PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

Procurement No: 139/PSDF/PWD

Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)

October, 2026

Submission Date for Sealed E-Bids: November 16, 2026, on or before 03:00 PM

21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.

UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

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Section-I: Invitation to Bids

1.1 INVITATION TO BID

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 (now Companies Act 2017) by the Government of Punjab (GoPb). PSDF is revolutionizing the TVET sector through its innovative initiatives for vocational and technical training ensuring an economically bright and sustainable future for poor and vulnerable youth of Punjab.

Sealed bids/proposals are invited from established Training Service Providers (TSPs) for **"Hiring of Training Service Providers for "Umeed-Skills Inclusion" Program for Persons with Disabilities (PWDs)"** (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with supporting documents mentioned in this tender document and must be submitted online through **Punjab e-Procurement System**.

Main Notice:

Invitation to Bids for Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan, establishedin 2010 as a not-for-profit company set up by the Government of Punjab (GoPb).

PSDF invites bids under single stage two envelopes bidding procedure from well-reputed, experienced and tax registered bidders against the above-mentioned training services. The interested bidder can obtain the bidding document containing all details with its evaluation criteria and terms & conditions from **Punjab e-Procurement System** of Punjab (https://ep.punjab.gov.pk/admin/auth/login), **PPRA** website (www.ppra.punjab.gov.pk), & **PSDF** website (https://www.psdf.org.pk/)

Sr. No.	Description	Procurement No.	Total Tenureof Contract	Bid Submission Deadline (Date &Time)	Technical Bid Opening Date& Time	EstimatedCost (PKR)
1	Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for persons with Disabilities (PWDs)	139/PSDF/PWD	One (1) Year (extendable for further terms)	**November 16, 2026, by or before 03:00 PM**	**November 16, 2026, on 03:30 PM**	**Rs. 154,781,134/-** *(Rupees One hundred fifty-four million, seven hundred eight-one thousand, one hundred thirty-four Only)*

For further details, bidding documents and terms of reference, please visit:

- PSDF website psdf.org.pk
- PPRA website ppra.punjab.gov.pk

Important Information:

- Bids submitted only through Punjab e-Procurement System shall be accepted while submission by other means shall be rejected. Late Bids shall be rejected.
- The Bids will be opened in the presence of the Bidders' representatives who may choose to be present at the address below on the date and time stated above.
- In case of official holiday on the day of submission, next day will be treated as closing date (time of closing and opening of bid will remain the same).
- The bidding procedure shall be governed strictly in accordance with the Punjab Procurement Rules 2014 through national competitive bidding procedure.
- **Pre-Bid Meeting** will be held on dated **November 04, 2026, at 11:00 AM**. Those bidders who are interested to participate through an online link may join using following **Link: https://teams.microsoft.com/meet/4473589576726?p=nI5hJEaJYX8J5lggRa**
  - **Meeting ID:** 447 358 957 672 6
  - **Passcode:** v4MM6Ts9
- The URL of the website of the PPRA is **(http://eproc.punjab.gov.pk/ViewTender.aspx)** and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

Procurement Department, Punjab Skills Development Fund
21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan.
UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

Section-II: Instructions to Bidders (ITB)

Note:- All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014, Amended till date of advertisement. In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail.

2.1. Introduction

2.1.1 Scope of Bid

i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of *[nature of services to be decided by the procuring agency*] as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor/ JVs, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) *[***as specified in Section-IV Bid Data Sheet (BDS)***]*, except as provided hereinafter.

ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.

iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.

v) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.

viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

ix) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.

x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
b) have controlling shareholders in common; or
c) receive or have received any direct or indirect subsidy from any of them; or
d) have the same legal representative for purposes of this Bid; or
e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.

xi) A Bidder may be ineligible if –

(a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
(b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
(c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

(d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
(g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.

xii) Bidders shall provide the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

2.1.4. Cost of Bidding

i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.1.5. One person one bid

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.1.6. Work Plan/Deputation Plan

i) The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:

(a) Invitation to Bids

(b) Instructions to Bidders (ITB)

(c) Technical Specifications

(d) Bid Data Sheet

(e) General Conditions of Contract (GCC)

(f) Special Conditions of Contract (SCC)

(g) Schedule of Requirements

(h) Bid Form

(i) Bidder Profile Form

(j) General Information Form

(k) Affidavit

(l) Bid Security Form

(m) Technical Bid Form

(n) Contract Form

(o) Financial Bid Form / Price Schedule

(p) Performance Guarantee Form

(q) Check List

ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.

iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of

communication at the Procuring Agency's address indicated in the **BDS.**

iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above.** However, this clause shall not apply in case of alternate methods of Procurement.

iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of clarification, it shall do so following the procedure under **ITB 2.2.3.**

vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.

vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason,

whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.

ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email and will be binding on them.

iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.

v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

2.3.2. Bid Form

i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. to be provided.

2.3.3. Bid Prices

i) The Bidder shall indicate on form 8.10 the unit prices (where applicable) and total Bid price of the person/guard *[to be decided by the procuring agency]* the services of which it proposes to provide under the contract.

ii) Prices indicated on the Price Schedule shall be item wise/ package wise *[to be decided by the Procuring Agency on form 8.10]*

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

ii) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.

ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that the Bidder has the financial, technical capability necessary to perform the contract;

(b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Bid Security

i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.

ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).

iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for Sixty (60) Days, beyond the validity of Bid.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than Thirty (30) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

"***38(2)(a)(vii)*** *the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency".

vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

vii) The Bid security may be forfeited:

a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

b. in the case of a successful Bidder, if the Bidder:

i. fails to sign the contract in accordance with ITB Clause 2.6.3; **or**

ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or

iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. Period of Validity of Bids

i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.8. Format and Signing of Bid

i) The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall prevail.

ii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and po sition held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be initialed by the person or persons signing the Bid.

v) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

vi) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.3.9. Minimum Wage rates/all applicable taxes

i) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

i) As per Rule 24, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

ii) The inner and outer envelopes shall:
   a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and
   b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE….. (time and date)," *[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*

iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".

iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.

v) In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.

vi) The inner and outer envelopes shall:
   a) be addressed to the Procuring Agency at the address given in the **BDS**; and
   b) bear the title of the subject procurement or Project name, as the case may be as indicated in the **BDS**, the Invitation to Bids (ITB) title and number indicated in the **BDS**, and a

statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the **BDS**, pursuant to **ITB 2.4.2.**

vii) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

a) Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.

b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.

(c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in BDS.

viii) The inner and outer envelopes shall:

a) be addressed to the Procuring Agency at the address provided in the BDS;

b) bear the name and identification number of the contract as defined in the BDS; and provide a warning not to open before the time and date for bid opening, as specified in the BDS, pursuant to ITB 2.4.2;

c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to ITB.2.4.3.

ix) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.

2.4.2 Deadline for Submission of Bids

i) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.

ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

iii) Bids shall be received by the Procuring Agency at the address specified under **BDS** no later than the date and time specified in the **BDS.**

2.4.3. Late Bids

i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.

ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.

iii) No Bid may be modified after the deadline for submission of Bids.

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of

a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7 (vii).

v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

i) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register as proof of their attendance.

ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.

iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.

iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any

Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.

v) Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.

vi) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the specified time of their opening.

vii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the Procuring Agency may consider appropriate.

viii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.

ix) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the

information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.

x) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **2.4.3 (i).**

xi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.

xii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.

xiii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.

[if Procuring Agency opts for single stage one envelope procedure as per rule 38(1) of PPR-14, clause (vi) to (xiii) should be formulated accordingly by the procuring agency.]

2.5.2. Confidentiality

i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the ~~t~~time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.

iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

a) evaluation & qualification criteria;
b) required scope of simple *services/janitorial services/security services/repair and maintenance/any other services etc.* and related materials.
c) all securities requirements;
d) tax requirements;
e) Terms and conditions of bidding documents.
f) change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

ii) Arithmetical errors will be rectified on the following basis:-

a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
b. If there is a discrepancy between words and figures, the amount in words will prevail.

iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

a) meets the eligibility criteria defined in **ITB 2.1.3**;
b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
c) has been properly signed;
d) is accompanied by the required securities; and
e) Is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS,** have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance**,** it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
d) Where there is a discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7.**

2.5.7. Conversion to Single Currency

i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day. In case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

2.5.8. Post-qualification & Evaluation of Bids

i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.

ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information required for eligibility/qualification

expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.

iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.

iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

2.5.9. Contacting the Procuring Agency

i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.

ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be

addressed by the GRC well before the proposal submission deadline.

iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.

iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).

v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

i) Within fifteen (15) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/ Issuance of work Order

i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order *[as the case may be]*.

ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, **within fifteen (15) days of receipt of the Contract Form**, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after

the receipt of required performance guarantee, as per rule 55 of PPR-14.

2.6.4. Award Criteria

i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.

2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award

i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of *simple services/janitorial services/security services/repair and maintenance/any other services etc.* originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).

2.6.6. Procuring Agency's Right to Accept or Reject All Bids

i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.

ii) The Bidders shall be promptly informed about the rejection of the Bids, if any

iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

i) The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

"(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making

false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process."

ii) Blacklisting & Debarment:

Blacklisted Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding.

Substantial Requirements & Procedure for Blacklisting & Debarment:

As per S-17A of PPRA, Act, 2009:

"*17A. Blacklisting*. *– (1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*

(4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

21. Blacklisting. *–(1) A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public*

procurement process of the procuring agency, if the bidder or Contractor has:

(a) acted in a manner detrimental to the public interest or good practices;

(b) consistently failed to perform his obligation under the Contract;

(c) not performed the Contract up to the mark; or

(d) indulged in any corrupt practice.

(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:

(a) shall forward the decision to the Authority for publication on the website of the Authority; and

(b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.

(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.

(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.

(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. *The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*

2. *The show cause notice shall contain:*

   (a) *precise allegation, against the bidder or Contractor;*

   (b) *the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*

   (c) *the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*

3. *The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*

4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.*

5. *In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*

6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*

7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*

8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*

9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor*

from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.

10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*

11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*

12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*

13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*

14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*

15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*

16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*

17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."*

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

Section-III. Technical Specifications

Scope of Work

3.1 Program Background

Umeed – Skills for Inclusion is a Government of the Punjab initiative executed by the Punjab Skills Development Fund (PSDF) under the Skills Development & Entrepreneurship Department (SDED). The program aims to economically empower Persons with Disabilities (PWDs) in Punjab by providing market-relevant skills training including foundational (soft) skills, certification and employment / self-employment facilitation.

PSDF invites bids from Training Service Providers for the training of Persons with Disabilities (PWDs) in the mentioned/ advertised lots.

3.2 Scope of Work and Deliverables

3.2.1 Responsibilities of the Training Service Provider (TSP)

1. Mobilize persons with disabilities through community outreach, marketing campaigns, referrals and partnerships with civil society organizations, in coordination with PSDF, and invite applicants who meet the eligibility criteria defined by PSDF. Applicants must be shortlisted according to their interest in, and suitability for, the relevant trade according to selection criteria.
2. Provide adequately equipped, safe and accessible training facilities in accordance with curriculum and PWDs training requirements, including manuals, machinery, equipment, tools, classroom and lab / workshop furniture, consumables and basic facilities (e.g., washrooms, backup power, drinking water). If there is any deficiency, arrange additional facilities as required.
3. Facilitate PSDF and / or its third-party firm in the inspection of facilities and make the necessary arrangements before/ during the training (where required).
4. Deliver training in the two-stage model of the program: (i) a Foundational Course covering soft skills, digital literacy, financial literacy, communication skills and workplace readiness; followed by (ii) Technical Training in the approved trade.
5. Set up and maintain a Placement / Facilitation Cell and Counselling Desk at the institute to assist trainees with job search, CV preparation, interview readiness and entrepreneurship, and to create linkages between trained individuals and employers and Microfinance institutions. The cell will also facilitate On-the-Job Training (OJT) and ensure employment / self-employment of trainees after completion of training.

6. Achieve the employment commitment defined in this document and submit verifiable evidence of formal employment (e.g., appointment letter, salary slip, EOBI record) or self-employment (e.g., business evidence, income record) as prescribed by PSDF.
7. Track and report on the employment or self-employment status of trainees within the first three (3) months after training completion.
8. Facilitate the PSDF-appointed Third-Party Monitoring (TPM) firm and assist any PSDF partner in conducting baseline tracer, evaluation, impact or any other study, if required.
9. Ensure trainee attendance is recorded through the PSDF manual format and / or biometric devices, if required by PSDF.
10. Treat trainees' disability status and personal information as strictly confidential; such information shall not be disclosed or displayed publicly (including on banners, social media or publicity material) without the trainee's written consent and PSDF approval.
11. Display banners and signboards related to the training program after receiving approval from PSDF, if required.
12. Follow the Standard Operating Procedures (SoPs) of the Government and PSDF to ensure the safety, dignity and well-being of trainees, and maintain a zero-tolerance policy on discrimination, harassment and abuse.
13. The TSP will be responsible for delivering specific outcomes, including progress reporting, as required by the project, and shall fulfil any other obligations agreed upon in the contract including monitoring and attendance protocols.

Note:

Training Service Providers will not charge anything from the trainees at any stage of the training process, in the form of admission fee, enrolment, training delivery, assistive support or certification.

3.2.2 Responsibilities of Punjab Skills Development Fund (PSDF)

1. Provide funds to cover training expenses, including fees, as per the number of trainees, attendance and payment schedule agreed in the contract.
2. Allocate and disburse trainee support costs (stipend, transportation allowance or OJT stipend) directly to trainees through a secure digital payment mechanism, subject to verification and PSDF decision.
3. Support TSPs in mobilization through advertisements, government departments, local administration and civil society organizations, and, subject to data-sharing arrangements,

through relevant beneficiary databases (e.g., Special Education Department alumni data / the Social Welfare or Bait-ul-Maal Himmat Card registry).

4. Arrange Training of Trainers (ToT) and sensitization sessions for trainers of TSPs, if required.
5. Guide training partners to ensure smooth implementation of the training program.
6. Arrange testing and certification through the relevant accredited certification body.

3.2.3 Joint Responsibilities

1. To showcase the training programs funded by PSDF on different forums, if required.
2. To engage employers, industry associations and civil society organizations for inclusive hiring and workplace acceptance of graduates.

3.3 Program Components

This section outlines the key components of the program designed to ensure comprehensive skills development and successful integration into the workforce, followed by the payment structure and employment commitment offered under this program.

Foundational Learning / Soft Skills Training

As part of the core training, all trainees will first undergo a Foundational Course covering, but not limited to, communication skills, digital literacy, financial literacy, personal and professional development, workplace readiness and entrepreneurship. It is the responsibility of TSPs to deliver the foundational course along with technical training. Mentorship and career guidance shall be integrated throughout the training.

Stipends & Transportation Allowances

To encourage participation and reduce dropouts, PSDF will provide the following incentives directly to eligible trainees:

- **Stipend:** approximately PKR 5,000 per month per trainee, during the training period.
- **Transportation Allowance:** approximately PKR 3,500 per month per trainee, during the training period.

Incentives will be disbursed monthly to the trainee's bank / JazzCash / Easypaisa account upon verified attendance confirmation against the prescribed attendance threshold. Amounts may be revised by PSDF.

On-the-Job Training (OJT)

Upon completion of training, PSDF intends to offer a one-month OJT to approximately 75% of shortlisted trainees. The selection of trainees for OJT will be the decision of training provider considering candidates attitude, performance etc.

Testing & Certification

Testing / certification from an accredited body is an essential requirement of the program. Trainees will be certified through local/international bodies.

- PSDF has direct special arrangements with PBTE for the examination and testing of its training programs and will pay the testing fee directly to PBTE.
- Where testing arrangements other than PBTE are proposed, the TSP shall submit documentary evidence of such arrangements; the testing agency must be accredited by the relevant regulatory body.
- TSPs shall coordinate with the certifying body to ensure required arrangements during assessment (e.g., sign-language interpretation, readers / scribes, accessible examination venue etc.) as permitted by the certifying body.
- International examinations may also be conducted.

Digital Verification

PSDF may introduce a monitoring mechanism for trainers and trainees regarding registration and attendance through biometric devices. In such a case, TSPs will be required to purchase DVV devices. PSDF reserves the right to increase / decrease the number of devices with respect to the number of trainees; the decision of PSDF in this regard shall be final.

CCTV Camera Access

The institute must ensure that functional CCTV cameras are installed in all training classrooms and relevant training areas. PSDF may ask for access to live camera feeds and/or recorded footage for monitoring, verification, and quality assurance purposes throughout the training period, subject to applicable data protection and privacy requirements.

Payment Structure

Under this program an outcome-based payment structure of **50:20:30** will be implemented with the following bifurcation:

- **50%** of the contract cost will be paid upon achieving the training target (training completion), in monthly basis as per the contract.
- **20%** of the contract cost will be paid upon examination / successful certification of trainees.

- **30%** of the contract cost will be paid upon successful verification of employment / self-employment as per the contractual commitment.

All disbursements are contingent on verified achievement of outcomes, including verification by the Third-Party Monitoring firm.

Employment Commitment

The program will focus on both formal and self-employment. TSPs are required to ensure that at least **30%** of the certified trainees in each class secure verifiable formal employment or self-employment within three (3) months of training completion. Employment can be reported as either formal or self-employment (including home-based work), with no specific targets set for each type. Placements will be verified by PSDF and / or its Third-Party Monitoring firm (including through EOBI or other records).

3.4.2 Beneficiary Profile – PWDs

- Must be a person with disability holding a valid disability certificate issued by the competent authority (Social Welfare Department / Assessment Board) or a special CNIC with disability logo issued by NADRA or certificate issued by public hospital or other proof as per discretion of PSDF.
- Disability types covered: physically disabled, visually impaired, hearing impaired and intellectual impairment.
- Must be between 16 and 45 years of age (CNIC or B-Form required; for applicants aged 16–17, consent of parent / guardian is required).
- Must be a Pakistani citizen and a resident of any district in Punjab.
- Must meet the entry qualification as per the curriculum requirements.
- Must not have previously attended any course funded by PSDF and must not be registered in the PSDF database.
- Must not be a Diploma of Associate Engineering (DAE) graduate or enrolled in a DAE course, unless otherwise specified for the trade.
- Must not be a temporary or permanent employee of the Training Service Provider.

3.2 – Trade-Wise/ Lot-Wise Data

Link: Umeed for Skills Inclusion (PWDs)

Lot No.	Lot Name	Trade	Sector	Same/Similar Trades	Target Districts	District-wise Completion Target	Training Duration (Months)	Minimum Education	Source of Curriculum	Examination Body	Examination Fees	Total Employment Commitment	Cost per Trainee per Month PKR) (Including all direct & indirect tax)	Estimated Budget (PKR) (Including all direct & indirect tax)	Bid Security (0.1%)	Performance Guarantee
Lot No.1	Basic House Keeping - Lahore	Basic House Keeping	Hospitality, Retail & Services	• NVC Level 2 in Hair and Beauty Services (Beautician) • Hybrid Hair and Beauty Services	Lahore	50	3	Literate	TEVTA	PBTE	3,500	30%	29,999	4,499,850	4,499.850	5% of the Contract Value
Lot No.2	Beautician - Lahore	Beautician	Hospitality, Retail & Services	• NVC Level 2 in Hair and Beauty Services (Beautician) • Hybrid Hair and Beauty Services	Lahore	100	3	Middle	TEVTA	PBTE	3,500	30%	30,000	9,000,000	9,000.000	5% of the contract value
Lot No.3	Computer Application & Office Management - Chiniot	Computer Application & Office Management	Telecoms & ICT	• Computer Applications • Computer Operator • Data Entry Operator • NVC Level 2 in ICT (Computer Business Management / IT Office Assistant)	Chiniot	50	3	Middle	NAVTTC	PBTE	3,500	30%	22,000	3,300,000	3,300.000	5% of the contract value
Lot No.4	Computer Application & Office Management - Sialkot	Computer Application & Office Management	Telecoms & ICT	• Computer Applications • Computer Operator • Data Entry Operator • NVC Level 2 in ICT (Computer Business Management / IT Office Assistant)	Sialkot	100	3	Middle	NAVTTC	PBTE	3,500	30%	22,000	6,600,000	6,600.000	5% of the contract value
Lot No.5	Computer Application & Office Management - Multan	Computer Application & Office Management	Telecoms & ICT	• Computer Applications • Computer Operator • Data Entry Operator • NVC Level 2 in ICT (Computer Business Management / IT Office Assistant)	Multan	50	3	Middle	NAVTTC	PBTE	3,500	30%	22,000	3,300,000	3,300.000	5% of the contract value
Lot No.6	Computer Application & Office Management - Lahore	Computer Application & Office Management	Telecoms & ICT	• Computer Applications • Computer Operator • Data Entry Operator • NVC Level 2 in ICT (Computer Business Management / IT Office Assistant)	Lahore	100	3	Middle	NAVTTC	PBTE	3,500	30%	22,000	6,600,000	6,600.000	5% of the contract value

Lot No.	Lot Name	Trade	Sector	Same/Similar Trades	Target Districts	District-wise Completion Target	Training Duration (Months)	Minimum Education	Source of Curriculum	Examination Body	Examination Fees	Total Employment Commitment	Cost per Trainee per Month PKR) (Including all direct & indirect tax)	Estimated Budget (PKR) (Including all direct & indirect tax)	Bid Security (0.1%)	Performance Guarantee
Lot No.7	Computer Application & Office Management - Rahim Yar Khan	Computer Application & Office Management	Telecoms & ICT	• Computer Applications • Computer Operator • Data Entry Operator • NVC Level 2 in ICT (Computer Business Management / IT Office Assistant)	Rahim Yar Khan	25	3	Middle	NAVTTC	PBTE	3,500	30%	22,000	1,650,000	1,650.000	5% of the contract value
Lot No.8	Computer Application With JAWS - Sialkot	Computer Application With JAWS	Telecoms & ICT	Computer Application With JAWS	Sialkot	75	3	Middle	TEVTA	PBTE	3,500	30%	22,000	4,950,000	4,950.000	5% of the contract value
Lot No.9	Computer Application With JAWS - Multan	Computer Application With JAWS	Telecoms & ICT	Computer Application With JAWS	Multan	50	3	Middle	TEVTA	PBTE	3,500	30%	22,000	3,300,000	3,300.000	5% of the contract value
Lot No.10	Computer Application With JAWS - Dera Ghazi Khan	Computer Application With JAWS	Telecoms & ICT	Computer Application With JAWS	Dera Ghazi Khan	25	3	Middle	TEVTA	PBTE	3,500	30%	22,000	1,650,000	1,650.000	5% of the contract value
Lot No.11	Computer Application With JAWS - Lahore	Computer Application With JAWS	Telecoms & ICT	Computer Application With JAWS	Lahore	100	3	Middle	TEVTA	PBTE	3,500	30%	22,000	6,600,000	6,600.000	5% of the contract value
Lot No.12	Computer Graphics (Print Media) - Lahore	Computer Graphics (Print Media)	Telecoms & ICT	• Graphic Design (Print Media) • NVC Level 3 in ICT (Computer Graphics - Print) • NVC Level 3 in IT (Computer Graphics - Motion) • Graphic Design and Video Editing	Lahore	100	3	Matric	TEVTA	PBTE	3,500	30%	29,999	8,999,700	8,999.700	5% of the contract value
Lot No.13	Computer Graphics (Print Media) - Rahim Yar Khan	Computer Graphics (Print Media)	Telecoms & ICT	• Graphic Design (Print Media) • NVC Level 3 in ICT (Computer Graphics - Print) • NVC Level 3 in IT (Computer Graphics - Motion) • Graphic Design and Video Editing	Rahim Yar Khan	25	3	Matric	TEVTA	PBTE	3,500	30%	29,999	2,249,925	2,249.925	5% of the contract value

Lot No.	Lot Name	Trade	Sector	Same/Similar Trades	Target Districts	District-wise Completion Target	Training Duration (Months)	Minimum Education	Source of Curriculum	Examination Body	Examination Fees	Total Employment Commitment	Cost per Trainee per Month PKR) (Including all direct & indirect tax)	Estimated Budget (PKR) (Including all direct & indirect tax)	Bid Security (0.1%)	Performance Guarantee
Lot No.14	Digital Marketing & SEO - Lahore	Digital Marketing & SEO	Telecoms & ICT	• AI-Led Digital Marketing • Google Digital Marketing & E-Commerce • Meta Social Media Marketing • Social Media Marketing Specialist • Search Engine Optimization (SEO)	Lahore	150	3	Middle / Matric	NAVTTC	PBTE	3,500	30%	18,750	8,437,388	8,437.388	5% of the contract value
Lot No.15	Digital Marketing & SEO - Attock	Digital Marketing & SEO	Telecoms & ICT	• AI-Led Digital Marketing • Google Digital Marketing & E-Commerce • Meta Social Media Marketing • Social Media Marketing Specialist • Search Engine Optimization (SEO)	Attock	25	3	Middle / Matric	NAVTTC	PBTE	3,500	30%	18,750	1,406,231	1,406.231	5% of the contract value
Lot No.16	E-Commerce - Lahore	E-Commerce	Telecoms & ICT	• Import Export Procedure and Documentation • Google Digital Marketing & E-Commerce	Lahore	50	3	Matric; basic computer skills	NAVTTC	PBTE	3,500	30%	21,000	3,149,970	3,149.970	5% of the contract value
Lot No.17	E-Commerce - Rawalpindi	E-Commerce	Telecoms & ICT	• Import Export Procedure and Documentation • Google Digital Marketing & E-Commerce	Rawalpindi	50	3	Matric; basic computer skills	NAVTTC	PBTE	3,500	30%	21,000	3,149,970	3,149.970	5% of the contract value
Lot No.18	Fashion Design and Dress Making - Multan	Fashion Design and Dress Making	Textiles Manufacturing	• NVC Level 2 in Fashion Design (Junior Assistant Fashion Designer) • Dress Design & Tailoring • NVC Level 2 in Arts (Dress Making) • Domestic Tailoring • Domestic Tailoring and Fashion Designing • Commercial Tailoring + Hand Embroidery • Commercial Tailoring + Adda Work	Multan	50	3	Middle	NAVTTC	PBTE	3,500	30%	30,000	4,500,000	4,500.000	5% of the contract value

Lot No.	Lot Name	Trade	Sector	Same/Similar Trades	Target Districts	District-wise Completion Target	Training Duration (Months)	Minimum Education	Source of Curriculum	Examination Body	Examination Fees	Total Employment Commitment	Cost per Trainee per Month PKR) (Including all direct & indirect tax)	Estimated Budget (PKR) (Including all direct & indirect tax)	Bid Security (0.1%)	Performance Guarantee
Lot No.19	Fashion Design and Dress Making - Rawalpindi	Fashion Design and Dress Making	Textiles Manufacturing	• NVC Level 2 in Fashion Design (Junior Assistant Fashion Designer) • Dress Design & Tailoring • NVC Level 2 in Arts (Dress Making) • Domestic Tailoring • Domestic Tailoring and Fashion Designing • Commercial Tailoring + Hand Embroidery • Commercial Tailoring + Adda Work	Rawalpindi	50	3	Middle	NAVTTC	PBTE	3,500	30%	30,000	4,500,000	4,500.000	5% of the contract value
Lot No.20	Fashion Design and Dress Making - Rahim Yar Khan	Fashion Design and Dress Making	Textiles Manufacturing	• NVC Level 2 in Fashion Design (Junior Assistant Fashion Designer) • Dress Design & Tailoring • NVC Level 2 in Arts (Dress Making) • Domestic Tailoring • Domestic Tailoring and Fashion Designing • Commercial Tailoring + Hand Embroidery • Commercial Tailoring + Adda Work	Rahim Yar Khan	25	3	Middle	NAVTTC	PBTE	3,500	30%	30,000	2,250,000	2,250.000	5% of the contract value
Lot No.21	Fashion Design and Dress Making - Lahore	Fashion Design and Dress Making	Textiles Manufacturing	• NVC Level 2 in Fashion Design (Junior Assistant Fashion Designer) • Dress Design & Tailoring • NVC Level 2 in Arts (Dress Making) • Domestic Tailoring • Domestic Tailoring and Fashion Designing • Commercial Tailoring + Hand Embroidery • Commercial Tailoring + Adda Work	Lahore	100	3	Middle	NAVTTC	PBTE	3,500	30%	30,000	9,000,000	9,000.000	5% of the contract value

Lot No.	Lot Name	Trade	Sector	Same/Similar Trades	Target Districts	District-wise Completion Target	Training Duration (Months)	Minimum Education	Source of Curriculum	Examination Body	Examination Fees	Total Employment Commitment	Cost per Trainee per Month PKR) (Including all direct & indirect tax)	Estimated Budget (PKR) (Including all direct & indirect tax)	Bid Security (0.1%)	Performance Guarantee
Lot No.22	Front Office - Lahore	Front Office	Hospitality, Retail & Services	• Guest Relations Officer (GRO) • Call Center Agent • Front Office • Receptionist	Lahore	50	3	Matrics	TEVTA	PBTE	3,500	30%	29,999	4,499,850	4,499.850	5% of the contract value
Lot No.23	Hand Embroidery - Multan	Hand Embroidery	Textiles Manufacturing	• Hand Embroidery (Hosiery) • Adda Work • Commercial Tailoring + Hand Embroidery • Hand Embroidery & Commercial Tailoring • Embroidery Machine Operator	Multan	50	3	Primary	TEVTA	PBTE	3,500	30%	30,000	4,500,000	4,500.000	5% of the contract value
Lot No.24	Handicrafts - Multan	Handicrafts	Manufacturing & Light Engineering	• Art and Craft • NVC Level 2 in Fine Arts (Painting)	Multan	50	3	Primary	Self	PBTE	3,500	30%	30,000	4,500,000	4,500.000	5% of the contract value
Lot No.25	Industrial Stitching Machine Operator - Lahore	Industrial Stitching Machine Operator	Textiles Manufacturing	• Industrial Stitching Machine Operator (Readymade Garments) • Industrial Stitching Machine Operator (Hosiery)	Lahore	200	3	Primary	NAVTTC	PBTE	3,500	30%	25,000	15,000,000	15,000.000	5% of the contract value
Lot No.26	Industrial Stitching Machine Operator - Chiniot	Industrial Stitching Machine Operator	Textiles Manufacturing	• Industrial Stitching Machine Operator (Readymade Garments) • Industrial Stitching Machine Operator (Hosiery)	Chiniot	25	3	Primary	NAVTTC	PBTE	3,500	30%	25,000	1,875,000	1,875.000	5% of the contract value
Lot No.27	Inventory Control - Lahore	Inventory Control	Financial Services	• Storekeeper	Lahore	25	3	Matric	TEVTA	PBTE	3,500	30%	27,000	2,025,000	2,025.000	5% of the contract value
Lot No.28	Mobile Phone Repairing - Faisalabad	Mobile Phone Repairing	Manufacturing & Light Engineering	• NVC Level 2 in Mobile Phone Repairing • Hybrid Mobile Phone Repairing	Faisalabad	75	3	Middle	TEVTA	PBTE	3,500	30%	16,545	3,722,625	3,722.625	5% of the contract value

Lot No.	Lot Name	Trade	Sector	Same/Similar Trades	Target Districts	District-wise Completion Target	Training Duration (Months)	Minimum Education	Source of Curriculum	Examination Body	Examination Fees	Total Employment Commitment	Cost per Trainee per Month PKR) (Including all direct & indirect tax)	Estimated Budget (PKR) (Including all direct & indirect tax)	Bid Security (0.1%)	Performance Guarantee
Lot No.29	Professional Cook - Lahore	Professional Cook	Hospitality, Retail & Services	• NVC Level 2 in Hospitality (Cook) • Hybrid Professional Cook • Chef • Cook • Cooking and Baking • Culinary Arts Cooking • Culinary Arts Chef De Partie • Waiter • Food and Beverage Services	Lahore	150	3	Middle	TEVTA	PBTE	3,500	30%	30,000	13,500,000	13,500.000	5% of the contract value
Lot No.30	Video Production - Faisalabad	Video Production	Telecoms & ICT	• Documentary & Film Making (Digital Broadcasting) • Graphic Design and Video Editing	Faisalabad	25	3	Matric; basic computer skills	TEVTA	PBTE	3,500	30%	22,875	1,715,625	1,715.625	5% of the contract value
Lot No.31	Wheel Chair Making and Repairing - Multan	Wheel Chair Making and Repairing	Manufacturing & Light Engineering	Wheel Chair Making and Repairing	Multan	50	3	Middle	NAVTTC	PBTE	3,500	30%	30,000	4,500,000	4,500.000	5% of the contract value
						2050							**783,915**	**154,931,134**		

Section-IV: Bid Data Sheet

4.1. Bid Data Sheet (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section-II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. Introduction		
BDS Clause Number	**ITB Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**
1.	**2.1.1**	Name of Procuring Agency: Punjab Skills Development Fund. The subject of procurement is: **"Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)"** as per section – III. Technical Specifications. Contract Period for **"Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)"**: One (1) Year (Extendable for Further Terms). Commencement date for **"Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)":** as per the effective date of contract.
2.	**2.1.2**	Financial year for the operations of the Procuring Agency: Financial Year 2026-27 Name of Project/ Grant (Development or Non-Development): *PSDF (Annual Development Plan)* Name of financing institution: Planning & Development Board through Annual Development Plan (ADP) Name and identification number of the Contract: **Invitation of Bid for, "Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)" Procurement # 139/PSDF/PWD**
3.	**2.1.3 (iv)**	**Maximum number of members in the joint venture, consortium or association shall be:** Joint venture of any kind is **not** allowed to participate in the bid.

4.	**2.1.4**	Ineligible country(s) is or are **India & Israel**
	B.	**Bidding Documents**
6.	**2.2.2**	The **address for clarification of Bidding Documents**: may be requested by **November 06, 2026**, before **5:00 PM** through **Punjab e-Procurement System** and no response shall be given, if not requested through the **Punjab e-Procurement System.**
7.	**2.2.2**	Pre-Bid Meeting will be held on dated **November 04, 2026**, on **11:00 AM**. Those bidders who are interested to participate through an online link may join using following **Link:** **https://teams.microsoft.com/meet/4473589576726?p=nI5hJEaJYX8J5lggRa** o **Meeting ID:** 447 358 957 672 6 o **Passcode:** v4MM6Ts9 The PSDF's Procurement Team will address and guide the bidders regarding the submission of bid on **Punjab e-Procurement System.**
8.	**2.3.9 & 2.4.1**	**Single stage two envelopes** bidding procedure will be followed, Complete bid containing the Technical (Eligibility & Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on the **Punjab e-Procurement System** before closing dated.
	C.	**Bid Price, Currency, Language and Country of Origin**
9	**2.3.1**	Language of bid should be English.
10	**2.3.4**	The price quoted shall be in **PKR**. Including all applicable taxes.
11.	**2.3.4 & 2.3.9**	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract, duration of this contract shall be **One (1) year (extendable for further terms)** during which the prices shall be fixed. Contract shall be extendable on the basis of satisfactory achievement of delivery targets and/or upon completion of the maximum contract duration, subject to performance evaluation and PSDF approval.
12.	**Evaluation Cost**	PSDF will charge evaluation cost from Training Service Providers (TSPs), as the evaluation of bids is outsourced. Training Service Providers (TSPs) are required to provide **Bank Drafts** in the name of "**Punjab Skills Development Fund**.''

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The first bank draft amounting to Rs. 13,678 (Rupees Thirteen Thousand Six Hundred and Seventy-Eight) shall be submitted for evaluation of eligibility by every TSP who is applying for the project.
The Second bank draft amounting to Rs. 20,726 (Rupees Twenty Thousand Seven Hundred and Twenty-Six) shall be submitted separately for each applying trade/lot for evaluation of technical bid.
In case more than one (1) location is specified for a particular applying trade in the bidder’s Technical Bid, the bidder shall submit Rs. 9,360 (Rupees Nine Thousand Three Hundred and Sixty only) for the field visit for each additional location specified.
Bid shall not be evaluated if above mentioned Bank Drafts in Favor of “Punjab Skills Development Fund” for the aforementioned amount are not submitted directly to PSDF.

The Bank Drafts must be submitted in hard copy along with an Affidavit to PSDF before the submission deadline.
</td></tr>
<tr><td colspan="2">D.</td><td colspan="5">Preparation and Submission of Bids</td></tr>
<tr><td rowspan="4">13</td><td rowspan="4">13.1</td><td colspan="5">Eligibility Criteria</td></tr>
<tr><td>Sr. No.</td><td>Eligibility Criteria Details</td><td>Response/ Elaboration/ Proof Required</td><td colspan="2">Attached Supporting Documents/Proof and mark (Yes/No)</td></tr>
<tr><td></td><td></td><td></td><td>YES.</td><td>NO.</td></tr>
<tr><td>1.</td><td>Evidence of the bidding company / firm / organization registration / incorporation document required.

OR
In case of universities, they must provide an HEC registration certificate.</td><td>In case of Companies must attach a copy of the Certificate of Incorporation/ Registration certificate issued by SECP. In the case of firms, attached copy of the Partnership Deed/Form C/Form D/or the relevant Society/Trust/ NGO Registration Certificate must be attached. Public sector organizations must attach documentary</td><td></td><td></td></tr>
</table>

				evidence of their public sector status. **OR** In case of recognized university: attach HEC recognition or the charter/legal status document Documentary Proof to be provided by the Bidder. Note: Sole Proprietors are not allowed to participate in this Tender.		
		2.	Must be an Active Taxpayer as per "Active Taxpayer List" of FBR on the day of submission.	Must be an Active Taxpayer as per "Active Taxpayer List" of FBR on the day of submission.		
		3.	Must be an Active Taxpayer as per "Active Taxpayer List" of General Sales Tax (GST) / Provincial Sales Tax (PST) where applicable.	(Please attach proof to ascertain that the firm / company is on active list of General Sales Tax (GST) / Provincial Sales Tax (PST).		
		4.	**a).** Must have valid/in process registration with PSDA/ NAVTTC or any other recognized TVET body for training of PWDs.	**a).** Please attach a valid registration certificate for the **selected trade**. The applied trade must be clearly mentioned on the registration certificate. If the applied trade is not listed, the application/proposal		

			b). Training Service Providers (TSPs) registered with the Social Welfare Department, Punjab Charity Commission, or any other recognized authority responsible for the welfare and support of Persons with Disabilities (PWDs). **c).** Universities with HEC recognized degree programs can apply for training in announced trades relevant to their registered degree programs. Universities will be required to submit evidence for their HEC Registration for relevant degree programs.	will be considered **ineligible** and will not be processed further. In case of In-process application in the selected trade, please attach complete in-process application along with the paid receipt highlighting 9.3 form detail of courses issued by PSDA/ NAVTTC to the Training Service Provider.) Registration with any other recognized TVET body in the relevant sector / trade may also be attached. Bidder to provide valid registration certificate of PSDA/NAVTTC before contract signing failing which the award shall be cancelled. **b).** Training Service Providers (TSPs) must provide valid/in-process registration/accreditation/ affiliation with the Social Welfare Department/Punjab Charity Commission/ Punjab Welfare Trust for the Disabled/ any other recognized authority, authorizing it to provide training		

				to Persons with Disabilities (PWDs) in the proposed trades and locations. The submitted certificate must clearly specify the organization's training capacity for each applied trade. **c).** In case of universities, they will provide certificate/letter of endorsement from HEC or any other proof of HEC registration. **Note:** Contract will only be awarded based on provision of valid registration certificate.		
		5.	Training Service Providers (TSPs) must submit an affidavit on stamp paper (duly attested by oath commissioner/notary public) as per the **form 8.5** of the tender document, declaring that Training Service Providers (TSPs) is not blacklisted or debarred by PSDF.	(Please attach copy of Affidavit attested by **oath commissioner/notary public** (as per the **form 8.5** of the tender document) on stamp paper of not less than **Rs 300**, declaring that the firm / company is not blacklisted by the procuring agency, and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date		

				and submission time of the bid.)		
		6.	Undertaking to comply with the safeguarding, PSEA, non-discrimination and confidentiality requirements of this document.	Attach an undertaking, signed and stamped by the Head of the Organization, on the firm/bidder's letterhead.		
		If the bidder fails to provide information as per the above-mentioned or does not fulfil the requirement of, "Eligibility Criteria" shall be disqualified and declared ineligible from the bidding process and its technical evaluation shall not be carried out.				
14.	**2.1.1**	**Bid shall be submitted to:** Complete bid containing the Technical (Eligibility & Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on the Punjab e-Procurement System before closing date.				
15.	**2.4.2**	The deadline for Bid submission is: **November 16, 2026, at 03:00 PM**				
16.	**2.5.1**	Technical proposals shall be publicly opened on the same day i.e., **November 16, 2026, at 03:30 PM** in the presence of bidder's representatives who wish to attend it at PSDF, Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.				
17.	**2.6.2**	**Amount of Performance Guarantee is** as specified in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data** must be submitted/transferred **online** by generating a **PSID**, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).				
18.	**2.3.6**	**Estimated Contract Price is PKR 154,781,134 (Rupees One hundred fifty-four million, seven hundred eight-one thousand, one hundred thirty-four Only).** **Bid Security:** Bid Security as specified in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data** must be submitted/transferred **online** by generating **a PSID**, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).				
19.	**2.3.7**	**Bid validity period after opening of the Bid is:**				

		The bid shall remain valid for the period of **180** days from the date of bid opening. PSDF may request the bidder to extend the validity of their bids. If the bidder agrees they shall confirm the availability of staff as before. Bidder may replace staff, which would be considered in the final evaluation for award of Contract. Bidder, who does not agree, has the right to refuse extension in the validity of their bids.
	E.	**Opening and Evaluation of Bids**
20.	**2.5.1**	The Bid opening shall take place at: PSDF, Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.
21.	**2.3.4**	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: **PKR** The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.
	F.	**Bid Evaluation Criteria**
22.	**2.5.8**	The technical proposal of eligible organizations will be evaluated against requirements specified in the evaluation criteria given below. Passing marks for the technical qualification are **65**. The Financial bid of only technically qualified bidders shall be opened.
23.	**2.5.8**	**Financial Evaluation Criteria:** Total training target under this procurement is **2,050 Trainees**. The contract(s) shall be awarded based on the **Least Cost Selection Method**. **Overall Trainee Target:** The total trainee target under this procurement is **2,050 trainees**, to be distributed across the respective Lots/Trades as specified in the **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data**.

		Award Strategy: The Rank 1 bidder, based on the least-cost evaluation, shall be considered for contract award against the actual trainee capacity determined for the respective Lot through field verification conducted by the Third-Party Evaluation Firm engaged by PSDF. Additionally, where the actual trainee capacity determined/verified by the Third-Party Evaluation Firm and/or PSDF for the Rank 1 bidder is less than the Lot-wise trainee target, the remaining trainee target may be offered to the subsequent ranked bidder(s) at the same price quoted by the Rank 1 bidder, until the Lot-wise target is achieved. The target can be adjusted (increase/decrease) or reallocated as per the business requirement **Adjustment of Lot-wise Targets:** In the event that any Lot remains unattended or its assigned trainee target is not fully achieved, PSDF reserves the right to increase or decrease the Lot-wise trainee targets among the awarded Training Service Providers (TSPs), as required, to ensure achievement of the overall procurement target. PSDF reserves the right to increase or decrease the target in any lot or reallocate the numbers from the missing lots to the lots having high supply and demand. **Bidding for Multiple Lots/Trades:** Training Service Providers (TSPs) intending to bid for multiple Lots/Trades through the **Punjab E-Procurement Portal** shall submit a **separate bid for each Lot/Trade** in accordance with the procurement requirements. • In case Training Service Providers (TSPs) has worked with us in the **past**, the award of contractual numbers will be based on its **past performance in previous Programs** and capacity to train (a third-party visit for capacity evaluation will be conducted) or as per the discretion of PSDF.

		• For Training Service Providers (TSPs) participating for the first time, the number awarded will be based on their capacity determined by **Third Party Visits**. **PSDF's Right to Adjust Targets:** PSDF reserves the right to **increase or decrease the tentative and Lot-wise trainee targets** at the time of contract award, based on prevailing business requirements, operational considerations, and overall program needs. The final allocation of trainees and award of contracts shall remain subject to PSDF's requirements, verification of bidder capacity, or as per the discretion of PSDF. Budget Cost against each trade is mentioned in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data.** The Financial Proposals of only eligible bidders with technically qualified will be opened publicly in the presence of bidders or their representatives who may choose to be present at the time and place announced prior to the opening. Please provide information regarding Financials Bid Form/Price Schedule and commercial envelope of the **e-Procurement** portal Punjab. The Financial Proposals of **only** technically qualified bidders will be opened publicly, in the presence of bidders or their representatives who may choose to attend.

Technical Evaluation Criteria				
Sr. No.	**Descriptions**	**Total Points**	**Categorized Points**	**Remarks** (Attachment of relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded)
1.A.	**Relevant Training Experience in Same / Similar Trade**	**15**		Experience will only be considered of same / similar course conducted in past. Only external evidence attached will be considered for scoring such as: Printouts of official Gazettes/ Graduation certificates issued by certification authority/ Training completion certificates issued to Trainees/ copies of contracts/ service orders/ completion letters from clients specifying that number of individuals have been trained by the bidder. The trade name and name of the Training Service Provider shall be matched with the evidence.
	50 or more individuals trained in the same / similar trade.		**15**	
	Less than 50 but more than or equal to 25 individuals trained in the same / similar trade.		**10**	
1.B.	**Past Training Experience with Persons with Disabilities (PWDs)**	**15**		Provide training completion certificates issued to Trainees/ copies of contracts/ service orders/donor report/ completion letters from clients specifying that number of (PWDs) trained in (any trade) in the past Self-generated evidence of special education institutions in vocational education of PWDs will also be considered.
	More than 50 persons with disabilities (PWDs) trained		**15**	
	More than 25 but less than or equal to 50 persons with disabilities (PWDs) trained		**10**	

2.	**Financials Capability**	**20**		The bank statement must be of the period 2023-24/2024-2025 / 2025-26. The bank statement must be signed & stamped by the bank. **Note:** Government universities and public sectors applying under this tender shall be **exempted** from the above-mentioned document requirement and shall only be required to submit an official tax-exemption certificate or other valid documentary evidence confirming their tax-exempt status.
	Sum of any of Debit or Credit: equal to or more than PKR 4 million		20	
	Sum of any of Debit or Credit: equal to or more than PKR 3 million but less than PKR 4 million		15	
	Sum of any of Debit or Credit: equal to or more than PKR 2 million but less than PKR 3 million		10	
3.	**Staff Proposed**	**25**		Trainer **CVs** with degrees and relevant experience letters. Degree / certificate must be attached; otherwise, zero marks will be awarded for qualification. Zero marks will be awarded for working experience if proof of relevant previous / current employment mentioned in the CV is not attached. CVs must be in the prescribed format (Section X) and signed by the proposed staff member. PSDF **may** invite trainers/ management of TSP for an in-person/online interview on Teaching Methodology and if invited marks will be assigned accordingly.
3.1	**Lead Trainer Qualification**			
3.1.1	2 level above trainee induction criteria /relevant diploma above		**6**	
3.1.2	1 level above trainee induction criteria / relevant Certificate		**4**	
3.2	**Lead trainer Working Experience**			
3.2.1	3 years or more		**4**	
3.2.2	2 years or more but less than 3 years		**2**	
3.3	**Lead Soft Skills Trainer Qualification**			
3.3.1	Masters / Bachelors (16 years) or above /diploma		**4**	

3.3.2	Bachelors (14 years) / certificate		**2**	
3.4	**Lead Soft Skills Trainer Working Experience**			
3.4.1	2 years or more		**3**	
3.4.2	1 year but less than 2 years		**1.5**	
3.5	**Placement Officer Qualification**			Trainer **CVs** with degrees and relevant experience letters. Degree / certificate must be attached; otherwise, zero marks will be awarded for qualification. Zero marks will be awarded for working experience if proof of relevant previous / current employment mentioned in the CV is not attached. CVs must be in the prescribed format (Section X) and signed by the proposed staff member.
3.5.1	Masters / Bachelors (16 years of education) or above/ diploma		**4**	
3.5.2	Bachelors (14 years of education) / Certificate		**2**	
3.6	**Placement Officer Working Experience**			
3.6.1	3 years or more of relevant working experience		**4**	
3.6.2	2 years or more but less than 3 years		**2**	
4.	**Infrastructure and capacity — tools & equipment, dedicated labs / classrooms**	**15**		Please provide a list of the tools and equipment available at your premises in accordance with the curricula for the applied trades. **Note: The percentage of available equipment will be determined based on the equipment capacity available. Training capacity for each trade will be assessed and awarded accordingly.**
	Meets the tool & equipment specification for the trade equal to 80% or more		**15**	
	Partially meets the specification (70% or less than 80%)		**10**	

				Marks will be awarded after physical visits. **(Physical Training Location of the Bidder will be verified by the appointed third-party of PSDF).**
5.	**Employer Linkages & Client Portfolio**	**10**		Attach signed letter(s) of intent / MoU from employer(s) specifying commitment to OJT / hiring of PWDs graduates.
	At least two Letter(s) of intent / MoU from employer(s) for OJT / hiring of PWDs graduates		**10**	
	At least one Letter(s) of intent / MoU from employer(s) for OJT / hiring of PWDs graduates		**5**	
	Total Points Awarded	**100**		

Note: Staff marks will be awarded against the CVs of the staff proposed for the applied lot(s). Where a bidder applies for lots of different disability types, the Support Staff marks will be assessed against the lowest-scoring lot type.

Note:

- A bidder must obtain at least 65 of 100 marks for each lot it bids for to be technically qualified for that lot.
- Separate scores for each lot will be awarded, and independent competitions of each lot will be carried out.
- Separate forms will be filled in by the Organization who intend to submit bids in multiple Lots on e-Procurement portal.
- PSDF reserves the right to physically verify information related to training facility.

G. Award of Contract

24.	**2.6.2**	**Amount of Performance Guarantee is** as specified in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data** must be submitted/transferred **online** by generating a **PSID**, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).
25.	**2.6.2**	The Performance Security (guarantee) shall be in the form of a pay-order/bank guarantee/demand draft/Call Deposit Receipt (CDR) as specified in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data** must be submitted/transferred **online** by generating a **PSID**, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).

Section-V: General Conditions of Contract

[The Procuring Agency should formulate General Condition of Contract in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. simple services/janitorial services/security services/repair and maintenance/any other services etc. etc. However, for a standard procurement/contract content of a generalized General Conditions of Contract may be as follows:]

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Service Provider is required to supply to the Procuring Agency under the Contract.

(d) "The Services" means those services *{detail to be provided by the Procuring Agency as per its requirements}* and other such obligations of the Service Provider covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC.

(h) "The Procuring Agency's country" is the country named in SCC.

(i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract.

(j) "The Project Site," where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Country of Origin

[where applicable]

3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.

3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

4. Standards

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.

5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.

5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency.

5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.

6. Performance Guarantee

6.1. Within fifteen (15) days *[to be decided by the procuring agency*] of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

(b) a cashier's or certified cheque or CDR.

6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

7. Incidental material

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:

[If required and decided by the Procuring Agency]

8. Payment

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory.

8.4. The currency of payment is *[to be decided by the Procuring Agency]*

9. Prices

9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {mechanism and formula to be decided by the procuring agency}.

10. Change Orders

10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.

10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this

clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.

11. Contract Amendments

11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

12. Assignment

12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.

13. Sub-contracts

13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract.

13.2. Subcontracts must comply with the provisions of GCC Clause 12.

14. Delays in the Service Provider's Performance

14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII.

14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

15. Liquidated Damages

15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the

Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16. Termination for Default

16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

(a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

(c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:
(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public

official in the course of the exercise of his duty; it may include any of the following:

i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for

such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

17. Force Majeure

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc. from the purview of "Force Majeure".

25.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.

18. Termination for Insolvency

18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

19. Termination for Convenience

19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is

terminated, and the date upon which such termination becomes effective.

19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the Procuring Agency may choose:

(a) to have any portion completed and delivered at the Contract terms and prices; and/or

(b) to cancel the remainder and pay to the Service Provider an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

20. Resolution of Disputes

20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

21. Governing Language

21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

22. Applicable Law

22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.

23. Notices

23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.

23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

24. Taxes and Duties

24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.

25. Change in minimum wage rate

25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.

26. Extension in Contract period
{where applicable and if the procuring agency opts to include this condition, this should be included in original advertisement as well}

Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of another years on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

Section-VI. Special Conditions of Contract

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: **Punjab Skills Development Fund**

GCC 1.1 (h)—The Procuring Agency's country is: **Pakistan**

GCC 1.1 (i)—The Supplier is: **Awardee**

2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: as stated in **3.2 trade-wise/lot-wise data must be submitted/transferred online by generating a PSID, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).**
The Contractor shall cause the validity period of the performance security to be extended for contract period(s) as the contract performance may be extended.

3. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

Payment for Services provided: Payment shall be made as specified in the section 8.9 and as per business rules of PSDF.

Payment may be made in Pak. Rupees in the following manner:

(i) Running Bill modality,

(ii) (ii) Treasury Cheque, or

(iii) (iii) Cross Cheque

4. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted.

The bidders are required to provide the bifurcation of quoted unit price (as required under Notes to Financial Bid Form/Price Schedule).

5. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:

Maximum deduction:

a) As per the business rules of PSDF.

6. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

7. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be: English

8. Applicable Law (GCC Clause 22)

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

9. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: Procuring Agency Address

—Service Provider's address for notice purposes: Awardee Address

Section-VII. Schedule of Requirements/Work Plan/ Deputation Plan

EXECUTION SCHEDULE
(COMMENCEMENT OF SERVICES)

SR #	Description of Deliverables	Delivery Schedule
1.	Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)	The successful Training Service Provider must provide required services from the effective date of contract.

Section-VIII: Forms

8.1. Bid Form

[To be signed & stamped by the bidder and reproduced on the letter head. To be attached with the Financial Bid, in case of Single Stage Two Envelope Procedure]

Date: _____

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of ***[total Bid amount in words and figures]*** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed *(if required)*, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is**:**

a) Complete bidding document (without filling) signed and stamped by the bidder

b) all the forms relevant to the technical and financial bids (clearly indicated on each form)

c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

[In case of single stage two envelope bidding procedure],

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following:-

a) Complete bidding document (without filling) signed and stamped by the bidder

b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.

c) Copy of bid security form along with copy of financial instruments *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque]* valid for …… ( ) Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following:-

a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the bidder duly signed and stamped.

b) Price schedule / financial form (as per **form 8.9**) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid security form (as per **form 8.10**) along with Original financial instrument *[to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit*

(CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque] valid for …… ( ) Days, beyond the validity of Bid.

d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of service provider	**Amount and Currency**

(if none, state "none")

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 20_____.

[signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

8.2 . Bidder's JV Members Information Form

(JV is not allowed for this procurement)

{To be reproduced and signed & stamped by the lead partner and all JV members on their letterhead, to be attached with Technical Bid in addition to the JV agreement}

{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.

Date: *[insert date (as day, month and year) of Bid submission*]
RFB No.: *[insert number of RFB process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*
Page _____ of_ _____ pages

1. Bidder's Name: *[insert Bidder's legal name]*
2. Bidder's JV Member's name: *[insert JV's Member legal name]*
3. Bidder's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidder's JV Member's year of registration: *[insert JV's Member year of registration]*
5. Bidder's JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Bidder's JV Member's authorized representative information Name: *[insert name of JV's Member authorized representative]* Address: *[insert address of JV's Member authorized representative]* Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]* Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.

☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.

8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

8.3. Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on their letter head. To be attached with Technical Bid]

Organization Information			
Sr. #	**Required Information**	**Response**	
1	The legal name of the organization		
2	Year of Registration / Establishment of the Organization		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organization?Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Sole Proprietor	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
	CNIC of Head (Number and its Copy (**Front & Back**)) **(Mandatory)**		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		

	Email:	
	Fax:	
	CNIC of Contact Person (Number and its Copy (**Front & Back**)) **(Mandatory)**	
9	Bank Account Details **(Mandatory)**	
	Bank Account Title	
	IBAN No	
	Name of Bank	
	Branch Code	

a) Details of Experience (Last Five Years)

Relevant Experience		
Sr. #	**Required Information**	**Response** **(Please provide exact information with the organization name, location/s, and duration)** Provide data in the sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Goods/Services (For example – Jan 2010 to September 2020)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number ofcompanies/firms	i.
		ii.
		iii.
		iv.

8.4. General Information Form

[To be signed & stamped by the Bidder and reproduced on their letter head. To be attached with Technical Bid]

Particulars			
Company Name			
Abbreviated Name			
National Tax No.		**Sales Tax Registration No**	
PRA Tax No.			
No. of Employees		**Company's Date of**	
		Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

8.5. Affidavit

[To be printed on not less than PKR 300 Stamp Paper, duly attested by Oath Commissioner/Notary Public. To be attached with Technical Bid]

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary. The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

(i) The firm is not currently blacklisted by the Procuring Agency.
(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
(iii) Affidavit for correctness of information.

[Name of the Contractor/ Bidder/ Service Provider] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the Bidder

Title of Officer Bidder: _____

Name of Bidder Firm/Company: _____

Date: _____

8.6. Performance Guarantee Form

(Applicable in case of Bank Guarantee only)

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Must be submitted/transferred online by generating a PSID, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP) as specified in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data**

To,
[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Service Provider) _____ hereinafter called "the Contractor" has undertaken, in pursuance of **"**INVITATION TO BID FOR THE **"HIRING OF _____"** procurement of the following:

1. [***Please insert details***].

(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

[NAME OF GUARANTOR]

Signature_____

Name_____

Title _____

Address_____

Seal_____

Date_____

8.7. Technical Bid Form

[(i)[To be signed & stamped by the Bidder and reproduced on their letter head. To be attached with Technical Bid]

(ii) Item names and quantities must be reproduced from Section – III (Technical Specifications). If any deviations are needed, it must be mentioned/quoted, separately in the Technical Proposal.]

Sr #	Description of Deliverables	Proposed Trade	Lot No.	Lot Name	District	Offered Compliance to Section – III & Section – VII Specifications/Dimensions
1.	Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Persons with Disabilities (PWDs)					

a) Schedule of Requirements / Training Plan

To be filled out by the Service Provider/bidder and submission of Schedule of Requirements / Training Plan is required with Technical Bid

Provide scheduling of training as per capacity of your organization against the announced training target on the below format for each of the applied Lot:

Lot No. _____

Lot Name. _____

Proposed Trade. _____

Proposed Location/Postal Address: _____ Mentioned on the Trade Registration Certificate)

Sr. No	Name of Lot	Duration	Available Capacity of Trainees per Class as per Certificate		Applied for Trainees in the Class (A)	No. of Classes (B)	No. of Batches (C)	Total Applied for Trainees (A*B*C)
			Morning or Evening	Capacity				
E.g.:		1	Morning	25	25	1	2	50
E.g.:		1	Evening	25	25	1	2	50
* Add rows based on each applied lot								
Total Trainee QTY								100

Note:-

- The maximum Class Capacity acceptable by PSDF is 25 determined by the Third-Party Field visits (If required). Class limit shall vary depending on available tool, equipment, designated area of training and room size.

Stamp & Signature of Bidder _____

8.8. Contract Form

DATED _____, 202_

Hiring of Training Service Providers for "Umeed – Skills for Inclusion" Program for Person with Disabilities Persons (PWDs)

BETWEEN

Punjab Skills Development Fund

AND

[Training Service Provider]

Contract & Tentative Business Rules are accessible via link: Umeed for Skills PWDs Contract Draft

8.9. Financial Bid Form/Price Schedule

- *[Item names and quantities must be reproduced from Section – III (Technical Specifications/Scope of Services). If any deviations are needed, it must be mentioned/quoted, separately in the Financial Proposal.*
- *To be reproduced on the letter head, signed & stamped by the Bidder.*
- ***To be attached with Financial Bid.]***

Trade/Lot No. _____ **Trade/lot Name. _____**

Proposed Trade. _____ **Training Location Address. _____**

Trade/Lot No.	Name of Trade/Lot	Per Trainee Per Month Cost (PKR) (excluding all direct & indirect taxes)	Applicable Tax %	Per Trainee Per Month Cost (PKR) (including all direct & indirect taxes)[1]
Per Trainee Per Month Cost (PKR) (including all direct & indirect taxes) in figures				
Per Trainee Per Month Cost (PKR) (including all direct & indirect taxes) in words				

Note:

- Per Trainee Per Month Cost (PKR) (including all direct & indirect taxes) mentioned in table should match the Total Bid Price PKR breakup added below by bidder.
- **Separate** Lot wise financial bid will be submitted.
- In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
- All quoted prices must be inclusive of all taxes.
    - **1**: Ranking of Training Service Providers (TSPs) will be determined by using Per Trainee Per Month Cost (PKR) (including all direct & indirect taxes.)

B. Break-up of the Cost (inclusive of all applicable taxes) (submit this for each lot):

Name of Lot:							
1	2	3	4	5	6	7	8
Sr No.	**Description of Services**	**Unit (if any)**	**Unit Price PKR (inclusive of all taxes & duties etc.) Per Month**	**Duration of Course**	**Per course Price PKR (inclusive of all taxes & duties etc.)** (Col. 4*5)	**Trainee Quantity**	**Total price PKR (inclusive of all applicable taxes & duties etc.)** (Col. 6*7)
1	Trainers' remuneration						
2	Consumable Training Materials						
3	Training Manual & Stationery required for training						
4	Protective clothing (if any)						
5	Management & Reporting costs						
6	Depreciation / Rentals of Machinery and Equipment etc.						
7	Utilities & Miscellaneous items						
8	Post training support to trainees (Placement & Linkage)						
9	Any other cost						
Total							
				Total Bid Price PKR			

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Note:

i Provide the breakup of the cost where applicable.

ii Submit separate activity schedule for each of the applied Lot.

iii All prices must be inclusive of all applicable taxes.

iv Total Price & per trainee per month price mentioned in table should be matched with the price breakup available below. Separate Lot wise each section will be submitted.

v In case of difference between unit price and total price, unit price shall prevail, and total price shall be “final”.

vi In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

vii All quoted prices must be inclusive of all taxes.

viii 1: For determination of ranking the cost quoted against the Per Trainee Per Month Cost (including all taxes & duties etc.) PKR (A)1 shall be used.

Stamp & Signature of Bidder _____

8.10. Bid Security Form

(Applicable in case of Bank Guarantee only)

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Bid Security must be submitted/transferred online by generating a PSID, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the services]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

   (a) fails or refuses to execute the Contract Form, if required; or
   (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head along with Technical Bid]

The provision of this checklist with proper indexing of bid document is essential prerequisite along with submission of tenders (with technical proposal). Incase bids are received with no/incomplete indexing may consider as non-compliant

Sr. #	Detail	Responsive	Non-responsive
1.	Bid Security: Bid Security as specified in **Section-III. Technical Specifications - 3.1.2 - Trade-Wise/ Lot-Wise Data** must be submitted/transferred **online** by generating **a PSID**, in accordance with the procedure established in the E-Procurement System of PPRA Punjab in collaboration with the Bank of Punjab (BOP).		
2.	Active Registration with Income Tax Authorities (National Tax Number NTN), as per the Evaluation Criteria		
3.	Copy of active Registration with Sales Tax Authorities (STRN), as per the Evaluation Criteria		
4.	Relevant Past Experience Documents, as per the Evaluation Criteria.		
5.	Financial Bid Form (as per form 8.1 of Bidding documents) on letter head of the bidder, duly signed and stamped.		
6.	Bidder Profile Form (as per form 8.3 of Bidding documents) on letter head of the bidder, duly signed and stamped.		
7.	General Information Form (as per form 8.4 of Bidding documents) on letter head of the bidder, duly signed and stamped.		
8.	Affidavit (as per form 8.5) on non-judicial Stamp Paper of not less than Rs. 300/-. (Please attach copy of Affidavit on stamp paper (duly attested by oath commissioner/Notary Public) of not		

	less than Rs 300, declaring that the bidder is not blacklisted, and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date and submission time of the bid.)		
9.	Technical Bid Form (as per form 8.7 of Bidding documents) on letter head of the bidder duly signed and stamped.		
10.	Financial Bid Form (as per form 8.9 of Bidding documents) on letter head of the bidder, duly signed and stamped.		

Stamp & Signature of Bidder _____

Section X - CV Format

CV Format														
Name														
Designation in the Organization														
Contact Number														
CNIC Number						-							-	
Degree Qualification (Name of qualification must match with the degree attached)														

Relevant Work Experience				
Name of Organization	**Designation**	**Responsibilities Assigned**	**Duration (in Years)**	
			From	**To**

Section XI - Integrity Pact

To be signed between PSDF and awarded Bidder only

(Declaration of fees, commission, and brokerage etc. payable by the service provider in contracts worth PKR.10.00 million or more)

[May be required as per PPRA regulation before signing of contract, to be printed on not less than PKR 100 Stamp Paper, duly attested by oath commissioner.]

Dated:_____

Contract Number: _____
Contract Value: _____
Contract Title: _____

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat

the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

_____ _____

[Buyer] [Seller/Supplier]