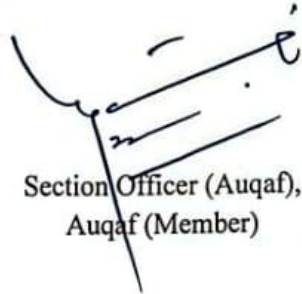




**REVISED STANDARD FORM BIDDING DOCUMENTS
FOR
210387-Skill Development of Deeni Madaris Students of Merged Areas**

Last Date/Time for Submission:	21 st August, 2026 at 11:30 AM
Bid Opening Date/Time:	21 st August, 2026 at 12:00 PM
Pre-Bid Meeting Date/Time:	6 th August, 2026 at 11:30 PM


Additional Secretary
Auqaf (Chairman)


Section Officer (Auqaf),
Auqaf (Member)


Section Officer (Dev),
Auqaf (Member)


Audit & Account
Officer, Auqaf (Member)


Senior Planning Officer, Auqaf
Member-Cum-Secretary

Note: The Standard Bidding Documents have been revised in light of the decisions taken during the Pre-Bid Meeting held on 6 August 2026.

AUQAF, HAJJ, RELIGIOUS & MINORITY AFFAIRS DEPARTMENT
Eidgah Complex, Charsadda Road, Peshawar, Khyber Pakhtunkhwa
Phone: 091-9223441 Fax: 091-9212620 Email: auqaf@kp.gov.pk
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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 bidder 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.
2. Payment would be made as per terms & conditions of Contract Agreement. No advance payment shall be made to the Contractors.
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 bidder shall provide the services as per SBDs and PC-I.
6. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
7. The procuring entity may reject any proposal that is vague (In terms of financial proposal) or does not adhere to these instructions.
8. Each bidder can only submit one offer/quote.
9. The request for quotation is non-transferable.
10. Bidders must quote for the entire package or both packages 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.
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 proposals should be in accordance with enclosed requirements.
14. Bid validity must be for 90 days.
15. 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.
16. The bidder must submit the proposals as per specified procurement method “Single Stage –Two Envelopes Method”.
17. Bidders are required to quote their rates on the given format.

3. 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.

4. 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.

5. 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.
5. The bidder shall clearly mention in the starting of the Technical Proposal whether the Technical Proposal is for Package 1 or Package 2 or for both packages. Otherwise bid will be rejected.
6. Only bidders securing a minimum of 70% marks in the technical evaluation shall qualify for the opening of their financial bids. A bidder securing less than 70% marks shall be declared technically non-responsive, and its financial bid shall remain unopened.

6. 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 Package 1, Package 2 or both packages 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.
6. The bidder/firm shall clearly mention at the beginning of the Financial Proposal whether the proposal is submitted for Package-1, Package-2 or both packages otherwise bids will be rejected.

7. 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 14 2(b) single stage – two envelope bidding.

8. 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. After submission of Technical Proposal through e-Pak Acquisition & Disposal System (EPADS) a hard copy must also be submitted in Hard Tap binding.
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 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.

9. 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 along with Contract Agreement and Payrolls.
3. Valid registration documents and registration with FBR & Khyber Pakhtunkhwa Revenue Authority and other relevant Govt Departments 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 of already completed contracts.
8. The bid must accompany 2% Call Deposit in form of CDR. Original must be provided on the date of opening of Technical Bid in close envelope.
9. An affidavit on E-Stamp paper of PKR 500 properly attested by oath commissioner to the effect that the bidder has neither been blacklisted by any Government / Public Sector/Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.
10. Provide separate Affidavit on E-stamp paper of PKR 500 duly attested that the information provided by the bidder is correct and any misleading or false information found at any stage, during the evaluation stage, or after the contract award may lead to proposal rejection or contract termination.
11. An affidavit on E-Stamp Paper of PKR 500 stating that the Bidder shall be liable to provide the Supplies and Services mentioned in the standard bidding documents and agree with the terms and conditions mentioned in the TORs in this SBDs.

10. 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).

11. 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.

12. 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 10 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.

13. 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 dully vetted as per Law/Rules.

14. 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 Committee.
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. No advance payment shall be made the successful bidder.
12. Recovery of all applicable taxes at source should be made as per rules.

15. 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.

16. Terms & Conditions

1. The bidder should provide the details of the services / activities.
2. The successful bidder must provide 10% 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 3% 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.

17. Invitation for Bids

1. Bids are invited from well-established Service Provider/firms/companies etc. registered with the Khyber Pakhtunkhwa Revenue Authority & Federal Board of Revenue (FBR) for the Procurement of services for the project activities under ADP scheme “**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 **21st August, 2026, 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 **21st August, 2026, 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 **6th August, 2026** 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

7. **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 “ 210387-Skill Development of Deeni Madaris Students of Merged Areas ”.
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)	The bidders shall furnish bid security of 2% with the technical 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 in sealed envelope.
7.	Performance Guarantee	The successful bidder must provide 10% Performance Guarantee as per KPPRA Rules.
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	6th August, 2026 at 11:30 AM Office of the Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Eidgah Complex, Charsadda Road, Opposite Irfan Hospital, Peshawar, Khyber Pakhtunkhwa.
11.	Due Date, Time, and place of submission of Tender Document	21st August, 2026 at 11:30 AM Office of the Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department, Eidgah Complex, Charsadda Road, Opposite Irfan Hospital, Peshawar, Khyber Pakhtunkhwa.
12.	Date, Time, and Place of Technical Bid Opening	21st August, 2026 at 12:00 PM 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	The method of procurement as per Rule 14 2(b) single stage – two envelope bidding.
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

8. 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:

#	Mandatory Criteria	Documentary Evidence	Check List	
			Yes	No
1.	The Bidder Must be registered with concerned authorities in relevant business category.	Registration/Incorporation required		
2.	The bidder must be on Active Tax Payers List of Income Tax (NTN) and shall provide last three years' returns.	Attach NTN & last five years return		
3.	The bidder must be on Active Tax Payers List of Income Tax (Sales Tax) and shall provide last three years' returns.	Attach NTN & last five years return		
4.	Bidder must be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and shall be present on Active Taxpayer List (ATL).	Registration Certificate		
5.	The bidder must have a minimum of Ten (10) years of experience in similar services.	Contract Agreements/Work Orders		
6.	The bid must accompany 2% Call Deposit in form of CDR. Original must be provided on the date of opening of Technical Bid in close envelope.	Copy Attached and Original must provide before deadline.		
7.	Must be involved in any relevant business (Conference Arrangement, Capacity Building Trainings, Training & Development, Exposure/Exchange Programs, Interfaith Events or Event Management) for 05-years or more.	Contract Agreements/Work Orders		
8.	An affidavit on E-Stamp paper of PKR 500 properly attested by oath commissioner to the effect that the bidder has neither been blacklisted by any Government / Public Sector/Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.	Affidavit		
9.	Provide separate Affidavit on E-stamp paper of PKR 500 duly attested that the information provided by the bidder is correct and any misleading or false information found at any stage, during the evaluation stage, or after the contract award may lead to proposal rejection or contract termination.	Affidavit		
10.	An affidavit on E-Stamp Paper of PKR 500 stating that the Bidder shall be liable to provide the Supplies and Services mentioned in the standard bidding documents and agree with the terms and conditions mentioned in the TORs in this SBDs.	Affidavit		
Note: Bidder 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.				

S#	Requirements (Financial Bid)	Yes/No
1.	No item of a package missed and rates of all items in a package quoted	
2.	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)	
3.	Item-wise and grand total are quoted at the respective columns of the Form of Bid	
4.	Final Rates are quoted in PKR	
5.	Quoted Bids are inclusive of all taxes	
6.	Rates are quoted on the attached prescribed Form of Bid	
Note: Bidder 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.		

9. Technical Evaluation Criteria (70 Marks)

Evaluation Criteria for Evaluation of Bids Technical Bid: 70%

Technical Evaluation (100 Marks) 70% Weightage				
S#	Parameter	Details	Marks	Remarks / Verification
1	Physical Office & Operational Presence	Office in Pakistan with operational office in KP. (Head Office or Regional Office shall receive equal marks).	3	Registration, Rent Deed/Ownership, Physical Verification otherwise no mark shall be awarded.
2	General Experience	One mark per completed year in relevant field (Maximum 10 years)	10	One mark shall be awarded for each completed year of experience in the relevant field, subject to a maximum of 10 marks. The bidder must submit at least one relevant work order or contract agreement to establish experience in the relevant field. The duration of relevant experience shall be calculated from the date of contract execution with Public/ Semi Govt. / Autonomous Bodies / Corporation / INGOs / National & Multinational Organizations, since inception.
3	Relevant Completed Projects	Minimum 10 completed projects during last ten years.	20	Project with Public / Semi Govt. / Autonomous Bodies / Corporation / INGOs / National & Multinational Organizations supported by Work Orders/Contract Agreements and Completion Certificates. No marks shall be awarded without Work Orders/Contract Agreements and Completion Certificate.
3.1.	Financial worth of executed projects	Above or equal to PKR 25.00 million per project. 2 marks per completed project.	20	
3.2.		Above PKR 15 million and below 25 million per project. 1.5 marks per completed project.	15	
3.3.		Above PKR 10 million and below 15 million per project. 1 mark per completed project.	10	
3.4.		Below PKR 10 million per project. 0.5 marks per completed project.	5	
4	Quality Management System	ISO 9001 or equivalent Quality Management Certification in relevant business and complete Quality Assurance & SOPs Documents	5	Business Entity shall submit documented SOPs/Quality Assurance Manual covering planning, execution, supervision, health & safety, complaint handling, risk mitigation and reporting mechanism relevant to event management projects along with certificates
5.	Innovation & Digital Capability	Well Established Event Management Software, QR Attendance, Online Registration, Dashboard, Mobile Application active from last one years, Live Reporting, Strong Social Media Existence/Presence	6	The Bidder must provide evidence of innovative & Digital Capability in form of software tool to be utilized for smooth execution of project.
6.	10 Permanent Professional Staff	Permanent managerial/professional employees (excluding support staff). 1 mark per permanent	10	Profile of permanent staff along with CVs supported by Contract Agreements & Payroll of Six Month (to be verified by Bank Statements).

Technical Evaluation (100 Marks) 70% Weightage

S#	Parameter	Details	Marks	Remarks / Verification
		employee		Permanent staff must have three years experience. No marks will be awarded to Permanent Administration / Management Staff without CVs, Contract Agreements & Payrolls. Attachment of Bank Statement is mandatory. The Department will carry out surprise visit to check the availability of Permanent Staff.
7.	10 Proposed Project Team	Relevant professionals staff i.e. Project Manager (1), Event Manager (1), Logistics Officer (1), Finance Officer (1), Religious Scholars (4), IT Personnel (2) Permanent staff should not be proposed as “Proposed Project Team” as separate marks have already been allocated for “Permanent Professional Staff”.	10	CVs and Commitment Letters. If permanent staff is proposed as Project Proposed Staff, the bid shall be declared as non-responsive.

8.	Team Leader	Master's Degree with minimum 10 years relevant experience	5	CV, Degree, Experience Certificates
9.	Presentation before Evaluation Committee		20	
9.1.	Detailed presentation of proposed Approach, Methodology & Work Plan	Proposed Approach	5	Bidder shall be required to submit detailed presentation along with Technical Proposal.
9.2.		Proposed Methodology	5	
9.3.		Proposed Work Plan	10	
10.	Financial Capacity		5	Audited Financial and Bank Statements. Audit Reports from registered Audit Firm dully attested by Chartered Accountant and Bank Statement must be attached as Documentary evidence. Audit Report shall have UDIN Number.
10.1.	Total Turnover during last five years	≥ PKR 1,000.00 million	5	
10.2.		PKR 500–999.99 million	4	
10.3.		PKR 250.499.99 million	3	
10.4.		PKR 200.00-249.00 million	2	
10.5.		Below PKR 200.00-million	1	
11.	Tax Compliance		6	Copies of Returns
11.1.	Income Tax and Sales Tax Returns for last five years	Income Tax Returns for last five years	3	
11.2.		Sales Tax Returns for last five years	3	

Total = 100 Marks

Minimum Qualifying Score: 70 Marks

General Evaluation Notes

1. Only completed projects supported by both Work Order/Agreement and Completion Certificate shall be considered.
2. Only the ten highest-value completed projects shall be evaluated.
3. Equivalent documentary evidence shall be accepted where appropriate.
4. The Evaluation Committee may seek clarifications but shall not permit any material change to the bid.
5. False or misleading information shall result in disqualification and may lead to proceedings under the applicable procurement rules.
6. Documentary verification may include:
 - Physical office inspection
 - Client reference checks
 - Verification of tax status through FBR
 - Verification of payroll through bank statements
 - Verification of professional qualifications
7. All members of the Evaluation Committee shall score the bids, after which a consolidated score sheet shall be prepared.

Evaluation Principles

The criteria are designed to comply with the fundamental procurement principles by:

- **Transparency:** All evaluation factors, marks and documentary requirements are disclosed in advance.
- **Competition:** No criterion unnecessarily restricts participation by requiring a specific ownership structure or head office location.
- **Equal Treatment:** All bidders are evaluated using identical criteria and scoring methodology.
- **Accountability:** Every awarded mark must be supported by documentary evidence and recorded in the evaluation report.
- **Value for Money:** Greater weight is assigned to demonstrated technical capability, successful completion of similar assignments, project methodology and qualified personnel rather than merely financial size.
- **Objectivity:** Scoring is based on measurable evidence, minimizing subjective judgment except for the presentation, which should use a predefined scoring sheet.

10. **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.

11. 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.

Scope of Work & Responsibilities:

The Bidder, together with the Department 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.

S#	Service Description	Detail
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

12. **Technical Detail of Procurement**

TERMS OF REFERENCE

Hiring of Firms/Consultant/Companies etc. 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.

Scope of Work & Responsibilities:

The Bidder shall be responsible to provide all the below mentioned required Services as per the ToRs of RFP, SBDs, PC-I and requirements of the Project’s Components including but not limited to:

- Project Designing & Project Implementation
- Undertaking Research Activities (where needed)
- Conducting Policy Dialogues & Capacity Building Activities & providing necessary Policy Guidelines/ Recommendations
- Monitoring, Evaluation & Reporting
- Communications with concerned stakeholders
- Identification & Arrangements of Trainers/ Speakers with Allied Services
- Selection of Topics & Content/ Thematic Training Areas
- Designing & Conducting Pre & Post Assessments (where needed)
- Database Development
- Designing & Implementing Awareness/ Promotional/ Marketing Campaign (on all possible/ feasible mediums/ platforms including but not limited to Electronic Media, Print Media, Social Media, IEC Materials, Physical Campaign while using diverse tools including but not limited to Narrative Building, Content Development, Image Building, Positioning – Repositioning, Production, Video Making, Graphics Creation, Success Stories’ Development, Managing Social Media Accounts, Handles, Pages, Content Creation on Social Media Platforms for various project components as per the requirements for Participants’ Identification & Registration along with Project & Government Promotion
- Accommodation for Participants, Speakers/ Trainers, and Performers
- Refreshments for Participants, Officials, Dignitaries, and Guests
- Transportation for Participants, Speakers/ Trainers, and performers
- Venue Arrangements for example Hall/ Space/ Institution
- Sound, Lighting, and Décor
- Venue Branding
- Production and Allied Services
- Provision of Promotional Materials

The Auqaf, Hajj, Religious & Minority Affairs Department (P.E) shall assist in attaining for NOC/s, security arrangements, communications with dignitaries & their Protocols, and necessary facilitation

where required by bidder particularly related to communications, coordination & approvals.
All the required services shall be provided with the consent of the Auqaf Department.

13. **Necessary Arrangements for Activities**

i) **Accommodation:**

Accommodation for participants/officials shall be arranged in hotels or guest facilities of at least three-star standard or equivalent, ensuring an appropriate level of comfort, cleanliness, hygiene, and security. The accommodation must provide well-furnished rooms with clean bedding, attached washrooms, uninterrupted water and electricity supply, proper ventilation/air-conditioning or heating (as per season), and essential amenities. The facility should be located in a secure and accessible area and must comply with all applicable safety and health standards. Where three-star hotels are not available, an equivalent standard facility approved by the department shall be arranged.

ii) **Transportation:**

Transportation services shall be provided through standard, well-maintained, and roadworthy vehicles, including air-conditioned cars, coasters, vans, and buses, or any other suitable mode of transport, depending on the number of participants and travel requirements. All vehicles shall be operated by licensed drivers, insured and maintained in good working condition to ensure safety and comfort throughout the journey. The transportation arrangement shall cover pick-and-drop services, intercity travel, and local movements as required under the program schedule.

iii) **Foods:**

Meals shall be provided strictly in accordance with the approved meal menu and specifications. The meals must be freshly prepared, hygienic, and nutritionally balanced, taking into account cultural and dietary preferences of the participants. Adequate quantity and quality shall be ensured for breakfast, lunch, dinner, and refreshment breaks, as applicable. Drinking water (mineral or filtered) shall be provided at all times. The service provider shall ensure timely serving of meals and adherence to food safety standards.

iv) **Halls and Venue Arrangements:**

Appropriate halls shall be arranged for trainings, dialogues, conferences, and related events. The halls must be adequately spacious, well-ventilated, and equipped with essential facilities including seating arrangements, stage/rostrum, sound system, multimedia/projectors, laptops, backup power supply, and proper lighting and other necessary requirements for the event/activity. The venue should ensure cleanliness, accessibility, and security, and must be located at a convenient and safe location. Arrangement for registration desks, signage, and waiting areas shall also be ensured.

v) **Promotional Campaign:**

A comprehensive promotional campaign shall be undertaken to ensure wide visibility and participation. This shall include electronic media, print media, social media platforms, official websites, press releases, banners, posters, standees, and community outreach through relevant stakeholders. The campaign shall aim to create awareness about the objectives, schedule, and significance of the activities. All promotional content shall be developed in compliance with government communication guidelines and approved by the department prior to dissemination.

Promotional materials such as banners, backdrops, flexes, brochures, flyers, standees, and digital creatives shall be designed and produced to support outreach and visibility. All materials shall carry approved logos, themes, and branding as per government policy and shall be displayed or disseminated in an appropriate and dignified manner.

vi) Trainers and Resource Persons:

Qualified, experienced, and subject-matter expert trainer's/resource persons shall be engaged for trainings, capacity-building programs, and dialogues. Trainers shall possess relevant academic qualifications and demonstrated practical experience in their respective fields. Their responsibilities shall include delivery of sessions, facilitation of discussions, and contribution to training content. Prior approval of all trainers/speakers from the Department shall be mandatory before engagement.

vii) Preparation of Training Materials

Standardized training materials shall be developed and prepared in advance, aligned with the objectives of the program. These may include training manuals, presentations, handouts, case studies, toolkits, and reference materials. All materials shall be clear, relevant, and user-friendly, and shall be produced in required languages to ensure maximum comprehension by participants. The complete training content and materials shall be shared with the Department well in advance of the activity, and prior vetting and formal approval from the Department shall be mandatory before printing, dissemination, or use.

Relevant content shall be developed for trainings, dialogues, conferences, and awareness activities. This shall include speeches, presentations, discussion notes, briefing papers, and information material aligned with the objectives of interfaith harmony, capacity building, and community engagement. The content shall be culturally sensitive, inclusive, and approved by the department prior to use.

viii) Reports and Documentation:

Comprehensive reports shall be prepared for each activity, covering objectives, methodology, participation details, key discussions, outcomes, lessons learned, and recommendations. The reports shall be supported with attendance sheets, photographs, videos, highlights, documentaries, media coverage, feedback forms, and any other relevant documentation. A consolidated report may also be prepared at the end of the program.

ix) Stationery and Office Supplies:

Necessary stationery items shall be provided to participants and organizers, including writing pads, pens, folders, name tags, registers, and other required supplies. All stationery shall be of standard quality and properly branded, where applicable. All materials, venues, media content, and digital outputs shall strictly follow approved Government and Departmental branding guidelines, including logos, themes, and acknowledgements.

x) Certification

Certificates of participation/completion shall be issued to eligible participants, trainers, and organizers, as applicable. The certificates shall be duly designed, printed on standard-quality paper, and authenticated by the competent authority. Proper record of issued certificates shall be maintained for future reference and verification.

xi) Gift Packs and Shields for Officials

Standard gift packs and commemorative shields shall be arranged for chief guests, speakers, trainers, and key officials as approved by the Department. The items shall be modest, dignified, and in line with government norms, with appropriate branding where applicable.

xii) Registration Process & Participant Mobilization

A transparent and organized registration process shall be implemented, including online and/or manual registration, verification of participants, issuance of invitations, and maintenance of attendance records. Participant mobilization shall be carried out through official correspondence, community networks, and approved communication channels to ensure adequate and balanced representation.

xiii) Miscellaneous & First Aid

Under the miscellaneous head, provision shall be made for incidental and contingency expenses required for the smooth and effective conduct of activities. This shall include the arrangement of a dedicated vehicle for the relevant team of the Auqaf Department to ensure proper supervision, coordination, monitoring, and facilitation of activities before, during, and after the events. The vehicle shall be roadworthy, properly maintained, and available as per the approved schedule.

Additionally, basic first aid arrangements shall be ensured at all venues, including the availability of first aid kits and immediate assistance to address any minor medical emergencies during the activities.

xiv) **Database of Beneficiaries, Speakers and Stakeholders etc**

A comprehensive, centralized and MIS-based digital database of beneficiaries, speakers, trainers, resource persons, and other relevant stakeholders shall be developed, maintained and regularly updated. The database shall be integrated with the Department’s existing Management Information System (MIS) and shall capture complete and verifiable information, including name, CNIC/unique ID (where applicable), contact details, affiliation, category of participation, geographic location, and activity-wise engagement and attendance.

The database shall be maintained in editable and exportable digital formats, ensuring data accuracy, integrity, confidentiality, and compliance with applicable data protection protocols. Access controls shall be defined to ensure authorized use only.

All reports, photographs, videos, recorded lectures, presentations, promotional contents and any other relevant data generated during the activities shall be digitally archived and uploaded to the MIS-based database. The data shall be properly categorized, tagged, and linked with the relevant activity, location, date, and participant records to ensure easy retrieval and traceability.

The uploaded content shall be maintained in standardized digital formats, ensuring data integrity, security, and long-term accessibility. The complete digital record shall remain the property of the Auqaf Department and shall be used for monitoring, evaluation, reporting, transparency, and audit purposes.

xv) **Monitoring, Evaluation & Feedback Mechanism**

A structured monitoring and evaluation mechanism shall be put in place to assess the effectiveness, quality, and outcomes of each activity. Participant feedback forms, pre- and post-activity assessments (where applicable), and satisfaction surveys shall be conducted. The results shall be uploaded to the MIS for analysis and reporting.

xvi) **Compliance with Government Rules & Audit Requirements**

All activities shall be conducted in accordance with applicable Government of Khyber Pakhtunkhwa rules, procurement regulations, financial procedures, and audit requirements. Complete financial and administrative records shall be maintained and made available for inspection and audit of the Auqaf Department.

Details of food menu for various activities are mentioned below

Day 1 Menu			
Tea Break Morning	Tea Break Evening	Lunch Menu	Dinner
- Tea: Regular Tea - Snacks: Chicken Patties - Biscuits / Cookies	- Tea: Regular Tea - Mini Sandwiches - Cake Slices	- Chicken Jalfrezi - Mutton Qorma - Beef Pulao - Mixed Vegetable - Palak Paneer	- Chicken Boneless Handi - Chinese Rice - Chicken Tikka - Mixed Vegetables

		• Roti • Gulab Jaman • Fresh Salad • Mineral Water, Soft Drinks	• Naan • Custard • Fresh Salad • Mineral Water, Soft Drinks
Day 2 Menu			
Tea Break Morning	Tea Break Evening	Lunch Menu	Dinner
• Tea: Regular Tea • Chicken Patties • Biscuits / Cookies	• Tea: Regular Tea • Mini Sandwiches • Cake Slices	• Chicken Boneless Handi • Chicken Biryani • Chicken Boti • Daal Mash • Fresh Salad • Naan • Kheer • Mineral Water, Soft Drinks	• Chicken Karahi • Mutton Qorma • Beef Pulao • Fish • Palak Paneer • Fresh Salad • Roti • Zarda • Mineral Water, Soft Drinks
Day 3 Menu			
Tea Break Morning	Tea Break Evening	Lunch Menu	Dinner
• Tea: Regular Tea • Snacks: Chicken Patties • Biscuits / Cookies	• Tea: Regular Tea • Mini Sandwiches • Cake Slices	• Chicken Jalfrezi • Chinese Rice • Chicken Seekh Kabab • Vegetarian: Mixed Vegetables • Fresh Salad • Naan • Zarda • Mineral Water, Soft Drinks	• Chicken Boneless Handi • Mutton Qorma • Chicken Biryani • Fish • Daal Mash • Fresh Salad • Roti • Gulab Jamun • Mineral Water, Soft Drinks
Day 4 Menu			
Tea Break Morning	Tea Break Evening	Lunch Menu	Dinner
• Tea: Regular Tea • Snacks: Chicken Patties • Biscuits / Cookies	• Tea: Regular Tea • Mini Sandwiches • Cake Slices	• Chicken Boneless Handi • Mutton Karahi • Chicken Biryani • Chicken Boti • Palak Paneer • Fresh Salad • Naan • Custard • Mineral Water, Soft Drinks	• Chicken Jalfrezi • Beef Pulao • BBQ: Tikka & Fish • Mixed Vegetables • Fresh Salad • Roti • Kheer • Mineral Water, Soft Drinks
Day 5 Menu			
Tea Break Morning	Tea Break Evening	Lunch Menu	Dinner
• Tea: Regular Tea • Snacks: Chicken Patties • Biscuits / Cookies	• Tea: Regular Tea • Mini Sandwiches • Cake Slices	• Chicken Jalfrezi • Mutton Qorma • Beef Pulao • Mixed Vegetable • Palak Paneer • Roti • Gulab Jaman • Fresh Salad • Mineral Water, Soft Drinks	• Chicken Boneless Handi • Chinese Rice • Chicken Tikka • Mixed Vegetables • Naan • Custard • Fresh Salad • Mineral Water, Soft Drinks

Note: The Department may make changes or replacements in the above menu, keeping in view religious and cultural sensitivities.

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.

Total No. of Students:	140 Students in two years
No. of Students per Trips:	46 Students
No. of days per trip:	5 days and 5 nights
Total No. of Trips:	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 Muthaida 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.

Total No. of Students:	140 Students in two years
No. of Students Per Trip:	46 Students
No. of Trips:	3 trips
No. of days per trip:	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.

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

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

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

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 Auqf Department 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 the Department.

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 the Department 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)					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & Tea)	High-quality food; hygienic preparation; menu includes vegetarian/non-vegetarian options; served in appropriate quantities for all participants, trainers, officials, and staff as per approved menu.	5 Days × 3 Trips	46 participants each Trip	
2	High-Quality Transportation Services	Comfortable, safe, and reliable vehicles for pick & drop includes buses, coasters, or suitable transport; professional drivers etc.	5 Days × 3 Trips	46 participants each Trip	
3	Accommodation (Shared) + Breakfast & Dinner	Standard Hotel rooms with standard facilities, hygiene, and safety; breakfast and dinner included as per approved menu etc.	5 Days × 3 Trips	46 participants each Trip	
4	Traveling Allowance for Participants	As per approved rates of the Department.	As per requirement	140 Participants	
5	Arrangement of visits	Visit to Govt Institutions, Universities, Organizations, Historical Places etc.	5 Days × 3 Trips	46 participants each Trip	
6	Arrangement of Speakers / Trainers	Arrangements of lectures during visits in institutes as per requirements etc.	As per requirement	-	
7	Facilitators for Trainers & Beneficiaries	Skilled facilitators to assist in group activities, session management, logistics, and participant coordination etc.	As per requirement	-	
8	Preparation of Training Materials, Reports, Stationery, Content Development, Promotional Material, Certification	Professionally designed and printed manuals, handouts, certificates, banners, stationery, and IEC materials; high-quality content aligned with dialogue themes etc.	5 Days × 3 Trips	-	
9	Promotional Campaign, Production & Media Coverage, Gift Packs and Shields for Officials	Professional photography and videography, media engagement, digital and print promotion, and preparation of gift packs/shields; coverage must reflect event quality etc.	5 Days × 3 Activities	-	
10	Registration Process & Participant Mobilization	Standardized registration process including sensitization, meet-ups, field visits, and verification; accurate data collection and logistical support for participants etc.	5 Days × 3 Trips	46 participants each Trip	
11	Miscellaneous & First Aid Cost	Miscellaneous & First Aid Cost during the whole activity etc.	5 Days × 3 Trips	46 participants each Trip	

2. CAPACITY & BUILDING & MADARIS YOUTH EXPOSURE FOR TEACHERS & MANAGEMENT (PUNJAB, ISLAMABAD, KARACHI)					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & Tea)	High-quality food; hygienic preparation; menu includes vegetarian/non-vegetarian options; served in appropriate quantities for all participants, trainers, officials, and staff as per approved menu.	5 Days × 3 Trips	46 participants each Trip	
2	High-Quality Transportation Services	Comfortable, safe, and reliable vehicles for pick & drop includes buses, coasters, or suitable transport; professional drivers etc.	5 Days × 3 Trips	46 participants each Trip	
3	Accommodation (Shared) + Breakfast & Dinner	Standard Hotel rooms with standard facilities, hygiene, and safety; breakfast and dinner included as per approved menu etc.	5 Days × 3 Trips	46 participants each Trip	
4	Traveling Allowance for Participants	As per approved rates of the Department.	As per requirement	140 Participants	
5	Arrangement of visits	Visit to Govt Institutions, Universities, Organizations, Historical Places etc.	5 Days × 3 Trips	46 participants each Trip	
6	Arrangement of Speakers / Trainers	Arrangements of lectures during visits in institutes as per requirements etc.	As per requirement	-	
7	Facilitators for Trainers & Beneficiaries	Skilled facilitators to assist in group activities, session management, logistics, and participant coordination etc.	As per requirement	-	
8	Preparation of Training Materials, Reports, Stationery, Content Development, Promotional Material, Certification	Professionally designed and printed manuals, handouts, certificates, banners, stationery, and IEC materials; high-quality content aligned with dialogue themes etc.	5 Days × 3 Trips	-	
9	Promotional Campaign, Production & Media Coverage, Gift Packs and Shields for Officials	Professional photography and videography, media engagement, digital and print promotion, and preparation of gift packs/shields; coverage must reflect event quality etc.	5 Days × 3 Activities	-	
10	Registration Process & Participant Mobilization	Standardized registration process including sensitization, meet-ups, field visits, and verification; accurate data collection and logistical support for participants etc.	5 Days × 3 Trips	46 participants each Trip	
11	Miscellaneous & First Aid Cost	Miscellaneous & First Aid Cost during the whole activity etc.	5 Days × 3 Trips	46 participants each Trip	

3. MADARIS YOUTH TALENT PROMOTION (TALENT HUNT IN EXTRACURRICULAR ACTIVITIES)					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (400 Participants and 100 Trainers, Govt. Officials, Media Persons)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, trainers, Government officials, judges, media personnel, volunteers, and support staff in accordance with the approved menu.	2 Days 7 Activities	500	
2	Venue & Allied Event Management Services	Provision of suitable competition venues with seating arrangements, stage, sound system, lighting, decoration, branding, electricity backup, cleaning services, and all allied facilities required for successful conduct of competitions.	2 Days 7 Activities	500	
3	Transportation Services	Provision of safe and comfortable transportation for participants, trainers, officials, judges, equipment, and event materials, including fuel, tolls, parking, and all incidental charges.	2 Days 7 Activities	500	
4	Accommodation with Complimentary Breakfast	Accommodation on a shared basis in standard hotels/hostels with adequate safety, hygiene, and essential facilities, including complimentary breakfast.	2 Nights	400	
5	Dinner	Provision of quality dinner for all accommodated participants in accordance with the approved menu.	2 Nights	400	
6	Professional Judges	Engagement of qualified and experienced judges for evaluation of competitions in accordance with approved criteria, including honorarium and related expenses.	28 Judges × 2 Days	—	
7	Boarding & Lodging for Trainers/Judges	Boarding and lodging arrangements for trainers, judges, and resource persons, including accommodation, meals, and associated hospitality.	28 Persons × 2 Nights	28 trainers/judges	
8	Facilitators & Event Management Staff	Provision of qualified facilitators and support staff for participant coordination, competition management,	As required	—	

		logistics, documentation, and overall event implementation.			
9	Prizes, Awards, Shields & Certificates	Procurement and distribution of trophies, medals, shields, certificates, appreciation awards, and other recognition items for winners, participants, judges, and distinguished guests.	Lump Sum	—	
10	Traveling Allowance for Participants	As per approved rates of the Department	Lum Sum	400 Persons	
11	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials, Stationary and Reports.	Professional photography, videography, live coverage, digital and print publicity, event documentation, preparation of reports, stationery, banners, souvenir gift packs, and shields for distinguished guests and officials.	2 Days 7 Activities	—	
12	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	Participant registration, verification, sensitization meetings, outreach, physical visits, communication, data management, attendance, and all associated logistical arrangements.	2 Days 7 Activities	500	
13	Competitions Specific Items Requirements 10 Activities / Competitions Approx	Provision of all equipment, consumables, sports/cultural materials, technical accessories, and other items required for approximately ten (10) extracurricular competitions.	2 Days 7 Activities	As required	
	Mobilization Charges	Mobilization Charges	2 Days 7 Activities	--	
	Miscellaneous, Contingencies & First Aid	Provision of first aid arrangements, emergency support, contingency expenses, and other incidental expenditures necessary for the successful conduct of the event.	2 Days 7 Activities	--	

4. YOUNG & LEARNED ULEMA SUMMIT					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) (300 Participants & 50 Guests, Speakers/ Trainers, Officials, Media Reps etc)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, distinguished guests, speakers, trainers, Government officials, media representatives, volunteers, and support staff in accordance with the approved menu.	3 Days	350	
2	Venue & Allied Event Management Services	Provision of a suitable conference hall with seating arrangements, stage, podium, sound system, multimedia equipment, LED screens, lighting, decoration, branding, electricity backup, internet connectivity, registration area, security, housekeeping, and all allied facilities required for successful conduct of the Summit.	3 Days	350	
3	Transportation Services	Provision of safe and comfortable transportation for participants, speakers, guests, officials, equipment, and event materials, including fuel, tolls, parking, and all incidental charges.	3 Days	300	
4	Accommodation with Complimentary Breakfast	Accommodation on a shared basis in standard hotels with adequate safety, hygiene, and essential facilities, including complimentary breakfast for all participants.	3 Nights	300	
5	Dinner	Provision of quality dinner for all accommodated participants in accordance with the approved menu.	3 Nights	300	
6	Speakers/ Trainers	5 Trainers, 03 days 2 Sessions	5 Trainers, 03 days		
7	Daily Allowance for Participants	As per approved rates of the Department to 350 Persons	--	350	
8	Facilitators & Event Management Staff	Provision of qualified facilitators and support staff for participant coordination, session management, protocol, logistics, documentation, and overall implementation of the Summit.	10 Facilitators × 3 Days	10	
9	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Material, Certification etc.	Preparation and printing of conference kits, training materials, session papers, stationery, participant folders, certificates, banners, reports, promotional material, and other event-related documentation in accordance with approved specifications.	Lump Sum	300	
10	Promotional	Professional photography,	Lump Sum	350	

	Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials and Guests.	videography, digital and print media coverage, live documentation, preparation of event reports, publicity material, souvenir gift packs, and commemorative shields for distinguished guests, speakers, and Government officials.			
11	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	Participant registration, verification, communication, sensitization meetings, outreach, physical visits, attendance management, data collection, and all associated logistical arrangements necessary for successful implementation of the Summit.	Lump Sum	300	
12	Mobilization Charges	Mobilization Charges	Lum Sum	--	
13	Miscellaneous, Contingencies & First Aid	Provision of first aid arrangements, emergency support, contingency expenses, and other incidental expenditures necessary for the successful conduct of the Summit.	Lump Sum	350	

5. MADARIS STUDENTS AWARENESS AND CAPACITY BUILDING PROGRAM					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (420 Participants and 70 Trainers, Govt. Officials, Media Persons, Security Personnel etc)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, trainers, Government officials, media representatives, security personnel, and support staff in accordance with the approved menu.	7 Sessions × 4 Days	500	
2	Hall / Venue Charges and Allied Services (60 participants each Sessions)	Provision of suitable training halls with seating arrangements, multimedia equipment, sound system, stage, branding, electricity backup, housekeeping, registration desk, and all allied facilities required for successful conduct of the programme.	7 Sessions × 4 Days	60 per session	
3	Daily Allowance for Participants	As per approved of the Department	Lum Sum	420	
4	Transportation Cost (60 participants each Session)	Provision of safe and comfortable transportation for participants, trainers, officials, and programme materials, including fuel, tolls, parking, and all incidental charges.	7 Sessions × 4 Days	60 per session	
5	Accommodation (Shared) for Participants	Accommodation on a shared basis in standard hotels/hostels with adequate safety, hygiene, and essential facilities, including breakfast and dinner for participants.	4 Nights	420	
6	Dinner	Provision of quality dinner for all accommodated participants in accordance with the approved menu.	4 Nights	420	
7	Speakers/ Trainers	5 Trainers per Session in total 7 Sessions	7 Sessions × 4 Days	35	

8	Facilitators for Trainers & Beneficiaries	Provision of qualified facilitators and support staff for participant coordination, session management, logistics, documentation, and overall programme implementation.	5 Facilitators × 7 Sessions × 4 Days	35	
9	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Material, Certification etc.	Preparation and printing of training manuals, participant kits, stationery, banners, certificates, reports, content development, promotional material, and other programme-related documentation in accordance with approved specifications.	7 Sessions × 4 Days	420	
10	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials.	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs, and commemorative shields for Government officials and distinguished guests.	7 Sessions × 4 Days	500	
11	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	Participant registration, verification, sensitization meetings, outreach, physical visits, attendance management, data collection, communication, and all associated logistical arrangements.	7 Sessions × 4 Days	420	
12	Mobilization Charges	Mobilization Charges for the all Activities	7 Sessions × 4 Days	--	
13	Miscellaneous & First Aid Cost	Provision of first aid arrangements, emergency support, contingency expenses, and other incidental expenditures necessary for successful conduct of the programme.	7 Sessions × 4 Days	500	

6. MADARIS TEACHERS AND MANAGEMENT AWARENESS & CAPACITY BUILDING PROGRAM					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (420 Participants and 70 Trainers, Govt. Officials, Media Persons, Security Personnel etc)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, trainers, Government officials, media representatives, security personnel, and support staff in accordance with the approved menu.	7 Sessions × 4 Days	500	
2	Hall / Venue Charges and Allied Services (60 participants each Sessions)	Provision of suitable training halls with seating arrangements, multimedia equipment, sound system, stage, branding, electricity backup, registration desk, housekeeping, and all allied facilities required for successful conduct of the programme.	7 Sessions × 4 Days	60 per session	
3	Transportation Cost (60 participants each Session)	Provision of safe and comfortable transportation for participants, trainers, officials, and programme materials, including fuel, tolls, parking, and all incidental charges.	7 Sessions × 4 Days	60 per session	
4	Accommodation (Shared) & Dinner for Participants	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, and essential facilities for participants throughout the programme.	4 Nights	420	
5	Dinner	Provision of quality dinner for all accommodated participants in accordance with the approved menu.	4 Nights	420	
6	Speakers/ Trainers	5 Trainers per Session 7 Sessions	7 Sessions × 4 Days	35	
7	Facilitators for Trainers & Beneficiaries	Engagement of qualified trainers and facilitators for delivery of awareness and capacity-building sessions,	5 Trainers × 7 Sessions × 4 Days	35	

		participant coordination, logistics, documentation, and overall programme management.			
7	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Material, Certification etc.	Preparation and printing of training manuals, participant kits, stationery, banners, certificates, reports, content development, promotional material, and other programme-related documentation in accordance with approved specifications.	7 Sessions × 4 Days	420	
8	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials.	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs, and commemorative shields for Government officials and distinguished guests.	7 Sessions × 4 Days	500	
9	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	Participant registration, verification, sensitization meetings, outreach, physical visits, attendance management, communication, data collection, and all associated logistical arrangements necessary for successful implementation of the programme.	7 Sessions × 4 Days	420	
	Mobilization Charges	Mobilization Charges for all activities	7 Sessions × 4 Days	--	
10	Miscellaneous & First Aid Cost	Provision of first aid arrangements, emergency support, contingency expenses, and other incidental expenditures necessary for the successful conduct of the programme.	7 Sessions × 4 Days	500	

7. DIALOGUES AND SEMINARS ON INTERFAITH & INTRA-FAITH HARMONY					
#	Activity / Item	Standard / Specification	No. of Units / Activities	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (420 Participants and 70 Trainers, Govt. Officials, Media Persons, Security Personnel etc)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, speakers, religious scholars, Government officials, media representatives, security personnel, and support staff in accordance with the approved menu.	7 Sessions × 4 Days	500	
2	Hall / Venue Charges and Allied Services (60 participants each Sessions)	Provision of suitable conference halls with seating arrangements, stage, sound system, multimedia equipment, LED screens, branding, electricity backup, registration desk, housekeeping, security, and all allied facilities required for successful conduct of the dialogues and seminars.	7 Sessions × 4 Days	60 per session	
3	Transportation Cost (60 participants each Session)	Provision of safe and comfortable transportation for participants, speakers, Government officials, and programme materials, including fuel, tolls, parking, and all incidental charges.	7 Sessions × 4 Days	60 per session	
4	Accommodation (Shared) & Dinner for Participants	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, and essential facilities for participants, speakers, and resource persons.	4 Nights	420	
5	Dinner	Provision of quality dinner for all accommodated participants in accordance with the approved menu.	4 Nights	420	
6	Speakers/ Trainers	Speakers/ Trainers for Sessions	5 Trainers per Session 7 Sessions	35	
7	Facilitators for Trainers & Beneficiaries	Engagement of qualified religious scholars, subject experts, moderators, and facilitators for conducting dialogue sessions, panel discussions, and participant coordination.	5 Resource Persons × 7 Sessions × 4 Days	35	
8	Preparation of Training Materials, Reports, Stationary, Content Development, Promotional Material, Certification etc.	Preparation and printing of seminar folders, dialogue papers, stationery, participant kits, certificates, banners, reports, content development, promotional material, and other programme-related documentation in accordance	7 Sessions × 4 Days	420	

		with approved specifications.			
9	Promotional Campaign, Production (Video & Photography Coverage) & Media Coverage Gift Packs and Shields for officials.	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs, and commemorative shields for speakers, Government officials, and distinguished guests.	7 Sessions × 4 Days	500	
10	Registration Process (through Sensitization, Meet-ups, Physical Visits, along with associated Logistics Cost for all the activities during the Process)	Participant registration, verification, communication, sensitization meetings, outreach, attendance management, data collection, and all associated logistical arrangements necessary for successful implementation of the programme.	7 Sessions × 4 Days	420	
11	Mobilization Charges	Mobilization Charges for all activities	7 Sessions × 4 Days	--	
12	Miscellaneous & First Aid Cost	Provision of first aid arrangements, emergency support, contingency expenses, and other incidental expenditures necessary for the successful conduct of the programme.	7 Sessions × 4 Days	500	

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)	
2	CAPACITY & BUILDING & MADARIS YOUTH EXPOSURE (PUNJAB, ISLAMABAD AND KARACHI)	
3	MADARIS YOUTH TALENT PROMOTION (TALENT HUNT IN EXTRACURRICULAR ACTIVITIES)	
4	YOUNG & LEARNED ULEMA SUMMIT FOR THE YEAR	
5	MADARIS STUDENTS AWARENESS AND CAPACITY BUILDING PROGRAM	
6	MADARIS TEACHERS AND MANAGEMENT AWARENESS & CAPACITY BUILDING PROGRAM	
7	DIALOGUES AND SEMINARS ON INTERFAITH & INTRA-FAITH HARMONY	
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: _____