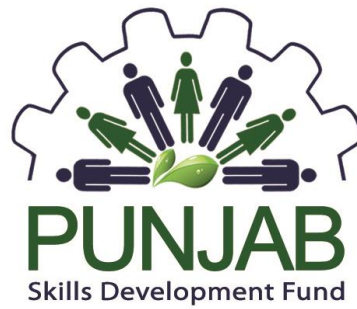


PUNJAB SKILLS DEVELOPMENT FUND



Bidding Document

Industry Led Training for Golden Industrial Triangle 2017

(Instructions, Data Sheet & TORs)

October, 2016

CONTENTS OF BIDDING DOCUMENT

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<i>All these parts are for the information of Training Providers</i>	

PART A

INSTRUCTIONS TO TRAINING PROVIDERS

NOTE: Capacity building / pre-proposal conference would be conducted in order to guide the organizations for preparing the Bidding Document effectively. The interested organizations should get them registered before 24th November, 2016 through an email at sahar.nadeem@psdf.org.pk using the Form available at the end of this document as well as on PSDF website. Date and venue of the conference will be shared through an email confirming the registration.

INSTRUCTIONS TO TRAINING PROVIDERS

1. DEFINITIONS

- a. **"Bidding Document"** means set of documents prepared by PSDF which consists of "Instructions to Training Providers", TORs and forms for providing information about profile of the organisation and also forms for Technical and Financial Proposals.
- b. **"Board"** means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
- c. **"Client"** means Punjab Skills Development Fund (PSDF).
- d. **"Contract"** means the contract signed by PSDF and Training Provider along with all attached documents thereto.
- e. **"Data Sheet"** means such part of the Instructions to Training Providers used to reflect specific conditions.
- f. **"Day"** means calendar day.
- g. **"Establishment"** means an Organisation, whether industrial, commercial, agriculture or otherwise as defined in the Provincial Employees' Social Security Ordinance, 1965.
- h. **"Financial Proposal"** means that part of the proposal which provides details about cost of the proposed training.
- i. **"Government"** means the Government of the Punjab.
- j. **"Industry"** means any business, trade, undertaking, manufacturing etc. as defined in the Provincial Employees' Social Security Ordinance, 1965.
- k. **"Instructions to Training Providers"** means the document which provides potential Training Providers with all information needed to prepare their proposals.
- l. **"Lead Organisation"** means an organisation which will lead a consortium formed for providing training under the scheme.
- m. **"NAVTTTC"** means National Vocational & Technical Training Commission.
- n. **"PBTE"** means the Punjab Board of Technical Education.
- o. **"Personnel"** means temporary or permanent staff employed by the Training Provider and assigned to perform the Services or any part thereof.
- p. **"Professional Staff"** includes management team, training and/or placement staff of Training Provider.
- q. **"Proposal"** means the entire set of documents consisting of Organisation's Profile, Technical and Financial Proposals submitted by an organisation.
- r. **"PBTE"** means Punjab Board of Technical Education.
- s. **"Services"** means one or more of the services related to delivery of training as specified in the Data Sheet and ancillary activities to be performed by the Training Provider in pursuance of the Contract.
- t. **"Target Group"** refers to potential candidates for admission who fulfil the eligibility requirements defined in the Data Sheet.
- u. **"Technical Proposal"** means that part of the proposal which provides information about the technical aspects of the proposed training.
- v. **"Terms of Reference"** (TOR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Training Provider and expected results and deliverables of the assignment.
- w. **"TEVTA"** means Technical Education & Vocational Training Authority.
- x. **"Trainee"** means any eligible person who is selected for training by the Training Provider.
- y. **"Training Provider"** means an organization meeting the eligibility conditions as mentioned in Data Sheet and selected in accordance with the criteria set forth for the purpose.

2. FOREWORD

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company, established under the Companies Ordinance 1984 by the Government of Punjab, with the objective to provide funding to Training Providers (TPs). PSDF funds vocational training and intends to improve income generation capacity of the residents of Punjab. PSDF uses competitive bidding method for engaging Training Providers. Proposals of short-listed organisations are assessed on the basis of quality and cost.

This scheme namely “**Industry Led Training for Golden Industrial Triangle 2017**” is funded by the Government of Punjab and the Department for International Development (DFID), UK. The objective of this scheme is to support industrial and manufacturing sectors for provision of skilled manpower and to increase access to jobs / income earning opportunities.

Under this scheme, Punjab Skills Development Fund (PSDF) intends to engage multiple industrial units / establishments to provide skills and vocational training to the residents of Punjab for provision of training as per their specific requirements for new induction.

This document provides general information, basic eligibility requirements of Training Providers and Forms for submission of organization profile as well as Technical & Financial Proposals for provision of training. Interested Training Providers who meet the eligibility requirements are invited to submit Bidding Document.

Bidding Document which includes Organisation Profile, Technical & Financial Proposals for the proposed trades/courses must reach the following address by **December 15, 2016**. Incomplete or late received Bidding Documents will not be evaluated.

Chief Operating Officer/
Convener Bids Evaluation Committee
Industry Led Training for Golden Industrial Triangle 2017
Punjab Skill Development Fund,
House No. 125, Abu Bakar Block,
New Garden Town, Lahore

3. INTRODUCTION

- The purpose of this document is to provide orientation to enable Training Providers to evaluate their interest in tendering and conducting training and is not a guarantee of the actual conditions under which the vocational training will be executed. Furthermore, it contains Forms and list of required documents to be submitted.
- The Client named in the Data Sheet will select multiple entities (Training Providers), in accordance with the method of selection specified under para 17 and in the Data Sheet for providing training.
- The qualifying Proposals of eligible / shortlisted organizations will be the basis for agreement negotiations and ultimately for a signed Contract with the selected Vocational Training Providers.
- Vocational Training Providers should familiarize themselves with the specified terms and conditions and take these into account in preparing their Proposals. To obtain first-hand information regarding preparation of proposals, they are **encouraged to attend a capacity building / pre-proposal conference**, if one is specified in the Data Sheet.
- The Client will provide information as specified in the Data Sheet in a timely manner.
- Training Providers shall bear all costs associated with the preparation and submission of their proposals, attending capacity building/pre-proposal conference, if any, and Contract negotiations.
- The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the award of Contract, without incurring any liability to the Training Provider.
- Training providers contracted under this scheme will be responsible for selecting & training the trainees and providing post-training support. They may select trainees from across Punjab.
- Training Providers will be engaged following Quality and Cost Basis Selection (QCBS) methodology.
- All documents and information received by PSDF from applicants will be treated in confidence.
- The documents submitted to PSDF will not be returned.
- All expenses related to participation in this scheme and preparation/submission of Bidding Document including Organisational Profile, Technical & Financial Proposal shall be borne by the applicants.
- A set of hard copies of documents shall be submitted in a sealed envelope marked as **“BIDDING DOCUMENT: INDUSTRY LED TRAINING FOR GOLDEN INDUSTRIAL TRIANGLE 2017”**. The envelope must be submitted at the specified address **through courier**.
- The closing date for receipt of Bidding Document (Organisational profile, trade wise Technical & Financial Proposals and other required documents) is **December 15, 2016**.
- PSDF reserves the right to request submission of additional information from applicants in order to clarify any aspect of Bidding Document, if required.
- Industries / establishments may propose any trade / course of up to six month duration keeping in view their employment requirements. There is no restriction on duration of training **subject to the condition that all trainees are absorbed / employed by the entity**.
- Scheme is open to all sectors, however following sectors* are identified as the high growth sectors of the 3 targeted districts i.e. Gujranwala, Gujrat & Sialkot.

• Auto-Parts	• Automobiles	• Ceramics (Tiles & Sanitary Ware)
• Cutlery	• Fan	• Furniture
• Hospitality	• Leather	• Pumps & Motors
• Readymade Garments	• Sports Goods	• Surgical Instruments
• Tyre & Tubes		

***Note:** or any sector related to these three districts.

- It is expected that the Training Providers will employ maximum number of trainees within their organisations or establish linkage with other organisations.
- An organisation may propose training for multiple trades and at multiple locations.
- There is no restriction on the number of trainees to be proposed. However, no organisation will be awarded contract for number of trainees exceeding 20% of the approved target under this scheme.
- Each proposed training location has to be under management / ownership of the Training Provider.
- On completion of training, testing and certification from Punjab Board of Technical Education will be encouraged. Punjab Board of Technical Education do testing and certification for only 3 and 6 months duration courses subject to the condition that proposed curriculum is approved by NAVTTC/ TEVTA or any other similar authorize body. However following types of entities may certify trainings conducted by them:
 - *Public / Private Ltd Co. having minimum assets of PKR 100 Million & more than 100 employees*
- PSDF reserves the right to verify any information provided by prospective bidders. **False information/misstatement will lead to disqualification and rejection of the Bidding document; and the organisation may also be blacklisted.**
- PSDF reserves the right to cancel the call of Bidding Document without stating any reason.
- An organisation may submit only **one set of Bidding Document**, even if the Training Provider is interested in providing training in multiple trades or at multiple locations. The organisation cannot be part of another **Bidding Document** directly or indirectly. **In case of participation in more than one Bidding Document, the Proposals will be rejected.**
- PSDF will evaluate the **Bidding Documents** of only eligible organisations and short listing will be done on the basis of i) capacity of the organization and ii) relevance of the trade/ course with the core business of the organisation.
- Trade wise Technical proposals of only shortlisted Training Providers will be opened and evaluated.
- PSDF will notify the short-listed Training Providers and open the trade wise financial proposals for the qualified Technical Proposals.

4. TRADE PROPOSALS

There should be a separate and single proposal for each trade. Each trade proposal will consist of Technical Proposal and Financial Proposal.

5. PROPOSAL VALIDITY

The Data Sheet indicates the time period for which the Proposals would remain valid after the submission date. During this period, Training Providers shall ensure the availability of professional staff nominated in the Proposal. If required, the Client may request Training Providers to extend the validity period of their proposals. Training Providers who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, in their confirmation of extension of validity of the Proposal. Training Providers may submit replacement staff, which would be considered in the final evaluation for award of Contract. Training Providers who do not agree have the right to refuse extension in the validity of their Proposals.

6. CLARIFICATIONS TO BIDDING DOCUMENTS

Training Providers may request a clarification on any aspect of the Bidding Document up to the date indicated in the Data Sheet. Request for clarification may be through email. **For the purpose of clarification, the contact person is:**

Sahar Nadeem
Associate Program Development
Punjab Skills Development Fund
sahar.nadeem@psdf.org.pk
Phone No. 042-35857780-81 (Ext: 804);

Clarification requests must be made in writing or through e-mail and should be received not later than **December 9, 2016**.

7. PREPARATION OF BIDDING DOCUMENTS / PROPOSAL

- 7.1. The Proposal as well as all related correspondence exchanged between the Training Provider and the Client shall be written in the language(s) specified in the Data Sheet.
- 7.2. Bidding documents to be prepared and submitted to PSDF consist of:
- Organization's Profile, Eligibility & Capacity (Section 1)
 - Trade wise Technical Proposals (Section 2),
Section 1 & 2 to be placed in envelope (1) and sealed.
 - Trade wise Financial Proposals (Section 3),
Section 3 to be in a separate envelope (2) and sealed.
- The envelopes containing Section 1 & 2 and Section 3 should be put in separate outer envelopes properly marked as mentioned under point No 8, 9, 10 & 11. **All the above mentioned three parts should have separate binding in book form.**
- 7.3. In preparing their Proposals, Training Providers are expected to examine in detail the instructions of Bidding Documents. Material deficiencies in providing the information requested, may result in rejection / low-scoring of a Proposal. Moreover, any misrepresentation / omission of facts may lead to the disqualification of the Training Provider, as well as debarring from bidding in future PSDF-funded schemes.
- 7.4. While preparing the Technical Proposals, Training Providers must give particular attention to the following:
- 7.4.1. All documents (i.e. Forms, Annexures and other documents) relating to a part, must have a single book-form binding. Each page should be numbered and initialled by authorised representative of the organization.
 - 7.4.2. **Proposals received in the form of loose papers or not complying with instructions will be declared non-responsive**
 - 7.4.3. Responses to the respective sections / parts of the proposal and attached important documents must be clearly and properly flagged. Non-compliance to the instructions will lead to penalty in the form of deduction in score.

8. ORGANIZATION'S PROFILE, ELIGIBILITY & CAPACITY (Section 1)

Organization's Profile, Eligibility & Capacity part should be prepared using prescribed format. Additional required documents must be attached. Section 1 containing all the required documents should be in book-binding form and place it with the technical proposal(s) envelope as directed below in point No. 9.

9. TECHNICAL PROPOSAL FORMAT AND CONTENT (Section 2)

Training Providers shall provide Technical Proposals (trade wise) on the prescribed format being provided with this part of **Bidding Document**. Information provided elsewhere will not be considered for evaluation. The Technical Proposal shall not include any financial information, except for the information solicited. **Any Technical Proposal containing financial information, other than that solicited, will be declared non-responsive.** The envelope containing the Technical Proposal for each trade shall be sealed and labelled as follows:

Organisation's Profile & Technical Proposal (Section 1 & 2)

Name of Assignment: "Industry Led Training for Golden Industrial Triangle 2017"

By: [Name of Organisation]

10. FINANCIAL PROPOSALS (Section 3)

- 10.1. Trade wise Financial Proposal(s) shall be prepared using the Forms provided by the Client.
- 10.2. PSDF will consider costs in the manner specified in the Data Sheet.
- 10.3. The envelope containing the Financial Proposal shall be sealed and labelled as follows:

Financial Proposal (Section 3)

Name of the Trade: -----

Name of Assignment: "Industry Led Training for Golden Industrial Triangle 2017"

By: [Name of Organisation]

- 10.4. **Any Technical Proposal found in the envelope meant for Financial Proposal (or vice versa) will lead to rejection of the proposals.**

11. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

- 11.1. Bidding Document containing Section (1 & 2) and Section 3 in two separate envelopes shall be submitted in an outer-sealed envelope, clearly marked as follows:

"Organisation's profile & Technical Proposal" and "Financial Proposal"

Name of Assignment: *"Industry Led Training for Golden Industrial Triangle 2017"*

By: [Name of Organisation]

[Client address as provided in the Data Sheet]

- 11.2. The Client shall not be responsible for any misplacement, loss or premature opening of documents if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for proposal rejection.
- 11.3. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Trade Proposal non-responsive.
- 11.4. The Proposals must be sent to the address indicated in the Data Sheet through courier and received by the Client not later than the time and date indicated in the Data Sheet, or any extension to this date in accordance with these instructions. Any proposal submitted/delivered after the deadline for submission shall not be received.
- 11.5. The Client shall open the Technical Proposals of eligible organisations immediately after short-listing of the organizations. The envelopes containing the Financial Proposals shall remain sealed and securely stored.
- 11.6. All pages of Technical and Financial proposals must be numbered.
- 11.7. Head of organization or nominated contact person of the Training Provider shall initial all pages of the Technical and Financial Proposals. The original proposals shall contain no interlineations or overwriting except as necessary to correct errors made by the Training Providers themselves. The authorized representative signing the proposals must initial such corrections. Submission letters for both Technical and Financial Proposals for each trade should be as per the given formats, respectively.
- 11.8. **Hard copies** of the all parts of bidding documents shall be sent to the address referred to in the Data Sheet through courier. All required copies of the Proposals are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

12. TAXES

- 12.1. Training Providers will be subject to all prevalent and future applicable taxes on amounts payable by the Client under the Contract.

- 12.2. Training Providers should quote the price of their services in Pakistani Rupees inclusive of all taxes and levies. Commissions and gratuities related to the assignment, if any, either paid or to be paid by Training Providers will be listed in the Financial Proposal.
- 12.3. In case of any increase in withholding income tax rates or any other tax subsequent to the Bidding Document submission date, the additional tax liability will be borne by the Training Provider.

13. PROPOSAL EVALUATION

- 13.1. From the time the Proposals are received to the time the Contract is awarded, the Training Providers should not contact the Client on any matter related to their Technical and/or Financial Proposals. Any effort by the Training Providers to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in rejection of the Training Providers' proposals. However, the Client may contact the Training Provider for seeking clarification on any aspect of the proposals or to solicit any additional information.
- 13.2. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

14. EVALUATION OF ELIGIBILITY AND CAPACITY OF THE ORGANISATION

First of all eligibility of the organization will be determined. Those organizations which do not fulfil basic eligibility conditions will be declared ineligible and their bids/proposals will not be evaluated further.

Capacity of the eligible organization will be evaluated which consists of human resources capacity, financial capacity, managing enrolment & placement of trained persons and project management & implementation team. Organization scoring less than 65% will be declared non-responsive and their proposal will not be evaluated.

15. EVALUATION OF TECHNICAL PROPOSALS

- 15.1. The Technical Proposals of only responsive organisations shall be evaluated on the basis of their responsiveness to the information asked in this Bidding Document, applying the evaluation criteria specified in the Data Sheet. Each responsive Proposal of a trade will be given a technical score (S_t) and non-responsive bids will be rejected. If a proposal fails to achieve the minimum qualifying technical score indicated in the Data Sheet, it will be rejected.
- 15.2. Training Providers are encouraged not to over-estimate their training capacity. They should propose only such courses and number of trainees for which enrolment and employment can be ensured. It is suggested that Training Provider should select trades keeping in view the mobilisation and placement challenges.
- 15.3. In case the Organization is declared ineligible, the second bank draft will be returned to the Training Service Provider.
- 15.4. Performance of the organization will also be evaluated on the following basis:
 - 15.4.1. Ratio of successfully qualified trainees with reference to number of contracted. Poor performance will affect selection of the organisation in PSDF future schemes and or extension of the contract.
 - 15.4.2. Meeting the employment commitment by the Training Providers.
- 15.5. PSDF staff or authorized third party representative will visit the training site before or during the technical evaluation phase to inspect facilities, equipment, location, capacity and other aspects of training. While assessing the capacity of a training location for the proposed trade(s), number of trainees enrolled/ to be enrolled in the same/similar PSDF-funded trades at the respective location(s) will also be considered. PSDF's assessment about the capacity shall be final.

- 15.6. After the technical evaluation is completed, the Client shall inform the qualifying Training Providers about the status of their technical score for each trade at the time of opening of Financial Proposals.

16. FINANCIAL PROPOSALS

- 16.1. In case of changes in the technical parameters, PSDF may ask the Training Providers to submit revised Financial Proposals. In such cases, all bidders will be given the opportunity to submit revised Financial Proposals.
- 16.2. Training Providers that secure the minimum qualifying technical scores shall be notified in writing; the date, time and location for opening of Financial Proposals. Training Providers' attendance at the opening of Financial Proposals is optional. The date of opening of Financial Proposals shall be set so as to allow interested Training Providers sufficient time to make arrangements for attending the opening ceremony.
- 16.3. Financial Proposals of the qualifying technical proposals only (scoring at least the minimum qualifying technical score mentioned in the Data Sheet) shall be opened.
- 16.4. Financial Proposals shall be opened in the optional presence of the Training Providers' representatives. The names of the Training Providers and their technical scores for a trade shall be announced. The Financial Proposals of the qualifying technical proposals will be then inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall then be opened, and the bids announced and recorded.
- 16.5. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of a discrepancy between a partial amount and the total amount, or between words and figures, the formers will prevail. In addition to the above corrections, all activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 16.6. The lowest quoted Financial Proposal (F_m), on a cost per trainee per month basis, will be given the maximum financial score (S_f).

17. TRADE-WISE SELECTION OF TRAINING PROVIDERS

The following procedure shall be adopted for trade wise selection of Training Providers:

- 17.1. The quality and cost-based selection (QCBS) method will be used for engaging multiple Training Providers.
- 17.2. The technical score will be awarded on the basis of: i) Past Experience, and ii) Training Capacity. Assessment of Training Capacity includes (but is not limited to): availability of required machinery, equipment, tools, workshops & class room furniture; common facilities; and qualification and experience of implementation team and trainers & commitment of employment of trained persons.
- 17.3. The financial score of each technically qualified proposal will be calculated on the basis of per trainee per month cost including all applicable taxes. The organisations are ranked on the basis of their combined score i.e. weighted technical and financial scores.
- 17.4. The top-ranked organisation is awarded the contract.
- 17.5. The technical score, per trainee per month cost and the combined score of the top-ranked private /non-governmental organisation is set as the reference technical score, reference cost and reference combined score, respectively.
- 17.6. If the target number of trainees is not met by the top-ranked organisation, the organisation which is next in rank is also selected. If its technical score is higher than the reference technical score, it will be offered per trainee per month cost which brings its combined score equal to the reference combined score. Else, it will be offered its bid price or reference bid price, whichever is lower.
- 17.7. The same process will be repeated till the target number of trainees is met.
- 17.8. The Board may specify any such procedure as may be required for engaging multiple Training Providers keeping in view the value for money aspect.

18. NEGOTIATIONS

- 18.1. Negotiations will be held at the date and address indicated in the Data Sheet. Negotiations may also be conducted through any other means of communication to avoid inconvenience to the Training Provider and/or the Client. The invited Training Providers will confirm availability of all Professional Staff, as a prerequisite for attendance at the negotiations. Failure to satisfy such requirements may result in the Client proceeding to negotiate with the next-ranked Training Provider.
- 18.2. Representatives conducting negotiations on behalf of the Training Provider must have written authority to negotiate and finalize the Contract.
- 18.3. The negotiation may also be conducted through formal communication (letter or email) or through a meeting. In case of meeting, the Client shall prepare the minutes of negotiations which will be signed by the Client and the Training Provider.

19. TECHNICAL NEGOTIATIONS

Negotiations will include discussions on the Technical aspects of the Services which may be related to trades / courses, number of classes, training locations, and number of trainees as per recommendations / decisions of the Client, and any suggestions made by the Training Provider to improve the Terms of Reference. The Client and the Training Providers will finalize the Terms of Reference, trades, number of trainees, location(s) of training, number of classes, percentage of employment commitment, staffing schedule, delivery schedule, logistics, and reporting arrangements. These documents will then be incorporated with the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment.

20. FINANCIAL NEGOTIATIONS

The financial negotiations will be conducted for changes in cost of the services as a result of agreed technical modifications, and/or reduction in cost. Financial negotiations can also be conducted for the purpose of reduction in bidding cost as mentioned under para 17 and / or if the bid rate(s) exceed the maximum rate(s) acceptable to the Client, if any, as fixed by PSDF.

21. AVAILABILITY OF PROFESSIONAL STAFF / EXPERTS

Having selected the Training Providers on the basis of (among other things) an evaluation of the proposed Professional Staff, the Client will require written assurance that the proposed Professional Staff will be actually available for the Assignment. The Client will not consider substitutions during agreement negotiations, unless both parties agree that undue delay in the selection process makes such substitution unavoidable, or for contingent reasons such as death, medical incapacity, or other extenuating circumstances. If this is not the case, and if it is established that Professional Staff were nominated in the proposal without confirming their availability, the Training Provider may be disqualified, and the next-ranked Training Provider will be invited. Any proposed substitution in Professional Staff shall be agreed beforehand. Moreover, substitute staff must have equivalent or better qualifications and experiences than the original candidate, and such substitutions must be notified by the Training Provider within the time period specified in the letter of invitation to negotiate.

22. CONCLUSION OF THE NEGOTIATIONS

Negotiations will conclude with a review of the draft Contract. To conclude the negotiations, the Client and the Training Providers will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Training Provider having the highest score to negotiate a Contract.

23. AWARD OF CONTRACT

- 23.1. After conclusion of negotiations, the Client shall award the Contract to the selected Training Providers.

23.2. The Training Provider is expected to commence the assignment after approval by the Client on the mutually agreed date and location.

24. NOTICE TO PROCEED

The selected Training Provider will be allowed to enrol trainees and initiate training only after PSDF issues a Notice to Proceed. PSDF shall ensure the following before issuing a Notice to Proceed:

- Availability of Training Site [class-rooms, labs / workshops, offices, other facilities] as per required standards;
- Availability of Trainer and Professional Staff as per required standards.
- Availability of Training Manuals of required quality

25. TESTING AND CERTIFICATION

On completion of training, testing and certification from Punjab Board of Technical Education will be encouraged. Punjab Board of Technical Education do testing and certification for only 3 and 6 months duration courses subject to the condition that proposed curriculum is approved by NAVTTC/ TEVTA or any other similar authorized body. However Public / Private Ltd Co. having minimum assets of PKR 100 Million & more than 100 employees may certify trainings conducted by them:

In case more than 20% trainees in a class fail in the test, PSDF will impose substantial penalties on the Training Provider.

26. CONFIDENTIALITY

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Training Providers who submit the Proposals, or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use of confidential information related to the process by any Training Provider may result in the rejection of its Proposal, and may be subject to the provisions relating to Fraud and Corruption.

27. PERFORMANCE BOND

The compliance of performance bond may be required, if specified in the Data Sheet.

28. CONTRACT PERIOD

The Contract may be extended for an additional period of one year and/or for training of additional trainees, on same cost and ToRs by mutual agreement of both parties, subject to release / availability of funds and performance evaluation by the Client.

29. BLACKLISTING / DEBARRING

PSDF will have the right to debar/blacklist a Training Provider in accordance with the policy approved by the Board.

30. CONFLICT OF INTEREST

30.1. PSDF's policy requires that Training Providers supply professional and impartial services, and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or with their own corporate interests, and act without any consideration for future work.

30.2. In addition, Training Providers shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

a. Conflicting assignments

A Training Provider (including its Personnel and/or Professional Staff) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment to be executed for the same or for another Client. These cases include, but are not limited to, the following:

- Any entity engaged for providing training services under a project shall not be engaged for third party monitoring for the same project.
- An entity selected for Services shall be excluded from downstream supply of any other service related to the assignment, other than a continuation of the “Services” under the on-going assignment. Engagement of a Training Provider for different components of the same project at different times would not per se be considered as a case of conflict of interest.
- Training Providers hired for design of a project, such as to prepare Terms of Reference or to design the BIDDING DOCUMENT for an assignment, should not be hired for providing Services for the same project.
- Training Providers, or any of their affiliates assigned for a specific project, shall not undertake any other assignment, which by its nature, may be in conflict with any of their other past or present assignments.
- Training Providers must notify the Client if they own any proprietary products or systems which they may recommend to a Client, or if they hold any interest in such products, to ensure transparency and to ensure that no conflict of interest shall arise in the evaluation and application of their recommendations.

b. Conflicting relationships

- A Training Provider (including its Personnel and/or Professional Staff) or any of its affiliates that has a business or family relationship with a member of the PSDF Board, Management, or Staff that is directly or indirectly involved in the preparation of Terms of Reference, selection process of Training Providers and/or supervision of the Contract, may not be awarded a Contract unless the conflict of interest stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process up to the execution of the Contract.
- Training Providers have an obligation to disclose any situation of actual or potential conflict of interest that either impacts their capability to serve in the best interests of the Client and Trainees, or that may be perceived as having this effect. **Failure to disclose such situations or any misrepresentation / omission of facts will lead to the disqualification of the Training Provider or the termination of its Contract, and may also be debarred from bidding in future PSDF-funded schemes.**
- Current employees of the Client shall not work as Training Providers.

31. Fraud And Corruption

- a.** PSDF requires that Training Providers participating in provision of services adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, PSDF defines, for the purpose of this paragraph, the terms set forth as follows:
- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of PSDF in the selection process or in Contract execution;
 - “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract;
 - “Collusive practices” means a scheme or arrangement between two or more Training Providers with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
 - “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or to affect the execution of a Contract.
- b.** PSDF will reject a proposal for award of Contract if it determines that the Training Provider recommended for award of Contract has either directly or through an agent, engaged in

corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. **PSDF may also impose penalties on a Training Provider, including debarring from bidding in future PSDF-funded schemes, if at any time it determines that the Training Provider has, either directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a PSDF-funded scheme.**

- c. PSDF will have the right to inspect Training Providers' accounts and records and any other documents relating to the submission of proposals and Contract performance, and have them audited by auditors appointed by PSDF.
- d. Training Providers shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the Contract, if the Training Provider is awarded the Contract, as requested in the Financial Proposal submission form.

PART B

DATA SHEET

PART B : DATA SHEET

Name of the Scheme	Industry Led Training for Golden Industrial Triangle 2017
Name of Client	Punjab Skills Development Fund (PSDF)
District of Training Locations	Gujrat, Gujranwala & Sialkot
Target Number of Persons to be enrolled for Training	Total enrolment target under the scheme for two years is 20,000 i.e. 10,000 per year. PSDF may increase / decrease the set targets. Trade wise target varies.
Time Schedule of the Training	Although it is a two years scheme, however, initially contracts will be awarded for a period of one year and may be extended for a further period/number of trainees based upon performance evaluation of Training Provider which includes employment of the trained persons as per commitment and trade wise set target of persons to be trained. Training is expected to start in March 2017 .
Training Provider / Formation of Consortium	<p>The potential Training Providers can be:</p> <ul style="list-style-type: none"> • An industry / establishment (Training will be carried out in the industry/ establishment premises) • Authorized Service centers of the industries / Institutes developed by industry / association. • Service Sector Employers (Training will be carried out in premises of the employer) • Registered association of Industry • Formation of consortium is allowed in the following forms, subject to the condition that an industry / establishment will be the lead organization. <ul style="list-style-type: none"> ○ Group of the industry / establishments. ○ Group of the industry / establishments in collaboration with institute established by respective association. ○ Group of the industry / establishments in collaboration with public / private institute. ○ An industry / establishment in collaboration with institute established by association or public / private institute • Registered association of Industry can apply for training: <ul style="list-style-type: none"> ○ in their established institute or ○ in collaboration with any public / private institute or ○ in the industry / establishment. <p>Subject to condition that:</p> <ul style="list-style-type: none"> • At least 50% of the trained persons will be employed by the training provider. • Capacity and capability to deliver training in the proposed trade/s or course/s relevant to the industry/business.

<p>Lead Organisation</p>	<p>Training Provider must also fulfil the following eligibility conditions:</p> <ol style="list-style-type: none"> i. Must be a legal entity and Register with relevant Govt. body or Social Security Ordinance 1965 ii. Must have valid NTN/FTN in the name of Entity/Organization. iii. Must be an active tax payer verifiable from FBR website. iv. Must be registered for Sales tax and PRA if required. v. Manufacturers' authorized distributors/service centres must provide authorization certificate issued by the manufacturing organisation. vi. Must have audited financial statements (for the last financial year of the organization), issued by an ICAP licensed Chartered Accountant, comprising of the following required documents: <ul style="list-style-type: none"> • Audit Report, • Balance Sheet, • Income & Expenditure Statement of Account • Cash Flow Statement, and • Notes to the Accounts vii. <i>Public sector organisations have exemption from this condition.</i> viii. Must not be blacklisted by PSDF or any other organisation or faced contract cancellation or withholding of funds for contractual violations by PSDF in previous training schemes. ix. Must have workshops / laboratories/training facilities for the applied courses as per curriculum. The training facilities will be visited by PSDF or PSDF appointed monitors for inspection and verification. x. Must agree for monitoring by a Third Party contracted by PSDF. xi. Must agree to allow PSDF assigned auditors to check the accounts opened for PSDF funding, as and when required. <p>Should prefer to open a separate bank account (in the legal name of the organization) for funds provided by PSDF.</p>															
<p>Sectors of the Scheme</p>	<p>Scheme is open to all sectors, however following sectors* are identified as the high growth sectors of the 3 targeted districts i.e. Gujranwala, Gujrat & Sialkot.</p> <table border="1" data-bbox="536 1267 1399 1532"> <tr> <td>• Auto-Parts</td> <td>• Automobiles</td> <td>• Ceramics (Tiles & Sanitary Ware)</td> </tr> <tr> <td>• Cutlery</td> <td>• Fan</td> <td>• Furniture</td> </tr> <tr> <td>• Hospitality</td> <td>• Leather</td> <td>• Pumps & Motors</td> </tr> <tr> <td>• Readymade Garments</td> <td>• Sports Goods</td> <td>• Surgical Instruments</td> </tr> <tr> <td>• Tyre & Tubes</td> <td></td> <td></td> </tr> </table> <p><i>*Note: or any sector related to these three districts.</i></p>	• Auto-Parts	• Automobiles	• Ceramics (Tiles & Sanitary Ware)	• Cutlery	• Fan	• Furniture	• Hospitality	• Leather	• Pumps & Motors	• Readymade Garments	• Sports Goods	• Surgical Instruments	• Tyre & Tubes		
• Auto-Parts	• Automobiles	• Ceramics (Tiles & Sanitary Ware)														
• Cutlery	• Fan	• Furniture														
• Hospitality	• Leather	• Pumps & Motors														
• Readymade Garments	• Sports Goods	• Surgical Instruments														
• Tyre & Tubes																
<p>Size of Contract per Training Provider</p>	<p>Maximum trainees: 20% of the total target of the scheme.</p>															
<p>Districts of Trainees</p>	<p>The trainees for the scheme can be from any district of Punjab.</p>															
<p>Target Group (Eligibility for Admission)</p>	<p>Male or Female residents of any District of Punjab meeting the following criteria:</p> <ul style="list-style-type: none"> ▪ Age 18 & above (Industries / Establishments are responsible to comply with relevant labour laws while selecting the trainees). ▪ Must meet the entry requirements as specified in respective training curricula. ▪ Must have CNIC with permanent or temporary residential address of Punjab. ▪ Must not have availed PSDF-funded training prior to enrolment. 															

Candidate Selection	Candidate selection will be Training Provider's responsibility
Implementation of Training	This scheme is for implementation of training in a formal manner and not in the form of attachment on work. In special cases, conduct of training in production / workshop area may be allowed depending upon the curricula and machinery / equipment requirement. In that case a special monitoring mechanism will be agreed by both the parties.
Duration of Training	Industries / establishments may propose any duration of a course / trade not exceeding 6-months duration.
Trainees per Class	Up to 25 according to availability of work places in lab / workshop and other training facilities as well as nature of training.
Minimum Conduct Hours	Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily). It is recommended that trainees should be placed in the day shift. However, it is encouraged that trainees should also observe full day shift hours of the industry/business. In this case Training Provider will have to pay some amount as incentive in addition to the stipend of Rs.1,500 to be paid by PSDF.
Selection of Trades / Courses	Scheme is open to all sectors, industry/ establishment and trades; provided the training provider can ensure the employment of trainees. Industries / establishments may propose any trade / course of up to six month duration keeping in view their employment requirements. There is no restriction on duration of training subject to the condition that all trainees are absorbed / employed by the entity. To facilitate Industries / establishments, a list of courses for which approved curricula are available is at Annexure A-1 . If a trade / course is selected from this list, provision of curriculum / draft of curriculum is not required. Another list at Annexure A-2 is also attached considering important trades in identified sectors whose approved curricula is not available, the organisations wishes to apply for these trades should submit a draft of curriculum on the format provided at Annexure-C. Please don't hesitate to contact PSDF for any assistance in this regards. In case of selection of a course from the list at Annexure A-1 for reference, testing & certification from Punjab Board of Technical will be encouraged. Note: The decision whether any course can be included in the scheme or not shall rest with PSDF and it may reject any proposed course which does not fit within the training framework announced by PSDF.
Submission of Proposals	Bidding documents to be prepared and submitted to PSDF consist of: 1. Organization's Profile, Eligibility & Capacity (Section 1), 2. Technical Proposals (Section 2) (Section 1 & 2 to be placed in an envelope (1) and sealed) 3. Financial Proposals (Section 3) (Section 3 to be placed in a separate envelope (2) and sealed)
Final Trade Test and Certification	<ul style="list-style-type: none"> ▪ PSDF has special arrangements for Testing and Certification with Punjab Board of Technical Education (PBTE). However following types of entities may certify trainings conducted by them: <ul style="list-style-type: none"> ○ Public / Private Ltd Co. having minimum assets of PKR 100 Million & more than 100 employees ▪ Testing / certification from Punjab Board of Technical Education (PBTE) will be preferred on completion of training in case implementation of training is as per approved curricula. ▪ In case more than 20% trainees of a class fail in the test, PSDF will impose substantial penalties on the Training Provider.

Job Placement	Training providing Industries / Establishments is expected to provide employment on completion of training. Minimum Employment commitment should be 50% of the trained persons. Such Industries / Establishments will be required to submit the following information upon completion of training for verification purposes: i) Appointment Letters ii) Registration of trainees with the EOBI and Social Security Institution
On Job Training	Training Providers are required to arrange “On Job Training” for a period of one month after completion of training for the trainees who are beyond the commitment of providing employment. During period of “On Job Training”, only stipend as approved by PSDF will be paid.
Payment to Training Provider	(a) Training Fee (b) Trainee Support Payments as detailed below :
Training Fee	The financial bid will be based on training fee inclusive of all expenditures other than capital investment. It will include but not limited to: <ul style="list-style-type: none"> ▪ Trainers’ remuneration ▪ Consumable training materials ▪ Training Manual & stationery required for training ▪ Protective clothing ▪ Management & reporting costs ▪ Depreciation of machinery and equipment etc. ▪ Utilities & miscellaneous items ▪ Post training support to trainees costs
Trainee Support	Fixed Stipend <ul style="list-style-type: none"> ▪ @ Rs. 1,500 per trainee per month. ▪ Payment of stipend will be made as per PSDF policy through the Training Providers and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees.
	<ul style="list-style-type: none"> ▪ Single uniform and a bag per trainee as per PSDF standard design & colour to every trainee. An amount of Rs. 1,500 will be paid to the Training Provider for the purpose.
Testing Fee	1. PSDF will pay the testing fee directly to PBTE under special arrangements. 2. In case of self- certification, no fee on account of testing & certification will be paid to the Training Provider.
Validity of Proposal	150 days from last date of submission.
Proposal Language	English.
Fixed Budget	Not Applicable.
Currency	All financial figures should be quoted in Pak Rupees as mentioned in the Financial Proposal.
Submission Address	Bidding documents will be received through courier and should be addressed as under: Chief Operating Officer / Convener Bids Evaluation Committee Industry Led Training for Golden Industrial Triangle 2017 Punjab Skill Development Fund, House No. 125, Abu Bakar Block, New Garden Town, Lahore Phone: 042 – 35913540-41
Date of Opening of Financial Proposals	Will be communicated later.
Basis of Financial Evaluation	The bids will be evaluated on the basis of per trainee per month cost (inclusive of taxes). All applicable taxes should be mentioned in the financial proposal.
Basis of Proposal Evaluation	Quality and Cost-Based Selection (QCBS) methodology duly approved by PSDF’s Board of Directors will be used for selection of Training Providers based on combined Technical and Financial Score.

<p>Criteria for Evaluation of Proposals</p>	<p><u>Technical Score (S_t) of proposal</u></p> <ul style="list-style-type: none"> ▪ Training Content and Quality = 70 ▪ Implementation Team & Experience = 30 (Minimum Qualifying Technical Score = 65%) <p><u>Financial Score (S_f) of proposal</u></p> $S_f = 100 * \frac{\text{Lowest Price}}{\text{Price of Proposal Under Consideration}}$ <p>Overall Score(S) = S_t * T + S_f * P</p> $= S_t * 0.80 + S_f * 0.20$
<p>Multiple Training Providers</p>	<p>Client may select multiple Training Providers following the methodology mentioned under paragraph 17 of the instructions, in case the top-ranked organisation does not have the capacity to meet the target number of trainees in the relevant trade.</p>
<p>Expected Date and Address for Agreement Negotiations</p>	<p>Date: Will be communicated later by the Client.</p> <p>Address: Punjab Skills Development Fund, House No. 125, Abu Bakar Block, New Garden Town, Lahore; or any other address as notified.</p> <p>Negotiations may also be conducted through any other means of communication to avoid inconvenience to the Training Provider and/or the Client.</p>
<p>Submission of Performance Bond</p>	<p>Not Applicable.</p>
<p>Any Special Condition</p>	<p>PSDF may relax one or more conditions of the Bidding Document under notice to all shortlisted Training Providers.</p> <p>PSDF shall engage a third party monitoring organisation to verify deliverables of the accepted proposal.</p>
<p>Bank Guarantee</p>	<p>Mobilisation Advance equal to 10% of the contract value (if requested) against irrevocable Bank Guarantee to be adjusted in instalments (maximum five).</p>
<p>Training Facilities</p>	<p>Following minimum standard shall be followed:</p> <ul style="list-style-type: none"> ▪ Classroom size: 9 sq. ft. per student. ▪ Lab/Workshop size: 15 sq. ft. per trainee or as notified by the testing/certifying agency. <p>The Training Provider shall ensure availability of all trade- related equipment specified in the relevant curriculum in such a manner that all trainees are able to perform practical simultaneously and independently. Depending upon the specific requirements of a trade, the standards may vary.</p> <p>Training Providers must submit status of machinery, equipment, tools, furniture, etc. that will be made available for training with reference to the list provided in the respective curriculum on the format as per sample curriculum (Annexure E) attached with the Form of Technical proposal. All training facilities are subject to inspection.</p>
<p>Means of Communication</p>	<p>Formal communication between PSDF and Training Providers may be made through letter, email or fax.</p>

Contract Extension	Performance of Training Providers would be evaluated at the expiration of Contract. Subject to satisfactory performance evaluation and release/ availability of funds, the Contract may be extended for an additional period and/or for training of additional trainees, on same cost and ToRs by mutual agreement of both parties. Training Providers perceived to have demonstrated poor performance would not be considered for extension of Contract for subsequent round of training.
Performance Evaluation	<ul style="list-style-type: none"> • It is suggested that Training Provider should select trades keeping in view their business activity and mobilisation & placement challenges. • Performance of the organization will also be evaluated on the basis of ratio of successfully qualified trainees with reference to number of contracted. Poor performance will affect selection of the organisation in PSDF future schemes and or extension of the contract. As such Training Providers are advised not to overestimate their enrolment & employment capacity. • PSDF may impose financial penalties on Training Providers on account of any violations/ breach of Contract in line with PSDF's Business rules.
Client's Input	Publicity of the Scheme and arrangements for stakeholders' visits and ceremonies (in case of a large-scale graduation ceremony etc.) at the completion of the assignment.
Clarification Requests	Requests addressed to Client's Representative/Contact Person in writing can be received before December 9, 2016; 05:00 PM.
Capacity Building / Pre-Proposal Conference	Capacity building / pre-proposal workshops would be conducted in order to guide the organizations for preparing the Bidding Document effectively. The interested organizations should get them registered before 24th November, 2016 through an email at sahar.nadeem@psdf.org.pk using the Form available at the end of this document or on PSDF website. Dates and venues of the workshops will be shared through an email confirming the registration.
Client's Representatives/ Contact Persons	Sahar Nadeem Associate Program Development Punjab Skills Development Fund, House No. 71, Ahmad Block, New Garden Town, Lahore. sahar.nadeem@psdf.org.pk Phone No. 042-35857780-81 (Ext-804)
Last Date of Submission of Bidding Documents	December 15, 2016; 05:00 PM.

PART C
TERMS OF REFERENCE

TERMS OF REFERENCE (TOR)

Punjab Skills Development Fund (PSDF) is funding training for residents of Punjab under the “Industry Led Training for Golden Industrial Triangle 2017” scheme. The purpose of the vocational training is to provide trained labour force to industry/establishments and to promote income generation opportunities for the target population. The selected Training Providers will be expected to enter into a contract specifying the responsibilities and deliverables of the assignment.

Responsibilities of Training Providers will be to:

1. Mobilise the communities from Punjab, generate demand for training and select trainees for the proposed skills training according to the eligibility criteria defined by PSDF.
2. Accept applications from only those trainees who have CNIC or B-Form and are residents of Punjab based on either temporary or permanent address given in CNIC.
3. Accept applications from only those trainees who have not already benefited from PSDF funding through verifying data of the trainees from PSDF website by entering CNIC number.
4. Candidate selection will be Training Provider’s responsibility
5. Select courses keeping in view the list of shortlisted courses.
6. Arrange training facilities, furniture and other physical facilities (e.g. washrooms, backup power, drinking water, etc.) keeping in view the standards defined by PSDF.
7. Make provision for required machinery, equipment and tools as mentioned in the respective curriculum.
8. Engage competent and qualified instructors and support staff as per qualification and experience mentioned in the respective curriculum.
9. Get the facilities and arrangements inspected by PSDF before start of training.
10. Ensure provision of training in approved skills / trades using the curriculum approved by the relevant certification authority and following the agreed parameters.
11. Provide all learning aids, teaching materials, consumables, and additional facilities, as per demand of curricula, free of cost to the trainees (all costs on account of these items will be included in training fee which will be paid by PSDF).
12. Development/printing of training manual(s), if already not available.
13. Manage provision of standardised uniforms and bags as mentioned under Trainee Support.
14. Manage a transparent system of payment of stipend to trainees in a timely manner according to the notified rates (all records to be maintained). PSDF may engage a third-party organisation for disbursement of stipend.
15. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
16. Place trained persons on jobs or establish linkage of the trained persons with other employers.
17. Facilitate and provide access to PSDF monitoring team for the monitoring of training.
18. Maintain separate bank account and financial records relating to the PSDF assignment(s).
19. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
20. Arrange testing and certification from the relevant accredited certification body.
21. Arrange printing of provisional certificates as per the format approved by PSDF.
22. Arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion, and inform PSDF at least one week before the event.
23. Assist PSDF in the arrangements of graduation ceremony; if graduation ceremony is arranged by PSDF at large scale (cost of such ceremony arranged by PSDF will be borne by PSDF).
24. Display prominently sign-boards relating to the training at the training centre(s), as per design provided by PSDF.
25. Any other obligation agreed in the contract.
26. The Training Provider will be responsible for certain deliverables as per requirement of the project.

Note:

- a. In case of non-compliance with the responsibilities, financial penalties will be applicable.

- b. Training Providers will not charge anything to the trainees at any stage of the training process, be it provision of admission forms, enrolment, training delivery or certification.**

Responsibilities of Punjab Skills Development Fund are to:

1. Provide funds to meet the expenses on training as per rate, number of trainees, attendance of trainees and payment schedule agreed in the contract.
2. Provide funds for meeting costs on account of Trainee Support which include stipend, uniforms & bag, and testing fees, as determined by PSDF management.
3. Monitor / supervise the delivery of training, either directly or through a third party.
4. Take measures for quality control directly or indirectly.
5. Guide training partners for smooth implementation of training.
6. Arrange and finance a large-scale graduation ceremony, if any planned.
7. Bear costs on account of publicity as considered appropriate by PSDF management.
8. Inspect training facilities & arrangements and accord permission to start training (i.e. issue a Notice to Proceed).
9. After training is complete, create a database of graduated trainees and open up a PSDF hotline for employers to call in and verify trainee information.

Joint Responsibilities of Punjab Skills Development Fund and Training Providers:

To showcase the training programmes funded by PSDF at different forums, if required.

Annexure A-1: List of Trades / Courses

Industries / establishments may propose any trade / course of up to six month duration keeping in view their employment requirements. However, draft of curriculum for the proposed course will have to be provided as per sample in Annexure E.

To facilitate Industries / establishments, a list of courses for which approved curricula are available is given below. If a trade / course is selected from this list, provision of curriculum / draft of curriculum is not required and testing & certification from Punjab Board of Technical will be encouraged.

List of Trades / Courses for which Approved Curricula is Available

Trades / Courses	Duration of Course (Months)		Curriculum Source	
			3-Months	6-Months
Automobiles				
Auto Electrician	3	6	TEVTA	NAVTTTC
Auto Mechanic (Diesel)	3	6	TEVTA	TEVTA
Auto Mechanic (Petrol)	3	6	TEVTA	TEVTA
Diesel Engine Mechanic	3	6	TEVTA	NAVTTTC
Motor Cycle Mechanic	3	6	TEVTA	NAVTTTC
Rickshaw Mechanic		6		NAVTTTC
Single Cylinder Diesel Engine Mechanic		6		PVTC
Ceramics				
Ceramics Work	3		ILO	
Clay Body & Glaze Making		6		NAVTTTC
Finishing Techniques in Ceramics	3	6	TEVTA	NAVTTTC
Finishing and Joining Techniques in Ceramics		6		NAVTTTC
Glazing & Decoration		6		NAVTTTC
Kiln & Firing Techniques in Ceramics		6		NAVTTTC
Mould Making and Casting in Ceramics	3	6	TEVTA	TEVTA
Electrical				
Electronic Equipment Repairer		6		TEVTA
Home Appliances Repair		6		TEVTA
Motor Winder	3	6	TEVTA	TEVTA
PLC (Programmable Logical Control)	3		TEVTA	
Furniture				
Carpenter	3		ILO	
Paint & Polish Experts		6		NAVTTTC
Wood Painting & Polishing		6		NAVTTTC
Garments/ Textile				
Apparel Supervisor		6		NAVTTTC
Auto Placket Operations Specialist	3		TEVTA	
CAD/CAM Computerized Pattern Designing		6		NAVTTTC

Fabric Cutting Expert	3		TEVTA	
Fabric Dyeing Expert		6		TEVTA
Fabric Finishing Expert		6		TEVTA
Fabric Product Development Specialist	3		TEVTA	
Fabric Quality Inspector	3		TEVTA	
Fabric Inspector	3		TEVTA	
Home Textile Product Maker		6		NAVTTTC
Industrial Stitching Machine Operator	3		TEVTA	
Knitting Machine Operator	3	6	TEVTA	NAVTTTC
Knitting Machine Mechanic		6		NAVTTTC
Pattern Drafting and Grading		6		NAVTTTC
Quality Control in Garments		6		NAVTTTC
Screen Printing	3		TEVTA	
Hospitality				
Bakery & Pastry		6		NAVTTTC
Basic Housekeeping		6		NAVTTTC
Food & Beverage Captain		6		NAVTTTC
Food & Beverage Management		6		NAVTTTC
Professional Cooking		6		NAVTTTC
Waiter	3	6	TEVTA	NAVTTTC
Leather				
Cobbler		6		NAVTTTC
Computer Aided Design (CAD) Operator (Leather)		6		NAVTTTC
Shoe Upper Stitcher		6		NAVTTTC
Leather Garments Stitcher		6		NAVTTTC
Leather Gloves Pattern Maker		6		NAVTTTC
Leather Gloves Stitcher		6		NAVTTTC
Leather Work	3		ILO	
Mechanical				
CNC Machine Operator	3	6	TEVTA	TEVTA
CNC Maintenance		6		GTDMC
CNC Programmer		6		GTDMC
Draftsman Mechanical / AutoCAD		6		NAVTTTC
Heat Treatment		6	TEVTA	
Inspection & Testing in Forging Shop		6	TEVTA	
Fitter General	3		TEVTA	
Milling Machine Operator	3		TEVTA	
Machinist		6	TEVTA	
Material Evaluation & Mechanical Testing	3		TEVTA	
Moulder	3		TEVTA	
Moulding and Cast Technology	3		TEVTA	
Press Man	3		TEVTA	
Rice Milling & Processing Plant Operator		6	TEVTA	
Tool & Die Making		6		NAVTTTC

Turner	3		TEVTA	
Welder	3	6	TEVTA	NAVTTTC
Welder (Gas & TIG)		6		NAVTTTC
Welder 3G SMAW+6GGTAW		6		TEVTA
Welder (SMAW/MAG/MIG/SAW)		6		NAVTTTC
Sports Goods				
Sportswear Stitcher		6		NAVTTTC
Football Sewing Machine Operator	3		TEVTA	
Surgical				
Filing	3		TEVTA	
Fitting	3		TEVTA	
Grinding	3		TEVTA	
Polishing	3		TEVTA	

- ❖ Customized courses can be proposed by industries / establishments covering any sector considering growth and employment opportunities in particular sector.

Annexure A-2: List of Trades / Courses for which Approved Curricula is not Available

Auto-Parts	Tools and Die maker (Design/Tools & Dies) Helper, Pressman (Sheet Metal) Helper, Machinist (Metal Casting) Helper, Machinist (Metal Forging) Helper, Moulder, Supervisor / In-charge / Foreman (Rubber/Plastic parts) Helper, Assembler, Painter (Electronic/Electrical parts) Assembler, Assistant, Supervisor/In-charge/ Foreman (Assembly/Sub Assembly) Storekeepers
Cutlery	Polishers Press man/ operator Supervisors/ Foreman Press man/ operator Assembler
Fan	CNC Turning Centre Operator Mould Making & Designing Electric Fan Motor Designing & Winding Safety Standard Testing & Aerodynamic Electric Fan Assembling & Final Inspection 3D CAD/CAM Cast Metal & Foundry Pattern Making Injection Mould Design
Furniture	Bed Frame Maker Sofa/ Chair Maker Furniture Fitter/ Assembler (Joiner) Carving Machine Operator Table Maker Furniture Polisher/ Painter Wood Sawyer
Footwear	Footwear Design Pattern Making Cutting/Pasting/Lasting/Trimming CAD/CAM And Advanced It Lab Inspection & Testing Health And Safety

	Customer Management Sewing Embroidery
Surgical	Polishers Ultrasonic Cleaning Machine Operators Packing Man Grinder Laser Marking Machine Operator
Sports	Machine Stitcher (For Gloves, Protective Gear & Garments) Hand Stitcher For Inflatable Balls Machine Stitcher For Inflatable Balls Packer (For Gloves, Protective Gear & Garments) Packer For Wood Based Products Wood Jointer (For Wood Based Products)