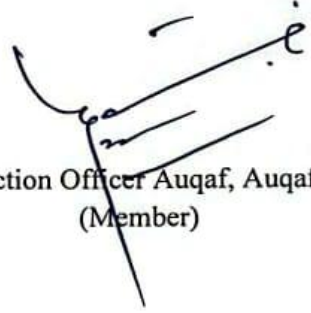




**REVISED STANDARD FORM BIDDING DOCUMENTS
FOR
180497-Capacity Building & Skill Development of Students of Deeni Madaris**

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
www.ahrma.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 Bidder for implementation of various activities under ADP scheme “180497-Capacity Building & Skill Development of Students Deeni Madaris” (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. The bidder shall provide the services as per SBDs and PC-I.
5. Bidder must quote rates inclusive of all taxes.
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 bidder). 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 registered Service Provider/firm/companies/etc. also registered with the Khyber Pakhtunkhwa Revenue Authority & Federal Board of Revenue (FBR) for the Procurement of services for the project activities under ADP scheme “**Capacity Building & Skill Development of Students Deeni Madaris**” 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

18. 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 “180497-Capacity Building & Skill Development of Students Deeni Madaris” .
3.	Tender Document available place	E-PADS official website of KPPRA and Auqaf Department.
4.	Place of Executions	Khyber Pakhtunkhwa
5.	Eligibility of the Bidders	Joint venture/consortium for the project is not allowed.
6.	Bid Security /Earnest Money (EM)	The Bidder shall furnish, as part of its financial bid with an undertaking in technical bid that the bid security in shape of CDR is enclosed in financial bid in the name of Additional Secretary Auqaf, Hajj, Religious and Minority Affairs Department. The bidders shall furnish bid security of 2% with financial bid in the shape of Call Deposit Receipt (CDR) or Security Deposit Receipt (SDR) in the name of the Additional Secretary Auqaf, Hajj, Religious and Minority Affairs Department, Khyber Pakhtunkhwa Peshawar. Bid security shall be kept sealed in the financial proposal.
7.	Performance Guarantee	As per KPPRA Rules after issuance of Letter of Acceptance
8.	Tender Addressed to	Additional Secretary, Auqaf, Hajj, Religious and Minority Affairs Department
9.	Contact Number	091-9212366
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 bidder
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

19. 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.		

20. 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	Head Office or Regional Office in Khyber Pakhtunkhwa	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-year, 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 employee	10	Profile of permanent staff along with CVs supported by Contract Agreements & Payroll of Six Months (to be verified by Bank Statements). Permanent staff must have three

Technical Evaluation (100 Marks) 70% Weightage				
S#	Parameter	Details	Marks	Remarks / Verification
				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 “<i>Proposed Project Team</i>” as separate marks have already been allocated for “<i>Permanent Professional Staff</i>”.	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.

21. 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.

22. Technical Detail of Procurement

For the Hiring of Service Provider for various Activities

TERMS OF REFERENCE

Hiring of Services of a bidder for arrangement of following activities under ADP scheme “180497-Capacity Building & Skill Development of Students Deeni Madaris”.

The successful bidder will have responsibility 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 staff and Mutahida Ulema Board (MUB).

Scope of Work & Responsibilities:

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

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

S#	Service Description	Detail
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.
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.

S#	Service Description	Detail
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

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.

1. **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 - 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
Day 2 Menu			
Tea Break Morning	Tea Break Evening	Lunch Menu	Dinner
- Tea: Regular Tea - Chicken Patties	- Tea: Regular Tea - Mini Sandwiches	Chicken Boneless Handi	- Chicken Karahi - Mutton Qorma

Biscuits / Cookies	Cake Slices	- Chicken Biryani - Chicken Boti - Daal Mash - Fresh Salad - Naan - Kheer - Mineral Water, Soft Drinks	- 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

An initiative 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.

Key Objectives of Activity:

- i. Academic Exposure
- ii. Culture Exchange
- iii. Community Engagement

Expected Outcomes:

- i. Successfully bridge gap between students of Deeni Madaris and formal educational institutions.
- ii. Exposure of formal education system

Key Performance Indicators:

- i. Total number of Deeni Madaris students selected for the program
- ii. Students participation in the program

Duration:

The aforementioned component is proposed for two years. A total 320 (160 each year) of Deeni Madaris students will be engaged. Further, a total 8 trips/visits (4 trips/visits in each year) will be arranged in two years duration. Moreover, duration of each trip/visit will be four days and 40 students will be taken accordingly.

Proposed Optional Destinations:

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

Selection of Students:

The Mutahida Ulema Board will select students for exposure program with consultation of o/o Minister Auqaf, Hajj & Religious Affairs and Auqaf Department. Data of students will be collected through “**Registration Form**”.

Arrangements of Activity:

This activity will be arranged through service provider(s). The bidder will be responsible for arrangement of transportation, entertainment, accommodation and all other allied facilities etc. The bidder will also be responsible for arrangements of seminars, workshops, lectures and awareness campaigns etc. Moreover, the bidder will be responsible for coordination and communication with Mutahida Ulema Board (MUB) for finalization of destinations, institutions, historical places/sites and prominent Madaris & Worship Places etc. as per directions of Auqaf Department.

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 360 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).
- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities.
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

2. Madaris Teachers 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 arranged 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, and Worship Places, historical places and sites etc. A series of orientation sessions will also be arranged during visits.

Key Objectives of Activity:

- i. Networking and Professional Development
- ii. Exposure

Expected Outcomes:

- i. Successfully bridge gap between teachers of Deeni Madaris and formal educational institutions.
- ii. Exposure of historical places/sites, prominent Madaris & Worship Places

Key Performance Indicators:

- i. Total number of Deeni Madaris teachers selected for the program
- ii. Teachers participation in the program

Duration:

The aforementioned component is proposed for two years. A total 320 (160 each year) of Deeni Madaris teachers will be engaged. Further, a total 8 trips/visits (4 trips/visits in each year) will be arranged in two years duration. Moreover, duration of each trip/visit will be four days and 40 teachers will be taken accordingly.

Proposed Optional Destinations:

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

Selection of Teachers:

The Mutahida Ulema Board will select teachers for exposure program with consultation of o/o Minister Auqaf, Hajj & Religious Affairs and Auqaf Department.

Data of teachers will be collected through “**Registration Form**”.

Arrangements of Activity:

This activity will be arranged through service provider(s). The bidder will be responsible for arrangement of transportation, entertainment, accommodation and all other allied facilities etc. The bidder will also be responsible for arrangements of seminars, workshops, lectures and awareness campaigns etc. Moreover, the bidder will be responsible for coordination and communication with Mutahida Ulema Board (MUB) for finalization of destinations, institutions, historical places/sites and prominent Madaris & Worship Places etc. as per directions of Auqaf Department.

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 360 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).
- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities.
-
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

3. Madaris Students Extracurricular Competitions:

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 dynamic, learning and engaging environment for students.

Key Objectives of Activity:

- i. Promote dynamic, learning and engaging environment.
- ii. Build leadership and team work amongst students.
- iii. Enhancement of personal and communication skills.

Expected Outcomes:

- i. Enhanced personal development of Deeni Madaris students.
- ii. Developed essential leadership skills i.e. decision making, team work and critical thinking etc.
- iii. Increased motivation and engagement.

Key Performance Indicators:

- i. Number of students taking leadership role and exhibit confidence in activities.
- ii. Number of students participating in competitions.
- iii. Number of students participating in team-based competitions.

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

Duration:

This activity will be implemented in two phases:

Phase – I: Divisional level

Phase – II: Provincial level

Phase – I (Divisional Level):

In first phase, the above mentioned competitions will be conducted at divisional level on trials basis. Each year, a total 980 students (except MDs) (140 students per division/20 per competition) will participate. Total duration of this activity will be 7 days (one day for each division). Three finalists (1st, 2nd & 3rd) of each competition will be invited for participation at provincial level competitions.

Arrangements of Activity:

This activity will be arranged through service provider(s). The bidder will be responsible for arrangement of transportation, entertainment, accommodation and all other allied facilities etc. Moreover, the bidder will be responsible for coordination and communication with Mutahida Ulema Board (MUB) for finalization of competitions, judges and venues etc. as per directions of Auqaf Department.

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 2100 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).
- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities. .
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

Phase – II (Provincial Level):

In second phase, the above mentioned competitions will be conducted at provincial level amongst finalists (1st, 2nd & 3rd) of divisional level. In each competition, judges will recommend 1st, 2nd and 3rd position holders respectively. Each year, a total 147 students (finalists of divisional trials) will participate in competitions. Total duration of this activity will be 2 days. Moreover, 300 Madaris students will also be invited for general participation in activity.

Arrangements of Activity:

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

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 1094 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).
- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities.
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

4. Madaris Youth Leadership Summit

The main purpose of this activity is to provide transformative platform for Madaris youth/ students in order develop leadership skills grounded in Islamic principles. Madaris youth/students will be engaged in workshops, discussions, and activities as well as to equip them with the tools they need to become proactive, compassionate, and effective leaders in their communities. Ultimately, this summit aims to inspire the next generation of Madaris youth/students to work toward positive social change, guided by values of justice, integrity, and service.

Key Objectives of Activity:

- i. To develop leadership qualities such as responsibility, accountability, and justice in Madaris youth/students.
- ii. Motivate Madaris youth/students to actively engage in community development and social issues in order to become agents of positive change.
- iii. Build leadership and team work amongst students.
- iv. Promotion of respect, tolerance and mutual understanding.

Expected Outcomes:

- i. Build confidence of Madaris youth/students.
- ii. Understanding of civic engagement and social responsibility.
- iii. Increased sense of unity and Community among Madaris youth/students.
- iv. Developed essential leadership skills i.e. decision making, team work and critical thinking etc.
- v. Increased motivation and engagement.

Key Performance Indicators:

- i. Madaris youth/students engagement and participation.
- ii. Leadership skills improvement.
- iii. Networking opportunities etc.

Arrangements of Activity:

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

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 1200 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).
- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities.
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

5. Provincial Ulema Conference

This initiative aims to provide platform to Ulema, scholars, and prominent religious leaders of various Islamic of thought for unity, mutual understanding, and dialogue. This platform will also provide an opportunity for Ulema to strengthening their role in guiding community towards social cohesion, peace, tolerance, and harmony.

Key Objectives of Activity:

- i. Unity among various Islamic school of though
- ii. Address issues related to Intra-faith Harmony, extremisms, and intolerance
- iii. Enhance role of Ulema in society development

Expected Outcomes:

- i. Enhance unity among Ulema
- ii. Increase awareness
- iii. Suggestions and recommendations for policy framework
- iv. Strengthening the role of Ulema in community development
- v. Highlight the the role of Ulema in society
- vi. Enhanced cooperation of Ulema with government

Key Performance Indicators:

- i. Total number of Ulema, policy makers, scholars, and other stakeholders participated.
- ii. Representation of Ulema from various schools of thought and regions.

Duration:

The aforementioned component is proposed for two years. A total 1,000 (500 each year) of Ulema will be engaged. Further, a total 2 conferences (1 conference in each year) will be arranged in two years duration. Moreover, duration of each conference will be three days (1 one day will be allocated for arrangements, arrival of Ulema, guests, speakers, and officials and rest of two days will be allocated for conference).

Selection of Ulema, Speakers and other Guests:

The Mutahida Ulema Board will select Ulema, speakers and guests for conference with consultation of o/o Minister Auqaf, Hajj & Religious Affairs and Auqaf Department. Data of Ulema will be collected through “**Registration Form**”.

Arrangements of Activity:

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

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 1100 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).

- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities.
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

6. Madaris Students Awareness and Capacity Building Program

Madaris students are facing issues and challenges in accessing modern skills, developing logical and critical thinking and contemporary issues that affect society at large. This activity is designed to provide Madaris students with the skills, knowledge and tools to become change agents to contribute positively in the society. This activity will mainly focus on awareness, skill development and empowerment in order to better navigate the modern world while preserving their religious values.

Key Objectives of Activity:

- i. Unity among various Islamic school of thought
- ii. Address issues related to Intra-faith Harmony, extremism, and intolerance
- iii. Enhance role of Ulema in society development

Expected Outcomes:

- i. Increase awareness among students on contemporary issues
- ii. Develop sense of responsibility amongst students
- iii. Improve essential life skills i.e. communication, conflict management, time management, financial literacy, and public speaking

Key Performance Indicators:

- i. Total number of students participated
- ii. Total number of students participated in group discussions, role play, and presentations.
- iii. Region-wise students participation

Duration:

The aforementioned activity is proposed for two years. A total 800 (400 each year) of students will be engaged. Moreover, duration of each activity will be four days (region-wise activity will be arranged and total seven activities will be arranged accordingly).

Selection of Students and Speakers:

The Mutahida Ulema Board will select students and speakers and for activity(ies) with consultation of o/o Minister Auqaf, Hajj & Religious Affairs and Auqaf Department. Data of students will be collected through “**Registration Form**”.

Topics:

The activity is divided into multi components to ensure capacity building of students.

i) Awareness Sessions: Awareness sessions will be arranged on civic engagement, intra-faith dialogue, social justice, change, social services, and right to information etc.

Format: Lectures, panel discussions, and Q&A sessions with scholars, government officials and media.

ii) Use of Social Media: Awareness sessions on promoting of Islamic teachings and values on social media platforms, avoiding harmful content and responsible online behavior.

Format: Interactive discussions with social media and digital literacy experts

iii) Skill Development: Sessions on communication skills, public speaking, leadership development, stress management, financial literacy, and team work.

Format: Interactive discussion with experts and group activities.

- iv) **Introduction to Formal Education:** Sessions on importance of integrating Islamic values with formal disciplines i.e. economics, social science, medical, information technology, and history.

Format: Guest lectures from experts in various fields and group discussions.

Arrangements of Activity:

This activity will be arranged through service provider(s). The bidder will be responsible for arrangement of transportation, entertainment, accommodation and all other allied facilities etc. Moreover, the bidder will be responsible for coordination and communication with Mutahida Ulema Board (MUB) for students' mobility, venue(s) selection, transportation, accommodation and all other associated activities etc. of the activity as per directions of Auqaf Department.

Responsibility of the Successful Bidder:

The successful bidder will be responsible for:

- Arranging all logistics, including transportation, food (lunch and tea for 900 participants) and accommodation for participants (shared accommodation).
- Venue bookings and all associated services (hall charges, technical setup, etc.).
- Paying fees for trainers, speakers, and facilitators, including preparing training materials, reports, and certificates.
- Preparation of banners and other necessary material required for the activities.
- 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.
- Security arrangement for the activities.
- Providing first aid services and other miscellaneous arrangements during the sessions.
- Any other necessary arrangement required for the smooth implementation of the activities.

7. Madaris Teachers Awareness and Capacity Building Program

This activity aims to enhance competences of Madaris teachers in order to equip them with the skills needed for their professional development. This activity also aims to enhance teaching capabilities of teachers. The activity will focus on professional development of teachers.

Key Objectives of Activity:

- i. Professional development
- ii. Develop leadership
- iii. Awareness on contemporary issues

Expected Outcomes:

- i. Increase awareness among teachers on contemporary issues
- ii. Develop leadership qualities
- iii. Improve essential skills i.e. emotional intelligence, communication and pedagogy.

Key Performance Indicators:

- i. Professional growth
- ii. Improved teaching skills
- iii. Increased awareness on contemporary issues

Duration:

The aforementioned activity is proposed for two years. A total 800 (400 each year) of teachers will be engaged. Moreover, duration of each activity will be four days (region-wise activity will be arranged and total seven activities will be arranged accordingly).

Selection of Teachers, Experts and Speakers:

The Mutahida Ulema Board will select teachers and speakers for activity(ies) with consultation of o/o Minister Auqaf, Hajj & Religious Affairs and Auqaf Department. Data of teachers will be collected through “**Registration Form**”.

Topics:

The activity is divided into multi components to ensure capacity building of students.

- i. **Awareness Sessions:** Awareness sessions will be arranged on contemporary issues such as extremism, intra and inter-faith harmony, social justice and tolerance.

Format: Lectures and panel discussions with Islamic scholars and experts.

- ii. **Use Technology:** The responsible use of social media, cyber ethics, digital literacy, and navigating modern technology while maintaining Islamic values.

Format: Workshop and session on digital literacy with experts.

- iii. **Skill Development:** Sessions on communication skills, public speaking, leadership development, stress management, financial literacy, and team work.

Format: Interactive discussion with experts and group activities.

- iv. **Introduction to Formal Education:** Sessions on importance of integrating Islamic values with formal disciplines i.e. economics, social science, medical, information technology, and history.

Format: Guest lectures from experts in various fields and group discussions.

Selection of Teachers, Experts and Speakers:

The Mutahida Ulema Board will select teachers and speakers for activity(ies) with consultation of o/o Minister Auqaf, Hajj & Religious Affairs and Auqaf Department. Data of teachers will be collected through “**Registration Form**”.

Topics:

The activity is divided into multi components to ensure capacity building of students.

- i. **Awareness Sessions:** Awareness sessions will be arranged on contemporary issues such as extremism, intra and inter-faith harmony, social justice and tolerance.

Format: Lectures and panel discussions with Islamic scholars and experts.

- ii. **Use Technology:** The responsible use of social media, cyber ethics, digital literacy, and navigating modern technology while maintaining Islamic values.

Format: Workshop and session on digital literacy with experts.

- iii. **Skill Development:** Sessions on communication skills, public speaking, leadership development, stress management, financial literacy, and team work.

Format: Interactive discussion with experts and group activities.

- iv. **Introduction to Formal Education:** Sessions on importance of integrating Islamic values with formal disciplines i.e. economics, social science, medical, information technology, and history.

Format: Guest lectures from experts in various fields and group discussions.

23. FINANCIAL PROPOSAL

Annexure-II

**FINANCIAL PROPOSAL SHALL BE SUBMITTED ON THE FOLLOWING
FORMAT(s) INCLUSIVE OF ALL TAXES (Price shall be quotes in PKR)**

1. MADARIS STUDENTS EXPOSURE PROGRAM				
#	Item	Standard / Specification	Activities Details	Total Cost
1	Refreshments (Lunch & Tea) Charges for 360 Participants including officials	Provision of hygienically prepared, high-quality lunch and tea/refreshments for all participants, accompanying officials, trainers, and support staff in accordance with the approved menu.	360 Participants 5 Days in 4 Trips	
2	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, officials, resource persons and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses etc.	360 Participants 5 Days in 4 Trips	
3	Accommodation (Shared) & Complimentary Breakfast	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, complimentary breakfast and essential facilities for participants, officials and resource persons.	360 Participants 5 Days in 4 Trips	
4	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, officials and resource persons in accordance with the approved menu.	360 Participants 5 Days in 4 Trips	
5	Traveling Allowance for Participants	As per approved rates of the Auqaf Department.	--	
6	Specialized Trainers Remuneration	Specialized Trainers Remuneration	--	
7	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Reports, Gift Packs & Shields	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs and commemorative shields for participants, officials and distinguished guests.	360 Participants 5 Days in 4 Trips	
8	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 the successful implementation of the programme.	360 Participants 5 Days in 4 Trips	
9	Mobilization Charges	Mobilization Charges	360 Participants 5 Days in 4 Trips	
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.	LS	

2. Madaris Teachers Exposure Program				
#	Item	Standard / Specification	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & Tea) Charges for Participants including Officials	Provision of hygienically prepared, high-quality lunch and tea/refreshments for all participants, accompanying officials, trainers, and support staff in accordance with the approved menu.	360 Participants 5 Days in 4 Trips	
2	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, officials, resource persons and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	360 Participants 5 Days in 4 Trips	
3	Accommodation (Shared) & Complimentary Breakfast	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, complimentary breakfast and essential facilities for participants, officials and resource persons.	360 Participants 5 Days in 4 Trips	
4	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, officials and resource persons in accordance with the approved menu.	360 Participants 5 Days in 4 Trips	
5	Traveling Allowance for Participants	Traveling Allowance for Participants	--	
6	Specialized Trainers Remuneration	Specialized Trainers Remuneration	--	
7	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Reports, Gift Packs & Shields	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs and commemorative shields for participants, officials and distinguished guests.	LS	
8	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 the successful implementation of the programme.	LS	
9	Mobilization Charges	Mobilization Charges	--	
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.	LS	

3. Madaris Students Extracurricular Competitions Program (Divisional Level)				
S#	Activity / Item	Standard / Specification	No. of Activities	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (1980 Participants and 120 Trainers, Govt. Officials, Media Persons etc.)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, judges, Government officials, media representatives, support staff and guests in accordance with the approved menu.	2100 Persons, 2 Day, 7 Activities	
2	Hall / Venue Charges and Allied Services	Provision of suitable competition venues with seating arrangements, stage, sound system, multimedia equipment, branding, electricity backup, registration desk, housekeeping, security and all allied facilities required for successful conduct of the competitions.	2100 Persons 2 Day 7 Activities	
3	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, judges, officials and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	2100 Persons 2 Day 7 Activities	
4	Accommodation (Shared) & Complimentary Breakfast	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, complimentary breakfast and essential facilities for participants, judges and officials.	2100 Persons 2 Day 7 Activities	
5	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, judges and officials in accordance with the approved menu.	2100 Persons 2 Day 7 Activities	
6	Professional Judges Remuneration	Professional Judges Remuneration (2 judges per activity. $7 \times 7 \times 2 = 96 \times 2 = 192$)	192 Judges approx.	
7	Facilitators for Activities & Beneficiaries	Engagement of qualified facilitators, coordinators and support staff for event management, participant coordination and smooth conduct of all competitions.	2 Day 7 Activities	
8	Prize for 1st Position Holders of each Competition	Cash prize/trophy/shield and certificate for winners securing first position in each approved competition.	98	
9	Prize for 2nd Position Holders of each Competition	Cash prize/trophy/shield and certificate for winners securing second position in each approved competition.	98	
10	Prize for 3rd Position Holders of each	Cash prize/trophy/shield and certificate for winners securing third	98	

	Competition	position in each approved competition.		
	TA/DA for Participants	TA/DA for Participants	1980 Participants	
11	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Gift Packs, Shields, Stationery & Reports	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, stationery, gift packs and commemorative shields for judges, Government officials and distinguished guests.	LS	
12	Mobilization Charges	Mobilization Charges	2 Day 7 Activities	
13	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.	LS	
14	Competition-Specific Items Requirements (Approx. 10 Competitions/Activities)	Procurement/hiring of competition-specific materials, equipment, consumables, display items, competition kits, scoring sheets and other technical requirements necessary for conducting all approved competitions.	2 Day 7 Activities	
15	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.	LS	

4. Madaris Students Extracurricular Competitions Program (Provincial Level)				
S#	Activity / Item	Standard / Specification	No. of Activities	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (894 Participants and 90 Trainers, Govt. Officials, Media Persons etc.)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, judges, Government officials, media representatives, support staff and guests in accordance with the approved menu.	1094 Persons, 2 Days	
2	Hall / Venue Charges and Allied Services	Provision of suitable competition venues with seating arrangements, stage, sound system, multimedia equipment, branding, electricity backup, registration desk, housekeeping, security and all allied facilities required for successful conduct of the competitions.	1094 Persons, 2 Days	
3	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, judges, officials and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	1094 Persons, 2 Days	
4	Accommodation (Shared) & Complimentary Breakfast	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, complimentary breakfast and essential facilities for participants, judges and officials.	1000 Persons, 2 Nights	
5	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, judges and officials in accordance with the approved menu.	1094 Persons, 2 Days	
6	Professional Judges Remuneration	Professional Judges Remuneration	42 Judges approx.	
7	Facilitators for Activities & Beneficiaries	Engagement of qualified facilitators, coordinators and support staff for event management, participant coordination and smooth conduct of all competitions.	20 Persons	
8	Prize for 1st Position Holders of each Competition	Cash prize/trophy/shield and certificate for winners securing first position in each approved competition.	14	
9	Prize for 2nd Position Holders of each Competition	Cash prize/trophy/shield and certificate for winners securing second position in each approved competition.	14	
10	Prize for 3rd Position Holders of each	Cash prize/trophy/shield and certificate for winners securing third	14	

	Competition	position in each approved competition.		
11	TA/DA for Participants	TA/DA for Participants	894 Persons 7 Activities	
12	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Gift Packs, Shields, Stationery & Reports	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, stationery, gift packs and commemorative shields for judges, Government officials and distinguished guests.	LS	
13	Mobilization Charges	Mobilization Charges	LS	
14	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.	LS	
15	Competition-Specific Items Requirements (Approx. 10 Competitions/Activities)	Procurement/hiring of competition-specific materials, equipment, consumables, display items, competition kits, scoring sheets and other technical requirements necessary for conducting all approved competitions.	7 Activities/ Competitions	
16	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.	LS	

5. Madaris Youth Leadership Summit				
S#	Activity / Item	Standard / Specification	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) (Participants, Guests, Speakers/Trainers, Government Officials, Media Representatives, etc.)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, guests, speakers, trainers, Government officials, media representatives and support staff in accordance with the approved menu.	1200 Persons, 03 days, 2 Activities	
2	Hall / Venue Charges and Allied Services	Provision of suitable conference hall(s) 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 summit.	1200 Persons, 03 days, 2 Activities	
3	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, speakers, Government officials and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	1200 Persons, 03 days, 2 Activities	
4	TA/DA for participants	As per approved rates of the Department	1000 Participants	
5	Accommodation (Shared) & Complimentary Breakfast	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, complimentary breakfast and essential facilities for participants, speakers and resource persons.	1200 Persons, 3 Nights	
6	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, speakers, trainers and officials in accordance with the approved menu.	1200 Persons, 3 Nights	
7	Speakers	As per requirements	10 Speakers	
8	Facilitators for Trainers & Beneficiaries	Engagement of qualified trainers, religious scholars, subject experts, moderators and facilitators for conducting technical sessions, group discussions, leadership activities and participant coordination.	20 Persons	
9	Preparation of Training Materials, Reports, Stationery, Content Development, Promotional Material, Certification, etc.	Preparation and printing of summit folders, stationery, participant kits, certificates, banners, reports, content development, promotional material and all programme-related	LS	

		documentation in accordance with approved specifications.		
10	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Gift Packs & Shields for Officials and Guests	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs and commemorative shields for speakers, Government officials, guests and distinguished participants.	LS	
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, attendance management, data collection and all associated logistical arrangements necessary for successful implementation of the summit.	LS	
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 summit.	1200 Participants 3 days	

6. Provincial Ulema Conference				
S#	Activity / Item	Standard / Specification	Participants / Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) (1100 Participants including Guests, Speakers, Officials, Media Reps etc.)	Provision of hygienically prepared, high-quality lunch and two tea breaks for all participants, guests, speakers, trainers, Government officials, media representatives and support staff in accordance with the approved menu.	1100 Persons, 03 days	
2	Hall / Venue Charges and Allied Services	Provision of suitable conference hall(s) 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 summit.	1100 Persons, 03 days	
3	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, speakers, Government officials and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	1100 Persons, 03 days	
4	TA/DA for participants	As per approved rates of the Department	1000 Persons	
5	Accommodation (Shared) & Complimentary Breakfast	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene, complimentary breakfast and essential facilities for participants, speakers and resource persons.	1000 Persons, 02 Nights	
6	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, speakers, trainers and officials in accordance with the approved menu.	1200 Persons, 3 Nights	
7	Speakers	As per requirements	24 Speakers	
8	Facilitators for Trainers & Beneficiaries	Engagement of qualified trainers, religious scholars, subject experts, moderators and facilitators for conducting technical sessions, group discussions, leadership activities and participant coordination.	6 Facilitators	
9	Preparation of Training Materials, Reports, Stationery, Content Development, Promotional Material, Certification, etc.	Preparation and printing of summit folders, stationery, participant kits, certificates, banners, reports, content development, promotional material and all programme-related documentation in accordance with approved specifications.	LS	

10	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Gift Packs & Shields for Officials and Guests	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs and commemorative shields for speakers, Government officials, guests and distinguished participants.	LS	
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, attendance management, data collection and all associated logistical arrangements necessary for successful implementation of the summit.	LS	
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 summit.	1100 Persons, 03 days	

7. Madaris Students Awareness and Capacity Building Program					
S#	Activity / Item	Standard / Specification	Participants/ Beneficiaries	No. of Activities	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (800 Participants and 100 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.	450	900 Persons 4 Days 7 Sessions	
2	Hall / Venue Charges and Allied Services	Provision of suitable training 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 programme.	7 Sessions	900 Persons 4 Days 7 Sessions	
3	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, trainers, Government officials and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	450	900 Persons 4 Days 7 Sessions	
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, trainers and resource persons.	400	800 Persons 04 Nights	
5	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, trainers and officials in accordance with the approved menu.	210	800 Persons 04 Nights	
	Speakers/ Trainers	Speakers/ Trainers as per requirements		35 Speakers	
6	Facilitators for Trainers & Beneficiaries	Engagement of qualified religious scholars, subject experts, trainers, moderators and facilitators for	17	35 Facilitators	

		conducting awareness sessions, capacity-building activities and participant coordination.			
7	Preparation of Training Materials, Reports, Stationery, Content Development, Promotional Material, Certification, etc.	Preparation and printing of training manuals, participant kits, stationery, certificates, banners, reports, content development, promotional material and all programme-related documentation in accordance with approved specifications.	LS	LS	
8	Promotional Campaign, Production (Video & Photography Coverage), Media Coverage, Gift Packs & Shields for Officials	Professional photography, videography, print and electronic media coverage, event documentation, preparation of reports, publicity material, gift packs and commemorative shields for trainers, Government officials and distinguished guests.	LS	LS	
9	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.	LS	LS	
10	Mobilization Charges	Mobilization and deployment of personnel, equipment, programme materials and logistical arrangements necessary for the organization and execution of all approved activities.	LS	LS	
11	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.	LS	LS	

Madaris Teachers Awareness and Capacity Building Program				
S#	Activity / Item	Standard / Specification	Participants/ Beneficiaries	Total Cost
1	Refreshments (Lunch & 2 Teas) Charges (800 Participants and 100 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.	900 Persons 4 Days 7 Sessions	
2	Hall / Venue Charges and Allied Services	Provision of suitable training 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 programme.	900 Persons 4 Days 7 Sessions	
3	Transportation Cost	Provision of safe, comfortable and reliable transportation for participants, trainers, Government officials and programme materials, including fuel, toll taxes, parking charges and all incidental transportation expenses.	900 Persons 4 Days 7 Sessions	
4	TA/DA for Participants	TA/DA for Participants	800 Participants	
5	Accommodation (Shared) & Dinner for Participants	Accommodation on a shared basis in standard hotels/guest houses with adequate safety, hygiene and essential facilities for participants, trainers and resource persons.	800 Persons 04 Nights	
6	Dinner	Provision of hygienically prepared, high-quality dinner for all accommodated participants, trainers and officials in accordance with the approved menu.	800 Persons 04 Nights	
7	Speakers	Speakers/ Trainers	35 Speakers	
6	Facilitators for Trainers & Beneficiaries	Engagement of qualified religious scholars, subject experts, trainers, moderators and facilitators for conducting awareness sessions, capacity-building activities and participant coordination.	35 Facilitators	
7	Preparation of Training Materials, Reports, Stationery, Content Development, Promotional Material, Certification, etc.	Preparation and printing of training manuals, participant kits, stationery, certificates, banners, reports, content development, promotional material and all programme-related documentation in accordance with approved specifications.	04 Days 7 Session	
8	Promotional Campaign, Production (Video & Photography Coverage),	Professional photography, videography, print and electronic media coverage, event	4 Days 7 Session	

	Media Coverage, Gift Packs & Shields for Officials	documentation, preparation of reports, publicity material, gift packs and commemorative shields for trainers, Government officials and distinguished guests.		
9	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.	04 Days 7 Session	
10	Mobilization Charges	Mobilization and deployment of personnel, equipment, programme materials and logistical arrangements necessary for the organization and execution of all approved activities.	4 Days 7 Session	
11	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.	4 Days 7 Session	

SUMMARY OF THE TOTAL COST (INCLUSIVE OF ALL TAXES)		
S. No.	Name of Activity	Total Cost
1	MADARIS STUDENT EXPOSURE PROGRAM FOR	
2	MADARIS TEACHER EXPOSURE PROGRAM	
3	MADARIS STUDENTS EXTRA-CURRICULAR COMPETITIONS (DIVISIONAL)	
4	MADARIS STUDENTS EXTRA-CURRICULAR COMPETITIONS (PROVINCIAL)	
5	MADARIS YOUTH LEADERSHIP SUMMIT	
6	PROVINCIAL ULEMA CONFERENCE	
7	MADARIS STUDENTS AWARENESS AND CAPACITY BUILDING PROGRAM	
8	MADARIS TEACHERS AWARENESS AND CAPACITY BUILDING PROGRAM	
Grand 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. 180497-CAPACITY BUILDING & SKILL DEVELOPMENT OF
STUDENTS DEENI MADARIS

Dear Sir,

Ref:

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

1. We have examined the Tender Documents for ADP scheme No. 180497-Capacity Building & Skill Development of Students Deeni. 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 considered 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: _____
Names of authorized person: _____
Designation: _____
Name and Address of Tenderer: _____
Stamp of Tenderer: _____