

EXPRESSION OF INTEREST

FOR

DESIGN, DEVELOPMENT, INSTALLATION AND MAINTENANCE SUPPORT OF “INSAF ACADEMY” AS AN ONLINE LEARNING PLATFORM INITIALLY FOR SCIENCE SUBJECTS OF CLASS IX-XII



Punjab Textbook Board

Punjab Curriculum & Textbook Board (PCTB)

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1. INTRODUCTION

The Punjab Curriculum & Textbook Board having the mandate of developing Textbooks and Supplementary Reading Material from Grade Pre-I to Grade XII intends to invite “Expression of Interest (EOI)” to pre-qualify the potential firms / companies / software houses / production houses etc. for the purpose of “Design, Development, Installation and Maintenance support of “Insaf Academy” as Online Learning Platform initially for Science Subjects of Class IX-XII”.

2. OBJECTIVE OF EOI

The purpose of this document is to shortlist / prequalify the eligible firms / companies / software houses / production houses having the requisite capacity, experience, human resource, financial strength and capability of designing, developing, installing, along with providing three years maintenance support of the project of “Insaf Academy” envisioned to provide Online Video Lectures, Inter-active Quizzes, Test Preparation Support and Learning Enhancement according to the syllabus of PCTB Textbooks initially for the Science Subjects including Mathematics, Physics, Chemistry, Biology and Computer Science of Matriculation and Intermediate Students.

3. SCOPE OF WORK

The Punjab Curriculum & Textbook Board (PCTB) is aiming to establish an Online Academy with the name of ‘Insaaf Academy’. The Academy will initially cover the courses of Science Subjects of 9th, 10th, 11th and 12th Classes. The main objective of the Academy is to provide video lectures recorded by highly professional and experienced teachers and live sessions along with online assessment and test preparation support. It will be the online platform which will facilitate students to learn and continue their education via attending online classes and get rid of paying high tuition fee to the private academies. It will improve the learning and understanding of students.

4. VISION, MISSION, OBJECTIVES AND FEATURES OF INSAF ACADEMY

4.1 Vision:

Making Quality Education Easier, Free and Convenient for every one

4.2 Mission:

Providing free online teaching through Video Lectures, Live Sessions, Interactive Quizzes and Mock Test etc. initially for Science Subjects of Matriculation and Intermediate Students.

4.3 Objectives:

- To provide effective online educational support to the students of Matriculation and Intermediate
- To provide topic wise video lectures according to the syllabus of Punjab Text Book Board
- To provide online quizzes in the form of objective type questions and MCQs after each topic and each chapter
- To provide test preparation support to the students
- To provide “Live Teaching Session” by highly qualified teachers, and interactive mechanism with students
- To provide selected additional resources for reading and reinforcement of concepts
- To provide comprehensive data bank of questions for online preparation of MCAT and ECAT examinations
- To track progress of students
- To provide registration for students, teachers and parents for creating a supportive learning environment
- To generate necessary reporting regarding the usage of online resources available on the Insaaf Academy
- To provide such a learning facility that students may not feel any need to join private academies for learning and test preparation

4.4 Main Features of the Insaaf Academy:

- Online access through **web-based** and **smart phone application**
- Initially **Science Subjects of 9th, 10th, 11th, & 12th classes**
- According to Syllabus, Chapter-wise and Topic-wise **Video Lectures** by highly capable teachers
- Live Sessions by highly qualified teachers
- **Multimedia** support along with Smart Writing Board for teachers to deliver lecture (for the purpose of recorded or live lectures)
- Interaction with students through Chat Box
- Solution of Problems and **Exercises**
- Topic-wise and Chapter-wise **Quizzes**
- System Based Marking of Quizzes
- **Additional Material** for Reading and Practice
- **Test Preparation** on the pattern of Board Exams
- Preparation of **ECAT & MCAT**
- Comprehensive **databank of Objective Questions & MCQs**
- **Dashboard** showing students enrollment, progress and reporting

5. INSTRUCTIONS TO APPLICANTS

5.1 Submission of Proposal

The EOI Proposals for pre-qualification containing One Original and Two (02) Copies in separate sealed envelopes contained in One Packet / Parcel should be delivered into the Tender Box, placed at reception of Punjab Curriculum and Textbook Board, Lahore **on or before 07-04-2021 at 1500 Hours**. The Proposals shall be **opened on the same day at 1530 Hours** in the presence of the representatives of the applicant firms who would wish to attend the same.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

5.2 Mandatory Requirements

The following documents are mandatory to be provided. Only those applicants who will provide the mandatory documents shall be considered for further evaluation.

- i. Certificate of Company/Firm Registration/Incorporation under the relevant laws of Pakistan
- ii. Valid Income Tax Registration
- iii. Valid Sales Tax / PRA Registration
- iv. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.

6. QUALIFICATION CRITERIA

The overall Criteria / Weightage for pre-qualification shall be as under:

| Section | Category | Maximum Marks | Minimum Passing Marks (50% in each Section) | Minimum Passing Marks for Pre-Qualification |
|---------|---------------------------------|---------------|---|---|
| 1. | Organizational Strength | 15 | 7.5 | 65 |
| 2. | Experience | 40 | 20 | |
| 3. | Required Personnel Capabilities | 30 | 15 | |
| 4. | Financial Capability | 15 | 7.5 | |
| | Total: | 100 | | |

Note: For Pre-Qualification it is mandatory to obtain minimum passing marks in each section and getting overall 65% marks.

6.1 Organizational Strength

The distribution of 15 marks of organizational strength is as under:

| Sr. No. | Description | Marks | Remarks |
|-------------------|-------------------------------|-----------|--|
| 1 | Organizational Structure | 5 | Company profile & Organogram along with CVs of key positions to be provided (2.5 marks for Company Profile and 2.5 for CVs of key positions) |
| 2 | Project Management Capability | 10 | Applicant Firm is required to provide complete documentation / Artefacts of recently completed projects (Minimum of two projects with 5 Marks for each Project) |
| Sub-Total: | | 15 | |

Information to be provided as per **Form "A"** along with relevant documents.

6.2 Experience

The distribution of 40 marks of experience is as under:

| Sr. No. | Description | Maximum Marks | Remarks |
|---------------------------------|--|---------------|---|
| General Work Experience | | | Marks will be assigned on the basis of valid documentary evidence (Work Order / Agreement along with project completion certificates / User acceptance testing (UAT) certificate etc.) |
| 1. | <u>Software Development:</u> <ul style="list-style-type: none"> ➤ 2 marks for each Project ➤ Maximum 10 marks to be awarded for 5 projects. ➤ No additional marks for more than 5 Projects | 10 | |
| Relevant Work Experience | | | |
| 1. | <u>Development of Educational / Learning Management systems:</u> <ul style="list-style-type: none"> ➤ 5 marks for each Project ➤ Maximum 10 marks to be awarded for 2 projects ➤ No additional marks for more than 2 Projects | 10 | |
| 2. | <u>Development of Mobile Apps:</u> <ul style="list-style-type: none"> ➤ 5 marks for each Project ➤ Maximum 10 marks to be awarded for 2 projects ➤ No additional marks for more than 2 Projects | 10 | |
| 3. | <u>Production of Videos:</u> <ul style="list-style-type: none"> ➤ 0.5 marks for each Vidwo ➤ Maximum 10 marks to be awarded for 20 Videos ➤ No additional marks for more than 20 Videos | 10 | |
| Sub-total: | | 40 | |

Information to be provided as per **Form "B"** along with relevant documents.

6.3 Required Personnel Capabilities

The distribution of 30 marks of Personnel Capabilities is as under:

| Sr. No. | Description | No. of Employees | Marks | Remarks |
|---------|------------------------------------|------------------|-------|---|
| 1 | Solution Architecture (Software) | 1 | 2 | (CVs to be attached) (marks will be given as per evaluation of CVs along with proof of employment in the form of Salary Slip / Offer of Appointment along with Joining Report) |
| 2 | Project Management | 1 | 1 | |
| 3 | Requirement analysis and designing | 2 | 2 | |
| 4 | Developers | 10 | 10 | |
| 5 | Quality Assurance | 4 | 4 | |
| 6 | Video Production Experts | 4 | 4 | |
| 7 | Video Editing Experts | 2 | 2 | |
| 8 | Training Experts | 2 | 2 | |
| 9 | Dev. Opts / Configuration Manager | 2 | 2 | |
| 10 | Database Architect | 1 | 1 | |
| | Sub-total: | | 30 | |

Information to be provided as per **Form "C"** along with relevant documents.

6.4 Financial Strength

| Sr. No. | Description | Maximum Marks | Marks Distribution |
|---------|--|---------------|---|
| i) | Average Annual Turnover of last three years (Audited Financial Statement / Balance Sheets / Bank Statements of last three years are mandatory for evaluation of Financial Strength) | 15 | <ul style="list-style-type: none"> ● Average Annual Turnover < 50 Million = 0 marks ● Average Annual Turnover ≥ 50 Million but < 75 Million = 7.5 marks ● Average Annual Turnover ≥ 75 Million but < 100 Million = 11 marks ● Average Annual Turnover ≥ 100 Million = 15 marks |
| | Sub-total: | 15 | |

7. CONSORTIUM / JOINT VENTURE / GROUP:

- Consortium / Joint Ventures (JVs) are allowed.
- Lead Partner should be declared in Consortium / JV / Groups
- The Lead Partner must obtain minimum 40 marks out of total marks obtained.
- The Agreement shall be signed with all JV Partners.

8. CONTACT

Secretary, Punjab Curriculum & Textbook Board, Lahore

Email: secypctb@gmail.com

Ph: +92-42-99232089

The queries, if any, may be sent via email.

Note: The Employer will not be responsible for any costs or expenses incurred by Applicants in connection with the preparation or delivery of EOI proposal.

9. FORMS:

Form A – Organizational Strength

| | |
|-----------|---|
| A. | Profile of the Organization in detail may be attached |
| | |
| B. | Organogram may be attached |
| | |
| C. | CVs of Staff on key positions may be provided along with proof of employment |
| | |

Part 1

Part 2

| | |
|--|---|
| | <p>Details of at least Two Projects along with Project Management Documents / Artefacts are required to be provided to evaluate the project management capability of the Firm.</p> |
| | |

Form B - Experience

A. General Work Experience

| | | | | | |
|----------------|------------------------------------|----------------|----------|-----------------|--------|
| 1. | <u>Software Development</u> | | | | |
| Sr. No. | Name of Project | Name of Client | Duration | Financial Value | Status |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Note: Documentary Proof of all the Projects must be provided

B. Similar Work Experience

| | | | | | |
|----------------|---|----------------|----------|-----------------|--------|
| 1. | <u>Development of Educational / Learning Management systems:</u> | | | | |
| Sr. No. | Name of Project | Name of Client | Duration | Financial Value | Status |
| 1. | | | | | |
| 2. | | | | | |

| | | | | | |
|----------------|---|----------------|----------|-----------------|--------|
| 2. | <u>Development of Mobile Apps (Android / iOS Native)</u> | | | | |
| Sr. No. | Name of Project | Name of Client | Duration | Financial Value | Status |
| 1. | | | | | |
| 2. | | | | | |

Note: Documentary Proof of Educational Systems and Android Apps be provided

| | | | | | |
|----------------|------------------------------------|----------------|----------|-----------------|--------|
| 3. | <u>Production of Videos</u> | | | | |
| Sr. No. | Name of Project | Name of Client | Duration | Financial Value | Status |

| | | | | | |
|-----|--|--|--|--|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |

Note: Proof of all the Videos produced along with Videos on USB must be provided to evaluate this section / Links may also be given on which videos are available

Form C - Required Personnel Capabilities

Solution Architecture (Software)

| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|---|------------------|--------------------------|-------------------------------------|
| 1. | | | |
| Project Management Specialist | | | |
| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
| 1. | | | |
| Requirement Analysis and Designing | | | |
| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
| 1. | | | |
| 2. | | | |
| Developers | | | |
| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| Quality Assurance | | | |

| Sr. No | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|--------|------------------|--------------------------|-------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Video Production Experts

| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|---------|------------------|--------------------------|-------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Video Editing Experts

| Sr. No | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|--------|------------------|--------------------------|-------------------------------------|
| 1. | | | |
| 2. | | | |

Training Experts

| Sr. No | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|--------|------------------|--------------------------|-------------------------------------|
| 1. | | | |
| 2. | | | |

Dev.Opts / Configuration Manager

| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|---------|------------------|--------------------------|-------------------------------------|
| 1. | | | |
| 2. | | | |

Database Architect

| Sr. No. | Name of Employee | Qualification Experience | Date of Joining in the Organization |
|---------|------------------|--------------------------|-------------------------------------|
| 1. | | | |