid Income Tax Exemption Certificate (otherwise Income Tax at current applicable rates shall be deducted from the invoice). (Where applicable).
7. National Tax Number.
8. Sales Tax Registration Number/KPRA Registration.
9. Certificate in original issued by any one of the Independent Inception (where applicable).
10. Bank Account Number and Branch.

11. Recovery of all applicable taxes at source should be made as per rules.

**16. Obligations and Options in Case of Non- Fulfillment of Contractual Obligations by the Bidder**

1. The Bidder shall perform services in accordance with recognized standards, applicable laws and regulations.
2. The Bidder shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing firm /company). The Project Coordinator shall have the qualifications as may be agreed between the client and the bidder.
3. The Bidder shall carry out the services with due diligence and efficiency and in conformity with sound practices.
4. The Bidder shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and other practices.
5. The Bidder shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.
6. Except with the prior written approval of the Client, the Bidder shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent supplier or sub- contractor to perform any part of the services without prior consent of the P.E.
7. The Bidder agrees that no proprietary and confidential information received by the supplier from the Client shall be disclosed to a third party unless the supplier receives written permission from the Client to do so.
8. Procuring entity may take any of the following actions if after the placement of the Work Order the Vendor fails to deliver the services within the prescribed period, according to the requirements, quantities and other terms and conditions given in the Work Order/Contract agreement: -
  - i. Recovery from the Vendor as stipulated in the relevant work order/contract agreement, equivalent to 0.067% per day (2% per month) of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum of 10% of the total contract value.
  - ii. Services from any other source, at the risk and cost of the Vendor, the services not delivered or other services of equivalent requirements, without canceling the Work Order/contract agreement.
  - iii. Cancel the Work Order/Contract Agreement at Vendor's risk and cost. In such case, procuring entity reserves the right to take any action against Vendor which it may deem fit under the circumstances including the blacklisting of the Bidder; or
  - iv. Recover any consequential losses/damages incurred by procuring entity by

withholding any or all amounts otherwise due to the Bidder against this or any other Work Order/Contract.

**17. Terms & Conditions**

1. The bidder should provide the details of the services / activities.
2. The Contractor should provide Performance Guarantee as per KPPRA Rules.
3. If the project is not completed within the period mentioned in the contract agreement, penalty 0.067% per day (2% per month) and beyond 60 days the penalty will be charged @ of 1% of the Contract value.
4. The bidder must register with Income / Sales Tax Department, reflected as Active Taxpayer list of FBR supported by income tax returns of last three years.
5. The bidder shall provide and undertaking that the bidder has not been declared blacklisted by any Government / Semi-Government institutions.
6. The P.E may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

## **18. Invitation for Bids**

**For the Hiring of Service Provider for various activities under ADP scheme namely “210387-Skill Development of Deeni Madaris Students of Merged Areas”.**

1. Sealed bids are invited from well-established Service Provider registered with the Khyber Pakhtunkhwa Revenue Authority & Federal Board of Revenue (FBR) for the Procurement of services of Firm/Company for the project activities under ADP scheme “210387-Skill Development of Deeni Madaris Students of Merged Areas” on Single Stage – Two Envelopes Procedure through e-pak acquisition and disposal system (E-PADS).
  2. Tender documents containing bidding procedure, terms & conditions, scope of work and other specifications can be downloaded from E-PADS, official website of KPPRA and Auqaf Department.
  3. Bids should be submitted latest by on or before **22<sup>nd</sup> September, 2025, at 11:30 AM** along-with earnest @ of 2% of the total bid cost in the form of Call Deposit Receipt (CDR)/Bank Draft in favor of, Additional Secretary, Auqaf, Hajj, Religious & Minority Affairs Department.
  4. Bids will be opened on **22<sup>nd</sup> September, 2025, at 12:00 PM** in the presence of interested bidders or their authorized representatives, if any, in the office of Additional Secretary, Auqaf, Hajj, Religious & Minority Affairs Department, Eidgah Complex, Charsadda Road, Peshawar, at the stipulated time.
  5. Pre-bid meeting will be held at **11:30 AM** on **2<sup>nd</sup> September, 2025** in the office of Additional Secretary, Auqaf, Hajj, Religious & Minority Affairs Department, Eidgah Complex, Charsadda Road, Peshawar, at the stipulated time.
  6. Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained at the time of bid opening.
- 

**ADDITIONAL SECRETARY**  
Auqaf, Hajj, Religious & Minority Affairs Department  
Eidgah Complex, Charsadda Road, Peshawar  
Ph. # 091-9223441 Fax # 091-9212620

**19. Bid Data Sheet (Information for the Bidders)**

1.	Procuring Entity	Auqaf, Hajj, Religious and Minority Affairs Department, Khyber Pakhtunkhwa
2.	Name of Tender	For the Hiring of Service Provider for various activities under ADP Scheme “ <b>210387-Skill Development of Deeni Madaris Students of Merged Areas</b> ”.
3.	Tender Document available place	E-PADS official website of KPPRA and Auqaf Department.
4.	Place of Executions	Merged Districts of Khyber Pakhtunkhwa
5.	Eligibility of the Bidders	Joint venture/consortium for the project is not allowed.
6.	Bid Security /Earnest Money (EM)	<p>The Bidder shall furnish, as part of its financial bid with an undertaking in technical bid that the bid security in shape of CDR is enclosed in financial bid in the name of Additional Secretary Auqaf, Hajj, Religious and Minority Affairs Department. The bidders shall furnish bid security of 2% with financial bid in the shape of Call Deposit Receipt (CDR) or Security Deposit Receipt (SDR) in the name of the Additional Secretary Auqaf, Hajj, Religious and Minority Affairs Department, Khyber Pakhtunkhwa Peshawar.</p> <p>Bid security shall be kept sealed in the financial proposal.</p>
7.	Performance Guarantee	As per KPPRA Rules after issuance of Letter of Acceptance
8.	Tender Addressed to	Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department
9.	Contact Number	Ph. 091-9223441
10.	Time & Place for the pre-bid meeting	<p><b>2<sup>nd</sup> September at 11:30 AM</b></p> <p>Office of the Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Eidgah Complex, Charsadda Road, Opposite Irfan Hospital, Peshawar, Khyber Pakhtunkhwa.</p>
11.	Due Date, Time, and place of submission of Tender Document	<p><b>22<sup>nd</sup> September, 2025 at 11:30 AM</b></p> <p>Office of the Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Eidgah Complex, Charsadda Road, Opposite Irfan Hospital, Peshawar, Khyber Pakhtunkhwa.</p>

12.	Date, Time, and Place of Technical Bid Opening	<b>22<sup>nd</sup> September, 2025 at 12:00 PM</b>  Office of the Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Eidgah Complex, Charsadda Road, Opposite Irfan Hospital, Peshawar, Khyber Pakhtunkhwa.
13.	Date, Time, and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified bidders
14.	Bidding procedure	Single Stage Two Envelope Rule of KPPRA Rules 2014
15.	Method of determining Best evaluated Bid	Highest ranking fair bid as per KPPRA Act 2012 and Rules, 2014
16.	Bid Price	Bid Price shall be inclusive of all Government duties, taxes & levies.
17.	Currency of Bid	PKR
18.	Bid validity period	90 days

## 20. Eligibility/ Qualification Criteria (Mandatory)

All bidders are requested to read the under mentioned checklist carefully and ensure that the following all requirements are met for preparation and submission of their bids:

S#	Requirements (Technical Bid)	Yes/No
1.	Certificate of Incorporation of bidder's firm/company showing its date of registration	
2.	Copies of:	
	i. Income Tax Registration certificate and NTN details	
	ii. GST Registration Certificate	
	iii. Proof that the bidder is an Active Tax Payer	
3.	Bidder Profile attached	
4.	Copies of Work Orders – Previous agreements with Public sector or registered private companies etc. by Bidder	
5.	Name, title, contact number and email address of the authorized representative provided	
6.	The bidder shall provide and undertaking on stamp paper that the bidder has not been declared blacklisted by any Government / Semi-Government institutions.	
7.	Bid Security as demanded in the advertisement/invitation to bid is attached with technical proposal in original	
8.	Envelopes are properly sealed	
9.	Bid is submitted within due date and time	
10.	Bid is not conditional	
11.	Bid is addressed to Additional Secretary, Auqaf, Hajj, Religious & Minority Affairs Department, Eidgah Complex, Charsadda Road, Peshawar	
12.	All pages of bidding documents are properly signed and stamped at the given place	
13.	Certificate at the end of bidding documents is signed and stamped	
14.	Read and understand all bidding documents and Terms and Conditions contained therein	
15.	Address and Contact No. of the bidder on the main (outer) is written	



S#	Requirements (Financial Bid)	Yes/No
1.	The envelope is properly sealed	
2.	No item of a package missed and rates of all items in a package quoted	
3.	No Erasing, cutting/overwriting made in the financial bid. If made, the same is properly signed & stamped as well as no calculation or arithmetic error is made (otherwise bid will be rejected)	
4.	Item-wise and grand total are quoted at the respective columns of the Form of Bid	
5.	Final Rates are quoted in PKR	
6.	Quoted Bids are inclusive of all taxes	
7.	Rates are quoted on the attached prescribed Form of Bid	
8.	Certificate at the end of bidding documents is signed and stamped	
<b>Note:</b> Bidder or Company must fill-up above mentioned checklist/table and attached copies of required documents with proper annexures along with tender documents. Non-compliance of the above, bids shall be considered as non-responsive.		

## 21. Technical Evaluation Criteria (70 Marks)

**Evaluation Criteria for Evaluation of Bids                      Technical Bid:      70%**

S#	Parameters	Detail	Marks	Remarks
1.	<b>Physical Existence of Bidder (5 Marks)</b>	Head Office in KP	05	Bidder having head office in KP shall be awarded 5 marks while Bidder having regional office shall be awarded 3 marks. The Committee shall physically verify the offices. The procuring entity will physically verify the office through Monitoring visits.
		Regional Office in KP	03	
2	<b>General Experience (10 Marks)</b>	1 Mark per year upto max. of 10 Marks	10	Bidder must have involved in relevant experience. Shall be calculated from the date of incorporation in the relevant field.
3	<b>Past Performance relevant experience in last 10 years (20 Marks upto max of 5 Projects)</b>  Data to be provide on attached proforma (Annexure-III)	Above 100 Million	20	Bidder must have Completed relevant projects supported by Contract Agreement and Completion Certificates with Public / Semi Govt. / Autonomous Bodies / Corporation. Experience shall be count on the basis of completion certificate only. Project without supporting documents i.e Completion Certificate and Contract Agreements will be awarded no marks. Only the 5 projects with the highest cost executed during the last 10 years will be considered, regardless of the total number of projects submitted by the bidder. Scoring criteria are mentioned below:  <ul style="list-style-type: none"> <li>▪ <b>PKR 100 million or above</b> → 4 marks per project</li> <li>▪ <b>Above PKR 50 million and below PKR 100 million</b> → 3 marks per project</li> <li>▪ <b>Above PKR 10 million and below PKR 50 million</b> → 2 marks per project</li> <li>▪ <b>Below PKR 10 million</b> → 0 marks</li> </ul>
		Above 50 million and below 100 Million	15	
		Above 10 million and below 50 Million	10	
4.	<b>Permanent Management Staff Members (10 Marks)</b>  Data to be provide on attached proforma (Annexure-IV)	10 Permanent Administration / Management Staff Members (Class-IV, Drivers are not included).  (One mark per Employee upto max of 10 Marks)	10	Profile of permanent staff along with CVs supported by Contract Agreements & Payroll of Six Month (to be verified by Bank Statements). No marks will be awarded to Permanent Administration / Management Staff without CVs, Contract Agreements & Payrolls.
5.	<b>Proposed Project Staff Members (10 Marks)</b>  Data to be provide on attached proforma (Annexure-V)	10 Proposed Project Staff (2 Event Managers/ Coordinators, 2 Marketing & PR Manager, 2 Logistic Officers, 2 Finance or Account Officers and 2 Religious Scholars).	10	Bidder shall propose technical staff for execution of the project. Proposed project staff must have relevant experience and detailed profile/CVs of the proposed staff shall be submitted with Technical Proposal. (1) mark per person shall be awarded.

6.	<b>Project Lead (5 Marks)</b>	Project Lead	5	Project Lead must have 5 years relevant experience with at least Master Degree supported by CV, Contract Agreement and Payroll of last six months.
6.	<b>Presentation (20 Marks)</b>	Proposed Approach	5	bidder shall be required to submit detailed presentation along with Technical Proposal.
6.1				
6.2		Proposed Methodology	5	
6.2		Proposed Work Plan	10	
7.	<b>Financial Strength (10 Marks).</b> Turnover in last 5 years	Above 300 Million	10	Audit Reports must be attached as Documentary evidence.
7.1		Above 250 upto 300 Million	6	
7.2		Above 200 upto 250 Million	4	
7.3		Below 200 Million	2	
8	<b>Income Tax Returns (10 Marks)</b>	Income Tax Returns in last 3 years	10	Income Tax Returns must be attached as Documentary evidence.

**22. Financial Criteria (30 Marks):**

Financial Bid: 30%

#	Parameters (Price)	Sub-Parameters	Total Marks
1		Lowest Price will get full marks. The formula to calculate the marks for the price submitted is: [Lowest Price (Fm)/Price of Bid under consideration (F)] x100 x 0.30	30

**Total Marks (Technical Criteria + Financial Criteria): 100**

Financial bids of only technically responsive bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned unopened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the best evaluated bid.

Merit Point Evaluation Methodology: Contract will be awarded to the best evaluated responsive bid which gets the maximum marks and becomes the highest ranking in the Combined Evaluation.

**23. Technical Detail of Procurement**

**For the Hiring of Service Provider for various Activities**

**TERMS OF REFERENCE**

Hiring of Service Provider for Arrangement of following activities under ADP scheme “**210387-Skill Development of Deeni Madaris Students of Merged Areas**”.

The successful bidder will be responsible for preparation and management of all logistics, refreshment, accommodation and arrangements related to hosting a successful and professional conferences, training and events of highest standard. Working closely with Auqaf, Hajj, Religious & Minority Affairs Department and Mutahida Ulema Board (MUB).

**Scope of Work & Responsibilities:**

The Bidder, together with the Department and MUB will be responsible for ensuring all responsibilities listed below are completed. The scope of work, while outlined below is not limited:

S#	Service Description	Detail
1.	Hall Booking as per event, conference & training specification	It must match the event size, location accessibility, seating capacity, and technical requirements.
2.	Designing and conceptualizing complete event	A thematic and well thought out concept that the event communicates its purpose effectively, enhances visual appeal, and aligns with institutional values.
3.	Designing and dispatching invitations	Timely and professionally crafted invitations of the event and ensure that all intended participants are formally informed.
4.	Travel/Transport arrangement	Ensure timely and safe arrival of guests, speakers, and participants for smooth event execution.
5.	Room Booking for participants and guests	Accommodating out of stations participants and VIP guests, ensuring comfort and readiness.
6.	Stage Wooden Platform design & setup	A proper stage that provides clear visibility, hierarchy, and structure during panel sessions, speeches, and ceremonies.
7.	Structural Backdrop installation	Serve branding and visual identity of the event; in order to provide a professional ambiance and aesthetic background.
8.	Media Wall setup	For branding, photo ops, and official photography to enhance media engagement and visibility.
9.	Branding of Thematic Areas	Event identity across zones like registration, food area, exhibition spaces, etc.
10.	Branded Rostrum on Stage	Ensure that the speaker podium reflects event branding and enhances the visual appeal of on stage moments.
11.	Executive Lounges setup	A dignified waiting/meeting space for VIPs and senior guests.
12.	Pre-event Streamers (50)	Promote awareness before the event; aids in public visibility.
13.	Seating arrangement for participants	Ensure comfort and order to accommodate planned attendance.

<b>S#</b>	<b>Service Description</b>	<b>Detail</b>
14.	Panel discussion setup with Sofas	Comfortable, formal seating arrangements for speakers support panel discussions.
15.	Name Plates for speakers & guests	Identify speakers and adds a formal touch to the event protocol.
16.	Floral arrangements for head table & stage	Enhance decor and creates a welcoming, high-end ambiance.
17.	Directional Sign Boards inside/outside hall	Guide attendees and prevents confusion; important for crowd flow and accessibility.
18.	Sound System with Mics	Ensure clear communication to all attendees; different mic types cater to various speaker preferences and setups.
19.	Electrification & Backup Generator	Uninterrupted power supply, especially for sound, lighting, and air conditioning systems.
20.	Multimedia Projectors and Screens	Support presentations, videos, and live feeds; vital for speaker sessions and content display.
21.	SMD Screens and Installation	High resolution displays for visual engagement, especially in large and outdoor venues.
22.	Provision of Laptops & Printers	Required for administrative work, registration, document handling, and real time adjustments.
23.	Catering for Lunch (with menu)	For guest and participants.
24.	Catering for Tea	Light refreshments during breaks.
25.	Invitation Cards with Envelopes	Physical invitations especially for dignitaries.
26.	Reception Desk & Queue Barriers	Organize participant flow during registration and maintains order.
27.	Folders with Tags, Agenda, Pens & Pads	For note taking etc.
28.	IEC Materials (Information, Education & Communication)	Reference materials or promotional content aligned with the event's objectives.
29.	Media Coverage (TV/Journalists)	Increase outreach, transparency, and public engagement.
30.	Press Gallery, Media Platform, Reserved Tags	Provide dedicated space for journalists, facilitating easy coverage and interviews.
31.	Giveaways/Shields for Guests & Trainers	Acknowledge contributions and participation; adds ceremonial value.
32.	Photography (High-Res DSLR)	Capture moments for official records, reports, and media sharing.
33.	Videography & Live Streaming	Document the full event; useful for internal reviews, archiving, and external dissemination.
34.	Operational Rooms at Venue	Support planning and coordination for both organizers and VIP guests for real time decision making.
35.	Printing, Internet, and Stationery On-Site	For quick reproduction of documents, continuous connectivity, and operational flexibility.
36.	Dedicated Social Media Team	Ensure real time digital engagement, live updates, and post-event promotion.
37.	Stalls with Table & Chairs (if needed)	Allow display of publications, organizational material, or products related to the theme.
38.	Other Services as Needed	Provide flexibility to address any unforeseen or supplementary requirements that arise before/during the event

## **Accommodation Standards & Meal Menu**

Accommodation shall be provided at a minimum of three-star standard or an equivalent facility ensuring comfort, cleanliness, and security. Transportation services shall be standard. i.e. Air Conditioned Cars, Buses & any other source of transportation. The meal menu shall be as per the specifications detailed below.

### **Day 1**

#### **Tea Break Morning Menu:**

- Tea: Regular Tea
- Snacks: Chicken Patties
- Biscuits / Cookies

#### **Tea Break Evening Menu:**

- Tea: Regular Tea
- Mini Sandwiches
- Cake Slices

#### **Lunch Menu:**

- Chicken Boneless Handi
- Chicken Biryani
- Chicken Boti
- Daal Mash
- Fresh Salad
- Naan
- Kheer
- Mineral Water, Soft Drinks

#### **Dinner Menu:**

- Chicken Karahi
- Mutton Qorma
- Beef Pulao
- Fish
- Vegetarian: Palak Paneer
- Fresh Salad
- Roti
- Zarda
- Mineral Water, Soft Drinks

### **Day 2**

#### **Tea Break Morning Menu:**

- Tea: Regular Tea
- Snacks: Chicken Patties
- Biscuits / Cookies

#### **Tea Break Evening Menu:**

- Tea: Regular Tea
- Mini Sandwiches
- Cake Slices

#### **Lunch Menu:**

- Chicken Jalfrezi
- Mutton Qorma

- Beef Pulao
- Seekh Kabab
- Palak Paneer
- Roti
- Gulab Jaman
- Fresh Salad
- Mineral Water, Soft Drinks

**Dinner Menu:**

- Chicken Boneless Handi
- Chinese Rice
- Chicken Tikka
- Mixed Vegetables
- Naan
- Custard
- Fresh Salad
- Mineral Water, Soft Drinks

**Day 3**

**Tea Break Morning Menu:**

- Tea: Regular Tea
- Snacks: Chicken Patties
- Biscuits / Cookies

**Tea Break Evening Menu:**

- Tea: Regular Tea
- Mini Sandwiches
- Cake Slices

**Lunch Menu:**

- Chicken Jalfrezi
- Chinese Rice
- Chicken Seekh Kabab
- Vegetarian: Mixed Vegetables
- Fresh Salad
- Naan
- Zarda
- Mineral Water, Soft Drinks

**Dinner Menu:**

- Chicken Boneless Handi
- Mutton Qorma
- Chicken Biryani
- Fish
- Daal Mash
- Fresh Salad
- Roti
- Gulab Jamun
- Mineral Water, Soft Drinks



## **Day 4**

### **Tea Break Morning Menu:**

- Tea: Regular Tea
- Snacks: Chicken Patties
- Biscuits / Cookies

### **Tea Break Evening Menu:**

- Tea: Regular Tea
- Mini Sandwiches
- Cake Slices

### **Lunch Menu:**

- Chicken Boneless Handi
- Mutton Karahi
- Chicken Biryani
- Chicken Boti
- Palak Paneer
- Fresh Salad
- Naan
- Custard
- Mineral Water, Soft Drinks

### **Dinner Menu:**

- Chicken Jalfrezi
- Beef Pulao
- BBQ: Tikka & Fish
- Mixed Vegetables
- Fresh Salad
- Roti
- Kheer
- Mineral Water, Soft Drinks

## **Day 5**

### **Tea Break Morning Menu:**

- Tea: Regular Tea
- Snacks: Chicken Patties
- Biscuits / Cookies

### **Tea Break Evening Menu:**

- Tea: Regular Tea
- Mini Sandwiches
- Cake Slices

### **Lunch Menu:**

- Chicken Jalfrezi
- Chinese Rice
- Chicken Boti
- Daal Mash
- Fresh Salad
- Roti
- Halwa
- Mineral Water, Soft Drinks

**Dinner Menu:**

- Chicken Boneless Handi
- Mutton Qorma
- Chicken Biryani
- Fish
- Palak Paneer
- Fresh Salad
- Naan
- Custard
- Mineral Water, Soft Drinks

## 1. Madaris Students Exposure Program

This initiative is designed for Deeni Madaris students in order to enrich them with educational, social, and cultural experiences. The purpose of this initiative is to integrate Madaris students into educational, social, and cultural perspectives. This initiative also aims to improve capacity of Madaris students and bridge the gap between religious education and formal education systems.

**This initiative includes following activities:**

### 1.1. Academic Exposure:

Mostly, Deeni Madaris students have no exposure of formal educational system and very limited interaction with students of formal educational institutions. In order to bridge the gap between Deeni Madaris students and formal educational institutions, a series of engagements, workshops or lectures to be arranged for Deeni Madaris students in prominent educational institutions to broaden their perspectives.

### 1.2. Culture Exchange:

Exposure will be given to Deeni Madaris students to meet people of different religious backgrounds and cultures. Moreover, students will be provided opportunities to visit historical places, sites, prominent Deeni Madaris/Worship Places in order to enhance their understandings.

### 1.3. Community Engagement:

Students of Deeni Madaris will be engaged in various awareness programs i.e. awareness campaigns on health & safety and clean-up drive etc. in order to break down societal barriers.

### 1.4. Duration:

The aforementioned component is proposed for two years. A total 140 (70 each year) of Deeni Madaris students from Newly Merged Districts (approx. 70 from each district) will be engaged. Furthermore, a total 3 trips/visits will be arranged in two years' duration. Moreover, duration of each trip/visit will be four days and 46 students will be taken accordingly. Details are mentioned below.

<b>Total No. of Students:</b>	140 Students in two years
<b>No. of Students per Trips:</b>	46 Students
<b>No. of days per trip:</b>	5 days and 5 nights
<b>Total No. of Trips:</b>	3

### 1.5. Proposed Destinations:

Islamabad, Lahore, Multan and Karachi (subject to permission from higher authorities). In case of law & order situation or unavoidable circumstances, the proposed destinations will be changed with consultation of Auqaf, Hajj, Religious and Minority Affairs Department and Mutahida Ulema Board.

**2. Madaris Teachers / Management Exposure Program**

This initiative aims to provide Madaris teachers with exposure to new educational trends in order to broaden their knowledge, improve their teaching skills and foster intercultural dialogue. This initiative will mainly focus on professional development of Madaris teachers. This initiative includes following activities:

**2.1. Networking and Professional Development:**

Mostly, Deeni Madaris teachers have no exposure of formal educational system and very limited interaction with teachers of formal educational institutions. In order to bridge the gap between Deeni Madaris teachers and formal educational institutions, a series of engagements, workshops or lectures to be arrange in prominent educational institutions to broaden their perspectives. This activity is designed to collaborate with teachers of formal educational institutions in order to adopt holistic approach.

**2.2. Exposure:**

Madaris teachers will be taken to prominent educational institutions i.e. universities, Islamic Centers, Madaris, Worship Places, historical places and sites etc. A series of orientation sessions will also be arranged during visits.

**2.3. Duration:**

The aforementioned component is proposed for two years. A total 140 (70 each year) of Deeni Madaris students from Newly Merged Districts (approx. 70 from each district) will be engaged. Further, a total 3 trips/visits will be arranged in two years’ duration. Moreover, duration of each trip/visit will be four days and 46 students will be taken accordingly. A lump sum, year-wise cost has been mentioned in the PC-I, and the Procurement Committee will be responsible for distributing the approved cost among the items necessary for the activities.

<b>Total No. of Students:</b>	140 Students in two years
<b>No. of Students Per Trip:</b>	46 Students
<b>No. of Trips:</b>	3 trips
<b>No. of days per trip:</b>	5 days and 5 nights

**2.4. Proposed Destinations:**

Islamabad, Lahore, Multan and Karachi (subject to permission from higher authorities). In case of law & order situation or unavoidable circumstances, the proposed destinations will be changed with consultation of Auqaf, Hajj, Religious and Minority Affairs Department and Mutahida Ulema Board.

**3. Madaris Students Extra-Curricular Activities Program**

To create learning and engagement environment various competitions will be arranged in order to promote holistic development, build leadership, team work, enhance communication and personal skills among students of Deeni Madaris. Through this activity, the Department will also create learning and engaging environment for students.

**3.1. Competitions:**

To engage students, following competitions will be arranged accordingly:

- 1. Qira’at Competitions
- 2. Na’at and Hamd Competitions
- 3. Islamic Knowledge Competitions
- 4. Debate and Public Speaking Competitions
- 5. Creative Arts Competitions
- 6. Documentary (Islamic) Competitions
- 7. Innovative Ideas and Entrepreneurship Competitions

**3.2. Duration:**

The Madaris Youth Talent Promotion Program will feature a variety of activities aimed at uncovering and nurturing the hidden talents of 400 Deeni Madaris students from the Merged Districts of KP. These extracurricular activities will help students build a diverse set of skills, contributing to their overall personal growth, and will emphasize the role of Deeni Madaris in shaping well-rounded individuals who are capable of contributing to both religious and socioeconomic development.

A 2 days’ activities will be conducted in debates, essay writing, Qirat, Speech on Seerat-un-Nabi, calligraphy, Quizzes and other activities. Total 400 enrolled students from different registered Deeni Madaris shall be selected for extra Extracurricular activities. Special prize 100000 for 1st Position holders, 75,000 for 2nd Position holder and 50,000 for 3rd Position Holder shall be provided in cash in 7 different activities. Moreover, 5000 shall be awarded to all participants on the final day of activities. A lump sum, year-wise cost has been mentioned in the PC-I, and the Procurement Committee will be responsible for distributing the approved cost among the items necessary for the activities.

<b>Total No. of Students:</b>	400 Students in two years
<b>No. of Students Per Year:</b>	200 Students per year
<b>No. of Activates:</b>	7 Activities
<b>No. of days for Activities:</b>	2 days

**4. Young & Learned Ulema Summit**

The Young & Learned Ulema Summit is an initiative to bring together young and knowledgeable religious scholars from various backgrounds to discuss important topics affecting our world today. This summit provides a platform for Ulema to share their ideas, learn from each other, and explore how Islamic teachings can address modern challenges.

In today’s fast-changing world, Ulema have an essential role in guiding communities, promoting peace, and addressing issues like climate change, mental health, education, and interfaith harmony. By combining traditional Islamic knowledge with modern skills and insights, Ulema can help bridge the gap between the past and present, offering solutions that are both practical and ethical.

The summit aims to empower young Ulema with leadership skills, encourage collaboration, and highlight the importance of their role in building a better, more peaceful society. It will include discussions on various topics, interactive workshops, and opportunities to connect with other scholars and experts. This event will pave the way for Ulema to become more active and impactful in their communities while staying true to their faith..

**4.1. Program Topics:**

- 1. Addressing themes such as interfaith harmony, educational reform, the role of Ulema in modern society, and youth engagement.
- 2. Training sessions on modern teaching methods, leadership skills, conflict resolution, and technology integration in Deeni Madaris.
- 3. Opportunities for young and learned Ulema to work together on case studies, problem-solving exercises, and drafting community action plans.
- 4. Building connections between Ulema for long-term collaboration and mentorship.
- 5. Role of youth in societal development.
- 6. Contemporary challenges such as climate change, digital security, and gender equality.
- 7. The Role of Ulema in 21st-Century Community Leadership
- 8. The Role of Ulema in Promoting Interfaith Dialogue
- 9. The Ulema's Role in Resolving Community Conflicts Peacefully
- 10. The Role of Ulema in Advising Governments on Policy Issues

**4.2. Duration:**

The aforementioned component is proposed for two years. A total 300 Young & Learned Ullema (150 each year) of Deeni Madaris students from Newly Merged Districts (approx. 42 from each district) will be engaged. Furthermore, a total 2 activities will be arranged in two years’ duration. A lump sum, year-wise cost has been mentioned in the PC-I, and the Procurement Committee will be responsible for distributing the approved cost among the items necessary for the activities. These items include:

<b>Total No. of Students:</b>	300 Students in two years
<b>No. of Students Per Year:</b>	150 Students per year
<b>No. of Activates:</b>	2 Activities
<b>No. of days for each Activity:</b>	3 days

5. Madaris Students Awareness and Capacity Building Program

The Madaris Students Awareness and Capacity Building Training Program by the Government of Khyber Pakhtunkhwa is designed to empower Deeni Madaris students in the Merged Districts with the knowledge, skills, and mindset required to contribute positively to society. The training will align with Islamic values while fostering civic engagement and social responsibility. The program aims to equip Madaris students in the Merged Districts with the tools they need to actively engage in their communities, promote social welfare, and take on leadership roles based on Islamic principles of justice, charity, and community service.

The training will guide students in becoming proactive contributors to society, aligned with Islamic values of compassion, justice, and community service. The training aims to help students develop a strong sense of duty toward society, encouraging them to take active roles in addressing social issues and supporting community welfare. a comprehensive training program will be offered to 350 students of Deeni Madaris over two financial years. Topics of Trainings for Madaris Students:

- 1. Role of Madaris Students in Society for building peace.
- 2. Entrepreneurship and Self-Employment for Madaris Students
- 3. Conflict Resolution and Peacebuilding Skills
- 4. Career Exploration and Pathways after Graduation
- 5. Environmental Awareness and Sustainability
- 6. Developing Research and Analytical Skills
- 7. Promoting Islamic Values through Digital platforms
- 8. Promoting Social Responsibilities and Civic Engagements
- 9. Workshops and Seminars on Constitution and Public Institutions
- 10. Personal Responsibility in Promoting Peace

5.1. Budget Estimates and Sessions Details:

The aforementioned component is proposed for two years. A total 420 Deeni Madaris students from Newly Merged Districts (approx. 60 from each district) will be trained. Moreover, duration of each session will be 4 days and 1 session at each district will be conducted. A lump sum, year-wise cost has been mentioned in the PC-I, and the Procurement Committee will be responsible for distributing the approved cost among the items necessary for the activities. These items include:

Total Students to be Trained:	420 students
Total Sessions:	7 Sessions (1 each district)
No. of Students per Session:	60 Students
No. of Days per Session	04 Days

6. Madaris Teachers and Management Awareness & Capacity Building Program

The Madaris Teachers and Management Awareness and Capacity Building Program by the Government of Khyber Pakhtunkhwa is designed to enhance the knowledge, skills, and leadership capabilities of teachers and management in Deeni Madaris across the Merged Districts. The training program will empower teachers and administrators to improve the quality of education, leadership, and administration in their institutions, while fostering a holistic approach to integrating modern knowledge with Islamic values.

The program will focus on developing the leadership and managerial capacities of Madaris management and teachers, enabling them to play a pivotal role in shaping future leaders who are responsible, compassionate, and socially engaged. This initiative will provide training on leadership, administration, effective teaching strategies, conflict resolution, and community engagement, equipping Madaris teachers and management with the tools to meet the challenges of the modern educational environment while remaining grounded in Islamic ethics.

This training program seeks to empower not only the teachers but also the management of Madaris, ensuring they are well-equipped to run efficient, modern institutions that are firmly rooted in Islamic values. This holistic approach could significantly impact the overall quality of education and leadership in the Madaris, which would have long-lasting benefits for the communities they serve. Topics of Trainings for Madaris Teachers and Management:

- 1. Effective Leadership and Management for Madaris
- 2. Innovative Teaching Strategies in Deeni Madaris
- 3. Conflict Resolution and Peacebuilding in the Society.
- 4. Promoting Civic Engagement and Social Responsibility.
- 5. Professional Development for Teachers.
- 6. Role of Madaris in Building a Peaceful Society.
- 7. Digital Literacy and Technology Integration
- 8. Leadership, Communication, Personality Development and Management Skills
- 9. Financial Management
- 10. Introduction to Formal Education Systems

6.1. Sessions Details:

The aforementioned component is proposed for two years. A total 420 Deeni Madaris Teachers and Management from Newly Merged Districts (approx. 60 from each district) will be trained. Moreover, duration of each session will be 4 days and 1 session at each district will be conducted. A lump sum, year-wise cost has been mentioned in the PC-I, and the Procurement Committee will be responsible for distributing the approved cost among the items necessary for the activities. These items include:

Total Students to be Trained:	420 Teachers and Management Staff
Total Sessions:	7 Sessions (1 each district)
No. of Students per Session:	60 Teachers and Management Staff
No. of Days per Session	04 Days



**7. Dialogues and Seminars on Interfaith & Intra-faith Harmony**

The Dialogues and Seminars on Interfaith & Intra-faith Harmony initiative is designed to foster mutual understanding, respect, and cooperation among different religious groups and sects in the Province. The goal is to bridge the gap between diverse communities, promoting peaceful coexistence, tolerance, and social harmony.

This initiative aims to provide a platform for open, respectful dialogue, where religious leaders, scholars, and community members from different faiths and sects can share their perspectives, learn from each other, and work together towards peacebuilding. The dialogues and seminars will be based on the principles of mutual respect, understanding, and shared values, while promoting the message of peaceful coexistence and tolerance within society. The program will also highlight the importance of fostering unity within religious communities, ensuring that differences in interpretation or practices do not hinder collaboration in addressing common issues.

The key objective of the program is to create a constructive and open environment where people from various religious backgrounds can come together to discuss pressing social issues, resolve conflicts, and promote harmony. It will also address misconceptions and prejudices that often arise due to lack of knowledge or understanding of different religious practices and beliefs. By fostering interfaith and intra-faith dialogue, the program seeks to lay the foundation for long-term peace and social cohesion. Topics for Training / Seminars:

- 1. Interfaith Dialogue for Peacebuilding and Social Cohesion
- 2. Promoting Unity Within Different Faith and Communities
- 3. Promoting Tolerance and Respect Across Different Faiths
- 4. The Role of Religious Leaders in Promoting Peace
- 5. Community Engagement for Social Harmony
- 6. Youth Engagement in Interfaith and Intra-Faith Harmony
- 7. The Role of Media and Madaris in Promoting Religious Harmony
- 8. Understanding and Addressing Religious Prejudices

**7.1. Sessions Details:**

The aforementioned component is proposed for two years. A total 420 Ullema, Scholars from different sects and Minority Religious Leader from Newly Merged Districts (approx. 60 from each district) will be set together for interactive seminars, panel discussions, and guest lectures by industry experts, academics, and policymakers. Moreover, duration of each session will be 4 days and one session at each district will be conducted. A lump sum, year-wise cost has been mentioned in the PC-I, and the Procurement Committee will be responsible for distributing the approved cost among the items necessary for the activities. These items include:

<b>Total Students to be Trained:</b>	420 students
<b>Total Sessions:</b>	7 Sessions (1 each district)
<b>No. of Students per Session:</b>	60 Students
<b>No. of Days per Session</b>	04 Days

## **8. Advertisement, Eligibility Criteria and Selection Process of students Trainees:**

The opportunity for capacity-building training will be widely advertised across Deeni Madaris in the Merged Districts of Khyber Pakhtunkhwa. Announcements will be made through Madaris networks, local media outlets, and social media platforms to ensure the maximum reach to eligible candidates. Additionally, notices will be sent directly to the registered Madaris Administrators to encourage student participation. The advertisements will highlight the objectives of the training, the skills to be developed, and the benefits of participation for personal and community growth.

### **8.1. Eligibility Criteria**

To ensure that the most deserving and suitable candidates are selected, the following eligibility criteria will apply:

- i. Applicants must be students enrolled in registered Deeni Madaris.
- ii. Applicant must be domicile holder of Merged Districts.
- iii. Candidates should fall within the age range of 18 to 30 years.
- iv. A basic level of educational competency within their religious studies is required, along with a desire to learn modern skills.
- v. Preference will be given to students who show potential for leadership roles or those who have actively participated in community activities.
- vi. For extracurricular activities, students must be nominated by their Madaris or selected through local talent scouting activities. Moreover, applicants must demonstrate an interest or talent in extracurricular activities such as calligraphy, arts, debates, or other creative fields.

### **8.2. Selection Process**

The selection process will be managed by the successful bidder in collaboration with the Administrative Department Muttahida Ullema Baord. The process will follow these steps:

1. Madaris will be asked to nominate suitable candidates based on the eligibility criteria. A standardized application form will be provided for this purpose.
2. The successful bidder in consultation of Mutahida Ulema Board will review the applications to ensure that they meet the eligibility requirements. This may include a preliminary evaluation of the student's academic and personal background.
3. Final list of selected trainees will be prepared, ensuring a balanced representation from different districts (shared already define) and sects. The list will be vetted and approved by the department, with any strategic input from relevant stakeholders.

This transparent and systematic approach will ensure that the selected trainees are well-suited to benefit from the capacity-building training, helping them achieve their full potential and become positive contributors to society.

## **9. Criteria for Madaris Teachers and Management Awareness and Capacity Building Program and Dialogues and Seminars on Interfaith & Intra-faith Harmony:**

The opportunity for capacity-building training will be widely advertised across Deeni Madaris in the Merged Districts of Khyber Pakhtunkhwa. Announcements will be made through Madaris networks, local media outlets, and social media platforms to ensure the maximum reach to eligible candidates. Additionally, notices will be sent directly to the registered Madaris administrators to encourage Management and staff for participation.

For Sensitization and Capacity Strengthening Sessions it is essential to select participants who can effectively benefit from and contribute to the program. Below are key criteria that should guide the selection process:

### **9.1. Eligibility Criteria:**

- a. Participants should hold teaching or administrative positions in registered Deeni Madaris in the Merged Districts.
- b. Participants of Minority community elders shall be ensured.
- c. Management-level personnel such as Muhtamim, Nazim as well as Senior Faculty Members should be prioritized for management focused sessions.
- d. Participants should have demonstrated experience in mentoring students or managing Madaris operations.
- e. Individuals with a proven interest in adopting new teaching methodologies, improving institutional governance, and strengthening community engagement will be preferred.
- f. Candidates should fall within the age range of 30 to 60 years.

### **9.2. Selection Process:**

- a. Registered Madaris will be invited to nominate faculty and management candidates for the sessions. The nominations should be supported by a brief justification for the nominee's participation, including their role in the institution and how the training will benefit the Madaris.
- b. All religious leaders including minorities shall be invited to the trainings.
- c. Nominated participants will be required to submit an application form detailing their teaching or management experience, current responsibilities, and areas of interest in terms of capacity strengthening.

**Note:** Selection of students, teachers and Management for trainings and other activities shall be finalized in consultation with the Auqaf, Hajj, Religious and Minority Affairs Department and Mutahida Ullama Board, Khyber Pakhtunkhwa. Moreover, representation of all Merged Districts and sects should be ensured in the trainings and other activities. Moreover, trainings shall also be conducted in Female Deeni Madaris on the recommendations of MUB.

### **Arrangements of Activity:**

This activity will be arranged through qualified bidder / successful bidder. The bidder will be responsible for arrangement of transportation, entertainment, accommodation and all other allied facilities etc. Moreover, the bidder will be responsible for coordination and communication with Mutahida Ulema Board (MUB) for finalization of topics, speakers and venue(s) etc. as per directions of Auqaf Department. The successful bidder will be responsible for:

- Arranging all logistics, including transportation, meals for participants, trainers and staff, and accommodation for participants (shared accommodation).
- Managing venue bookings and all associated services (hall charges, technical setup, etc.).
- Trainers/speakers facilitators, including preparing training materials, reports, and certificates.
- Handling the promotional campaign, media coverage (including video and photography), and ensuring coverage of the event through various media channels.
- Organizing the registration process, sensitization campaigns, physical visits, and other associated logistical tasks.
- Providing first aid services and other miscellaneous arrangements during the sessions.

Financial Proposal shall be submitted on the following format(s) (price shall be quotes in pkr). the cost must be inclusive of all taxes.

1. CAPACITY & BUILDING & MADARIS YOUTH EXPOSURE (PUNJAB, ISLAMABAD AND KARACHI) FOR THE YEAR 2025-26 AND 2026-27.					
S#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & Tea)	140	5		
2	Transportation Cost	140	5		
3	Accommodation (Shared) & Complementary Breakfast	140	5		
4	Dinner	140	5		
5	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage, Reports, Gift Packs and Shields.	LS	LS		
6	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	LS	LS		
7	Miscellaneous & First Aid Cost	LS	LS		
Total					

2. CAPACITY & BUILDING & MADARIS YOUTH EXPOSURE FOR TEACHERS & MANAGEMENT (PUNJAB, ISLAMABAD, KARACHI) FOR THE YEAR 2025-26 AND 2026-27.					
S#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & Tea)	140	5		
2	Transportation Cost	140	5		
3	Accommodation (Shared) & Complementary Breakfast	140	5		
4	Dinner	140	5		
5	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage, Reports, Gift Packs and Shields.	LS	LS		
6	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	LS	LS		
7	Miscellaneous & First Aid Cost	LS	LS		
Total					

3. MADARIS YOUTH TALENT PROMOTION (TALENT HUNT IN EXTRACURRICULAR ACTIVITIES) FOR THE YEAR 2025-26 AND 26-27					
#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (400 Participants and 100 Trainers, Govt. Officials, Media Persons)	500	2		
2	Venues and Allied Services Charges as per the requirements of the Competitions	500	2		
3	Transportation Cost	500	2		
4	Accommodation (Shared) & Complementary Breakfast	400	2		
5	Dinner	400	2		
6	Professional Judges Remuneration	28	2		
7	Boarding & Lodging Cost of Trainers	28	2		
8	Facilitators for Activities & Beneficiaries	28	2		
9	Prizes, Awards, Shields and Certifications etc	LS	LS		
10	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials, Stationary and Reports.	LS	LS		
11	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	LS	LS		
12	Competitions Specific Items Requirements 10 Activities / Competitions Approx	LS	LS		
13	Miscellaneous & First Aid Cost	LS	LS		
Total					

4. YOUNG & LEARNED ULEMA SUMMIT FOR THE YEAR 2025-26 AND 26-27					
#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & 2 Teas) (300 Participants & 50 Guests, Speakers/ Trainers, Officials, Media Reps etc)	350	3		
2	Hall / Venue Charges and Allied Services	350	3		
3	Transportation Cost	300	3		
4	Accommodation (Shared) & Complementary Breakfast	300	3		
5	Dinner	300	3		
6	Facilitators for Trainers & Beneficiaries	10	3		
7	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Material, Certification etc.	LS	LS		
8	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials and Guests.	LS	LS		
9	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	LS	LS		
10	Miscellaneous & First Aid Cost	LS	LS		
Total					



<b>5. MADARIS STUDENTS AWARENESS AND CAPACITY BUILDING PROGRAM FOR THE YEAR 2025-26 AND 26-27</b>					
#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (420 Participants and 70 Trainers, Govt. Officials, Media Persons, Security Personnel etc)	500 Participants 7 Sessions	4		
2	Hall / Venue Charges and Allied Services (60 participants each Sessions)	7 Sessions	4		
3	Transportation Cost (60 participants each Session)	7 Sessions	4		
5	Accommodation (Shared) & Dinner for Participants	420 Participants	4		
6	Dinner	420 Participants	4		
7	Facilitators for Trainers & Beneficiaries	5 Facilitators per Session, 7 Sessions	4		
8	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Meterial, Certification etc.	7 Session	4		
9	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials.	7 Session	4		
10	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	7 Session	4		
11	Miscellaneous & First Aid Cost	7 Session	4		
<b>Total</b>					

6. MADARIS TEACHERS AND MANAGEMENT AWARENESS & CAPACITY BUILDING PROGRAM FOR THE YEAR 2025-26 AND 26-27					
#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (420 Participants and 70 Trainers, Govt. Officials, Media Persons, Security Personnel etc)	500 Participants 7 Sessions	4		
2	Hall / Venue Charges and Allied Services (60 participants each Sessions)	7 Sessions	4		
3	Transportation Cost (60 participants each Session)	7 Sessions	4		
5	Accommodation (Shared) & Dinner for Participants	420 Participants	4		
6	Dinner	420 Participants	4		
7	Facilitators for Trainers & Beneficiaries	5 Trainers per Session, 7 Sessions	4		
8	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Meterial, Certification etc.	7 Session	4		
9	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials.	7 Session	4		
10	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	7 Session	4		
11	Miscellaneous & First Aid Cost	7 Session	4		
Total					

<b>7. DIALOGUES AND SEMINARS ON INTERFAITH &amp; INTRA-FAITH HARMONY FOR THE YEAR 2025-26 AND 26-27</b>					
#	Item	# of Units	# of Days / Nights	Unit Cost	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (420 Participants and 70 Trainers, Govt. Officials, Media Persons, Security Personnel etc)	500 Participants 7 Sessions	4		
2	Hall / Venue Charges and Allied Services (60 participants each Sessions)	7 Sessions	4		
3	Transportation Cost (60 participants each Session)	7 Sessions	4		
5	Accommodation (Shared) & Dinner for Participants	420 Participants	4		
6	Dinner	420 Participants	4		
7	Facilitators for Trainers & Beneficiaries	5 Trainers per Session, 7 Sessions	4		
8	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Material, Certification etc.	7 Session	4		
9	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials.	7 Session	4		
10	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	7 Session	4		
11	Miscellaneous & First Aid Cost	7 Session	4		
<b>Total</b>					

SUMMARY OF THE TOTAL COST (INCLUSIVE OF ALL TAXES)		
S.No.	Name of Activity	Total Cost
1	CAPACITY & BUILDING & MADARIS YOUTH EXPOSURE (PUNJAB, ISLAMABAD AND KARACHI) FOR THE YEAR 2025-26 AND 2026-27.	
2	CAPACITY & BUILDING & MADARIS YOUTH EXPOSURE (PUNJAB, ISLAMABAD AND KARACHI) FOR THE YEAR 2025-26 AND 2026-27.	
3	MADARIS YOUTH TALENT PROMOTION (TALENT HUNT IN EXTRACURRICULAR ACTIVITIES) FOR THE YEAR 2025-26 AND 26-27	
4	YOUNG & LEARNED ULEMA SUMMIT FOR THE YEAR 2025-26 & 26-27	
5	MADARIS STUDENTS AWARENESS AND CAPACITY BUILDING PROGRAM FOR THE YEAR 2025-26 AND 26-27	
6	MADARIS TEACHERS AND MANAGEMENT AWARENESS & CAPACITY BUILDING PROGRAM FOR THE YEAR 2025-26 AND 26-27	
7	DIALOGUES AND SEMINARS ON INTERFAITH & INTRA-FAITH HARMONY FOR THE YEAR 2025-26 AND 26-27	
GRANT TOTAL		

**Appendix – 1:**

**TENDERER'S UNDERTAKING COVERING LETTER**

(Letter should be submitted by Tenderer(s) Letter Head)

Date: \_\_\_\_\_

To

The Additional Secretary,  
Auqaf, Hajj, Religious and Minority Affairs Department

**Subject**            **PROPOSAL FOR PROVISION OF SERVICES UNDER ADP SCHEME**  
**NO. 210387-SKILL DEVELOPMENT OF DEENI MADARIS**  
**STUDENTS OF MERGED AREAS**

Dear Sir,

Ref:

Advertisement in Daily..... Dated.....

1. We have examined the Tender Documents for ADP scheme No. 210387-Skill Development of Deeni Madaris Students of Merged Areas of Khyber Pakhtunkhwa. We undertake to meet the requirements regarding services as required and are prescribed in the Tender Documents.
2. We attach our Technical and Financial Proposals in separate sealed covers as required by the Tender Documents, both of which together constitute our Proposal, in full conformity with the said Tender Documents.
3. We have read the provisions of Tender Documents and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We undertake, if our Tender is accepted, to adhere to the scope of work as specified in the Tender Documents including the required CSR or such modified plan as may subsequently be described and intimated.
5. We agree to unconditionally accept all the terms and conditions set out in the Tender Documents and also agree to abide by this Tender response for a period as mentioned in the Tender Documents from the date fixed for Tender opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this Tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and the Purchaser.
6. We affirm that the information contained in the Technical Proposal(s) or any part thereof, including its exhibits, schedules, and other documents, undertakings and instruments delivered or to be delivered to the Purchaser is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Purchaser as to any material fact.

- 7. We agree that the Purchaser is not bound to accept the lowest or any of the Tender received. We also agree that the Purchaser reserves the right in absolute sense to reject all or any of the products / services specified in the Tender Response without assigning any reason whatsoever.
- 8. It is hereby confirmed that I / We are entitled to act on behalf of our company / organization and empowered to sign these Tender Documents as well as such other documents, which may be required in this connection.
- 9. We also declare that our Company / Organization is not blacklisted by any of the Federal or Provincial Government and organizations of the Federal or Provincial Government in Pakistan in the past three years as on date?.
- 10. We also declare that our Company / Organization is non-defaulter of any Federal or Provincial Government and organizations of the state or any scheduled commercial bank in Pakistan in the past three years as on date?.

Signature of authorized person: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_

Designation: \_\_\_\_\_

Name and Address of Tenderer: \_\_\_\_\_

Stamp of Tenderer: \_\_\_\_\_

**FIRM / COMPANY EXPERIENCE (ANNEXURE-III)**

<b>Name of the Project</b>	<b>Client Name</b>	<b>Cost in Million</b>	<b>Status (Completed / Ongoing)</b>	<b>Description Of the Project</b>

Supported by Contract Agreement and Completion Certificates with Public / Semi Govt. / Autonomous Bodies / Corporation.

**PERMANENT STAFF COMPOSITION AND POISTIONED ASSIGNMENTS**  
**(ANNEXURE-IV)**

Name of Staff	Qualification	Position Assigned	Date of Appointment	Task Assigned

Note: CVs, Contract Agreement, Payroll and Support documents must be attached

Signature: -----

Designation: -----

Official Stamp: -----



**PROPOSED STAFF DETAILS AND ASSIGNMENTS (ANNEXURE-IV)**

Name of Staff	Qualification	Experience	Description

Note: CVs must be attached

Signature: .....

Designation: .....

Official Stamp: .....