



DRAFT REQUEST FOR PROPOSALS (RFP)

**(FOR TRAINING THROUGH PRIVATE OR PUBLIC-SECTOR INSTITUTES /
ORGANIZATIONS/CONSORTIUMS/COMPANIES/INDUSTRIAL ESTABLISHMENTS)**

[Phase-XVII- (2026-27)]

Submitted by: _____ (Name of Training Provider)
Campus/Branch: _____
Address: _____
Taulka /Tehsil: _____
District/City: _____

**Please fill separate RFP for each Campus/Branch

**Benazir Bhutto Shaheed
Human Resource Research &
Development Board**

(Strengthening the Nation Through Human Resource Development)

5th Floor, State Life Building No. 3,
Dr. Ziauddin Ahmed Road, Karachi-Pakistan
Tel: +92(21) 99201005-7
Fax: +92(21) 99201004
Website: <https://www.bbshrrdb.gos.pk/>

DRAFT

Table of Contents

<i>Section 1. Letter of Invitation</i>	1
LETTER OF INVITATION (LOI)	5
<i>Section 2. Instructions to Bidders and Datasheet</i>	8
1. <i>Introduction to the Program</i>	9
2. <i>Major Objectives</i>	9
6. <i>Proposal Validity</i>	10
7. <i>Clarification and Amendment</i>	11
8. <i>Preparation of Proposals</i>	11
11. <i>Financial Proposals Format and Content</i>	12
12. <i>Taxes</i>	13
13. <i>Submission, Receipt, and Opening of Proposals</i>	13
14. <i>Proposal Evaluation</i>	14
16. <i>Availability of Professional/Expert Tutors</i>	16
17. <i>Award of Contract</i>	16
18. <i>Cancellation of Selection Process</i>	17
<i>Clarification and Amendment</i>	18
<i>Section 3. Technical Proposal-Standard Forms</i>	25
FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM	26
<i>PART TA: Training Provider's Profile</i>	27
<i>PART TB: Eligibility of Training Provider</i>	28
<i>PART TC: Technical Proposal Form</i>	29
<i>CURRICULUM VITAE (CV) FOR</i>	33
<i>Section 4. Financial Proposal-Standard Forms</i>	1
FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM	2
FORM FIN-1. SUMMARY OF COST/PROPOSAL	3
<i>Financial Proposal Form</i>	4
<i>Section 5. Draft Contract Form</i>	3

Section 1.Letter of Invitation

Section 1. Letter of Invitation

DRAFT

LETTER OF INVITATION (LOI)

To

All Interested Training Institutes
Sindh.

Subject: Request for Proposals for Skill Development of Youth under Private Sector Training Wing (PSTW) Phase-XVII (2026-27)

Benazir Bhutto Shaheed Human Resource Research and Development Board [BBSHRRDB] has been established to undertake research for development of human resource, and to provide the range of short & long-term skills and vocational trainings.

2. The Board invites well-established training institutes registered under STEVTA / STTB / SBTE / HEC / NAVTTC / SMF or any other authorized organization / institution having national / international certification to impart skills development training to youth aged between 18 to 35 years, domiciled in Sindh. The institutes imparting skill trainings to the Benazir Income Support Program (BISP) beneficiaries, persons having disabilities and prisoners are highly encouraged to apply for the Training Program under PSTW-BBSHRRDB, Phase XVII (2026-27).

3. Proposals must be designed to respond to labor market demand for all levels of employment (i-e Workers, Supervisors and Managers) Training organizations will be held responsible for employment facilitation to youth, ensuring decent livelihood, as defined in applicable version of Program Guidelines. Complete details of the eligibility requirements are mentioned in the bidding documents.

4. Following documents can be obtained from the address stated at **para 4** of this letter and are available on the <https://portalsindh.eprocure.gov.pk/#/> and <https://www.bbshrrdb.gos.pk/>.

- I. Request for Proposal (Set of Documents)
- II. SPPRA Rules (Optional)
- III. Step by step instructions for registration and proposal submission
- IV. Eligibility Criteria and Marking Key
- V. BBSHRRDB Program Guidelines

5. The proposals received from training providers will be reviewed for the purpose of evaluation, scrutiny and examination in terms of fulfillment of all basic mandatory requirements as per eligibility criteria of SPP Rule-29. The baseline visit of each institute will also be carried out.

-:2:-

5. You are invited to submit, most competitive proposal, in accordance with the prescribed method stated in datasheet on or before the scheduled closing date and time. Please see below the important notes for your ready reference:

Type of Bidding	Single stage two envelope procedures 46(2) in accordance with the SPP Rules 2010
Proposal Fee	Pay order of Rs. 1000/-
Bid Security	2% of the estimated bid amount in the shape of Pay Order in favor of Secretary-BBSHRRDB (original must be kept with financial proposal and 01 photocopy (amount concealed) with technical Proposal)
Proposal In Hard Copy	Proposal can be obtained from BBSHRRDB 5th Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi. Telephone: +92(21) 9920-1005 / 7 Fax: +92(21) 9920-1004,
Proposal Download Address	https://portalsindh.eprocure.gov.pk/#/ and https://www.bbshrrdb.gos.pk/
Proposal Closing date & Time	11:00 A.M. _____
Proposal Opening Date & Time	12.00 noon. _____
Evaluation and Award of Contract	The decision of evaluation shall be uploaded on the BBSHRRDB's/SPPRA's websites and the email of the intimation shall be sent to all successful bidders.
Procuring Agency	Procurement Section Benazir Bhutto Shaheed Human Resource Research and Development Board 5th Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi. Telephone: +92(21) 9920-1005 / 7 Fax: +92(21) 9920-1004,
Proposal Opening Place	Benazir Bhutto Shaheed Human Resource Research and Development Board, 5th Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi.

6. Technical & Financial Proposals for the proposed trades must be submitted as prescribed in data sheet. All documents listed below are mandatory and must be submitted in the hard copy, following the given instructions:

- a) Must have registration & affiliation certificates for applied trade (s) from relevant accrediting / authorizing, national / international certifying body. However, examination will be mandatory for certification
- b) Must have a minimum of PKR 0.5 million of annual turnover in last financial year. (must provide audited accounts of last year).
- c) Must be an income tax return filer with FBR; income tax return for the last 03 years.
- d) Must be registered with Sindh Revenue Board (Copy of Certificate).

-:3:-

e) Must submit an undertaking on stamp paper of Rs. 100/- to the effect that "Neither the Institute / Organization nor its Owners / shareholders as a whole or as a part of the Institute / Organization" have ever been blacklisted/ defaulted and also that the information supplied by the Institute / Organization is correct.

Copies of all the documents should be perfectly legible and be attested by authorized person of the training institute before submission to the PA.

6. In case, if the above-mentioned proposal closing/opening day falls on official holiday, the proposals will be opened on the following working day at the same time.

(Proposals received incomplete / conditional / telegraphic / not on standard forms / received after specified date and time and from black listed training institutes shall stand rejected)

Bids shall remain valid till 90 days of submission. BBSHRRDB will not be responsible for any cost or expense incurred by bidding Institutes/ Organizations and reserves the right to accept / reject any offer / proposal (all trades or any specific trade) on the basis of prescribed criteria or terminate the procurement process at any time subject to relevant provisions of Sindh Public Procurement Rules 2010 .

Procurement Section
Benazir Bhutto Shaheed
Human Resource Research & Development Board

Section 2. Instructions to Bidders and Datasheet

Instructions to Bidders

1. Introduction to the Program

Benazir Bhutto Shaheed Human Resource, Research and Development Board [BBSHRRDB] has been initiated to address poverty and unemployment through Skills Development Trainings in Sindh, specifically to meet the needs of local and international industry, projects and sectors.

2. Major Objectives

- a. To develop human resources through Skill Development Trainings in Sindh to cater the needs of Public and Private Sectors and to develop Linkages (Backward & Forward) with skilled manpower for Local and International Job Markets.
- b. To promote conducive environment for self-employment of youth
- c. To liaise with public and private sector Institutes, Schools, Colleges and Universities imparting skill training courses to establish membership-based consortium (Human Resource Development Network)
- d. To develop and maintain database of the graduates of various training courses and publish annual alumni directory
- e. To formulate policies and guidelines to be followed by the institutes for performance against benchmarks;

The following section of the bidding document provides information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Agency.

Important notifications regarding proposals shall be sent to the registered mail id provided in bidder's profile. Hence, kindly provide a valid and active email ID. Bidders are advised to check their registered email to get Alert /Corrigendum / Addendum.

3. Conflict of Interest

Training Institutes are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Training Institutes have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Training Institute or the termination of its Contract.

Without limitation on the generality of the foregoing, Training Institutes, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Training Institute that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
- (ii) A Training Institute (including its Personnel and Sub Training Institutes) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Training Institute to be executed for the same or for another Procuring Agency.
- (iii) A Training Institute (including its Personnel and Sub Training Institutes) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

4. Fraud and Corruption

Under Rule-35 of SPP Rules 2010, The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor/ training partner who is to be blacklisted shall be accorded adequate opportunity of being heard.

5. Integrity Pact

Pursuant to Rule-89 of SPP Rules 2010 Training Institute undertakes to sign a Integrity Pact in accordance with prescribed format attached hereto for all the trades/courses. ([Appendix D](#) to Contract)

6. Proposal Validity

- 6.1 The Data Sheet indicates Proposals validity.
- 6.2 Training Institute shall submit required bid security along with Financial Proposal defined in the data sheet.

7. Clarification and Amendment

Training Provider may request for a clarification of contents of the proposal document in writing and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal.

At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all registered training providers and will be binding on them. Training Providers shall acknowledge receipt of all amendments. To give Training Providers reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

8. Preparation of Proposals

In preparing their Proposal, Training Providers are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.

The estimated number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the Training Provider.

9. Language

The Proposal as well as all related correspondence exchanged by the Training Provider and the Procuring Agency shall be written in English. However, it is desirable that the Training Provider's Focal Person has a working knowledge of Sindhi and Urdu languages.

Soft Skills:

Soft skills component is mandatory to be taught along with the core skill. The duration of credit hours should be divided between core skill component (90%) and the soft skill component (10%). Suggested Topics are detailed in applicable version of Program GuidelLines

10. Technical Proposal Format and Content

While preparing the **Technical Proposal**, Training Providers must give particular attention to the following:

- (i) If a Training Provider considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with

individual Training Provider(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate.

- (ii) For assignments on a specific time basis, the estimated number of professional specific months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical conditions.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.
- (vi) The Technical Proposal shall provide the following information using Forms:
 - (i) A brief description of the Training Provider organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
 - (ii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the Training Provider and degree of responsibility held in various assignments during the last five years.
- (vii) Any additional information requested in the Data Sheet.

11. Financial Proposals Format and Content

The **Financial Proposal** shall be prepared using the attached Forms. It shall list all costs associated with the assignment, including

- (a) Administrative cost,
- (b) Rent and utilities (if applicable),
- (c) Training materials (list of material must be attach),
- (d) Examination & Certification (if applicable), and
- (e) Other Miscellaneous cost (if any)

12. Taxes

The Training Provider will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

13. Submission, Receipt, and Opening of Proposals

The proposals shall be submitted in accordance with SPP Rules 2010 as mentioned in RFP (Advertisement) and in the data sheet of this proposal.

Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be provided. All pages of the original Technical and Financial Proposals will be initialed by an authorized person / representative of the Institute. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, it should be ensured that proposals to be sent through couriers should reach a day before the deadline for submission.

Training Providers are invited to submit proposals in areas where they have a capacity and proven track record and also can guarantee a negotiated rate of employment, self-employment, or continuing education/training. A suggested list of areas is available on the portal but the list should not and does not limit the training that can be proposed and funded.

Any changes, modifications, withdrawals could only be processed before the submission and the closing date. There shall be one proposal for one trade only, if you resubmit a proposal, it shall override/replace the previous submission.

All given templates are required to be filled before filling the technical and financial forms.

All documents/papers should be perfectly legible and be attested by authorized person of the training institute before submission to PA.

It shall be the sole responsibility of the bidder to submit all required documents and proposals before the closing date and time.

If there are discrepancies between the technical and financial proposal, the proposal shall be declared non-responsive.

Upon submission of proposal, the proposer must submit hard copy of the proposals and payment order as indicated in the data sheet, to the procurement section at 5th Floor State Life Building # 3, for the particular bid.

The pay order and hard copy of the proposals must be received by the PA not later than the time and the date of bid closing, or any extension to this date. Any requirement received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, training provider should ensure that documents to be sent through couriers should reach a day before the deadline for submission.

14. Proposal Evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Training Providers should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by training provider to influence the PA in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in the rejection of the Training Providers' Proposal.

14.1. Evaluation of Technical Proposals

The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the category and grading system specified in the Data Sheet.

Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

Technical evaluation process shall keep in account the comparative qualification, competency and capacity of the applicant to determine technical qualification. Overall evaluation and selection shall also take into account the district-wise spread of the selected beneficiaries, and the interest expressed by the beneficiaries.

Preference by selected beneficiaries towards a training program, or towards a certain institute due to its location shall also be a factor in evaluation.

The name of the Training Providers, district of institute, proposed sector and trade for training with number of trainees shall be read aloud and can be viewed on screen during the public opening of proposals.

After the technical evaluation is completed, the PA shall notify in writing technically qualified Training Institutes the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Training Providers' attendance at the opening of Financial Proposals is optional.

Financial proposals of those Training Institutes who failed to secure minimum qualifying marks shall be returned un- opened.

14.2. Evaluation of Financial Proposals

Financial Proposals shall be opened in the presence of the training institute's representatives who wish to attend. The Training Institute shall indicate the prices of the services it proposes to deliver under the contract. The Financial Proposal should provide detailed costing related to the scope of work. Separate costing should be provided for each trade. It is the responsibility of the Training Institute to ensure that all information detailed in this clause is contained in the submitted Financial Proposal.

Cost shall not be a prime factor in evaluation, and the cost could be negotiated. In a situation where service providers with all other equal qualifications, but where they may be limited labor market or trainee demand are competing, quoted cost shall be a factor of selection, in which case negotiations shall be of limited scope. In such cases, the lowest offering proposals shall set the order of preference.

The financial scores (S_f) of the Financial Proposals will be computed as indicated in the Data Sheet.

The final selection will be made to ensure adequate quality, coverage and achievement of the set targets.

15. Negotiations

The invited firm will, as a prerequisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the training institutes must have written authority to negotiate and conclude Contract. Negotiations shall be carried out as prescribed under SPPRule-83(1) 2010.

15.1. Technical Negotiations

Technical negotiations will include arrangements for trainings, work plan, staffing, certification, contract price and special conditions of the contract under SPP Rule-66 (9) and SPPRule-83(1) 2010.

Special attention will be paid to clearly defining the inputs and facilities required from the Training Institute to ensure satisfactory execution of training contract. PA shall prepare minutes of this meeting, which will be signed by the PA and the Training Institute, will become part of Contract.

15.2. Financial Negotiations

Financial negotiations shall be carried out in accordance with SPPRule-83(1) 2010. If applicable, it is the responsibility of the Training Institute, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Training Institute under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the training delivery services.

16. Availability of Professional/Expert Tutors

Having selected the training institute on the basis of, among other things, an evaluation of proposed Professional tutors/experts, it is expected to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, or if PA will not approve the substitution, the instance will be considered violation and manipulation of information provided to BBSHRRDB in RFP, so the Training Institute may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Training Institute within the period of time specified in the letter of invitation to negotiate.

17. Award of Contract

After completing evaluations followed by negotiations (if required), the Procuring Agency shall award the Contract to all selected training providers and shall publish on the website of the SPPRA and on its own website, the result of the bidding process.

The Contracted training provider is expected to commence the assignment on the date and at the location specified in the Data Sheet.

18. Cancellation of Selection Process

The Procuring Agency may cancel the selection process at any time prior to the acceptance of the proposal in accordance with rule 25 SPPRA and shall incur no liability towards the bidders, solely by virtue of its invoking rule 25 sub-rule (1) SPPRA;

19. Confidentiality

You undertake, and shall ensure that your partners, directors, employees, representatives undertake to treat as confidential, all information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to other training providers who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any training provider of confidential information relating to the process may result in the rejection of its Proposal.

Data Sheet

Code	Features	Description
1.1	Name of Service	Training Program for Phase XVII (2026-2027) Under PSTW BBSHRRDB
1.2	Name of the Procurement Agency Address Telephone Facsimile Website	Benazir Bhutto Shaheed Human Resource Research & Development Board, Government of Sindh. 5 th Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi-Pakistan Tel: +92(21) 99201004-7 https://www.bbshrrdb.gos.pk/
1.3	Type of Procurement	SPPRule-46(2) Single Stage-Two Envelope Procedure, 2010(amended 2019). SPP Rules, 2010 (amended up to date) & SPPRA guidelines
1.4	Target Number of Persons to be enrolled for Training	15,000 youth across Sindh (BBSHRRDB reserves the right to increase / decrease the said allocation).
6.1	Proposal Validity	The validity period, shall be 90 days, The Procuring Agency may request in writing to all bidders to extend the proposal validity period. Such a request shall be made before the date of expiry of the original validity period as per SPP Rules, 2010 (amended up to date)
6.2	Bid Security	Bids must be accompanied with 2% bid security of the bid amount in the shape of Pay Order in favor of Secretary-BBSHRRDB (original must be kept with financial proposal and 01photocopy (amount concealed) with technical Proposal)
7	Clarification Amendment and	Clarifications may be requested not later than <u>five days</u> before the submission date. The address for requesting clarifications is: Deputy Director (Procurement) 5 th Floor State Life building # 3, Dr. Ziauddin Ahmed Road, Karachi Tele:99201004-7 E-mail: procurementdeptbbshrrdb@gmail.com

Code	Features	Description
8	Proposal Preparation	<p>Proposal forms and all required documents can be downloaded from https://www.bbshrrdb.gos.pk/ or and also can be received from the office address given in clause 7, of this data sheet, above and in Letter of Invitation by or before closing date.</p> <p>Training Institute/Organization should attach the below mentioned documents with the technical proposal form (Which supports the Training Institute/Organization name)</p> <ol style="list-style-type: none"> 1. Training institute should be registered with Government of Pakistan / Government of Sindh. All NGOs are required to be affiliated with Social Welfare Department, Government of Sindh. 2. Affiliation for certification with STEVTA, STTB, SBTE, HEC, NAVTTC, SMF, or any other accredited / authorized national / international certifying body. 3. Valid NTN/FTN 4. Valid SRB registration 5. A valid tax exemption certificate issued by FBR is required in case if organization is tax exempted, 6. Audited financial statements for the last financial year of the Organization, preferably by a Chartered Account Firm licensed with ICAP and/or financial declaration on the specified format. <p>Training Institute/Organization should provide all necessary details as specified below:</p> <ol style="list-style-type: none"> 1. Relevant training experience and past performance. 2. Capabilities of training, supporting faculty, infrastructure, workshops, laboratories, equipment/machines, teaching aids and other resources within premises 3. Capabilities of facilitation, ability to provide post training employment. 4. Separate bank account for funds to be provided by BBSHRRDB. 5. Certificate that the organization has not been blacklisted by any government organization. 6. Testing / certification from relevant accrediting body. <p>Training providers may be required to allow BBSHRRDB assigned auditors to check the accounts opened for BBSHRRDB training, as and when required.</p>
8.1	Experience requirements for selection of trades / courses.	Criteria pertaining to past experience of training at the proposed training location may be relaxed in case of newly established institutes in previously un-served districts or in the districts having dire need of the proposed course both in

Code	Features	Description
		terms of trainees and employment. However, the past experience of trainers/instructors shall be used as a substitute in such cases.
8.2	Training Facilities	<p>CBT&A standard for the classroom size and lab/workshop as notified by the testing/certifying agency shall be considered while evaluation.</p> <p>The Training Service Provider shall ensure availability of all trade- related equipment specified in the relevant CBT&A curriculum in such a manner that all trainees are able to perform practical simultaneously and independently. Depending upon the specific requirements of a trade, the standards may vary.</p> <p>Training Service Providers must submit status of available machinery, equipment, tools, furniture, etc. with reference to the list provided in the respective CBT&A curriculum on the prescribed format. All training facilities are subject to inspection.</p>
8.3	Proposal Fee	Pay order of Rs. 1,000/- (Non-Refundable) in the name of Secretary-BBSHRRDB
10	Proposal Submission	<ul style="list-style-type: none"> i. Proposal shall be submitted in accordance with SPPR Rule-46 (2) 2010 (amended up to date). ii. Two separate envelopes First Envelope clearly in scripted “Technical Proposal- (Name of Trade/Training Institute with GPS Location (Longitude and Latitude) /District) should have all technical proposal forms, Pay order and proposal acknowledgement number and the Second Envelope clearly in scripted “Financial Proposal- (Name of Trade/ Training Institute with GPS Location (Longitude and Latitude) / District) should have all financial proposal forms, in an envelope clearly detailing the contents of the envelope and date of submission; this must be reached to Procurement Section, 5th Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi-Pakistan a day before the proposal submission deadline as mentioned.
10.1	Selection of trades / courses / discipline	<p>Training Providers must provide all relevant technical details separately for the applied trade(s), be it one or more trades from the suggested list.</p> <p>Training Providers may not propose a similar course with multiple certifications or of multiple durations.</p>

¹Board's decision in all such matters shall be final and binding upon all

		All trainees proposed in a trade shall be allowed to be certified from single affiliating authority/board for awarding certificates.
11	Financial Proposal to be submitted together with Technical Proposal	Yes
12	Training Cost	<p>The quoted costs should include all applicable taxes as detailed in instructions to bidder document. The financial proposal will be based on training cost of all expenditures including the below subject to the submission of documentary evidence to support the financial claim:</p> <ul style="list-style-type: none"> i. Administrative & Trainers' remuneration ii. Consumable Training Materials iii. Rent & Utilities iv. Certification of Trainees <p>(No testing fee will be paid to those institutes/organizations which are legally training service providers as well as certifying authorities such as HEC recognized universities, STEVTA)</p>
13.1	Proposals must be submitted not later than the mentioned date& time	11:00 am, _____ 2026
14	Method of Selection	<p>Single stage two envelope procedure as per SPPR Rule-46(2) 2010 (amended up to date).</p> <p>A. Evaluation of Technical Proposal:</p> <p>Training institutes have been classified into specific categories, elaborated below. The method of selection of each training institute involves certain parameters within each category forming grading metrics. The total score for each category is 100.</p> <p>Category A: Formal technical and vocational training institutes (administered by federal and provincial) or large public-sector organizations having requisite infrastructure in Sindh such as Pakistan Railways, PIA, NLC, FWO, STEVTA, etc</p> <p>Category B: Large scale Private Sector training institutes having requisite infrastructure /organization, Industries having their own units and own captive manpower requirements. Such industries should be involved in any of the sectors specified in bidding documents</p>

		<p>Category C: Professional and Educational Institution under federal or provincial government having the required infrastructure to undertake the skill development training program. Such institutions should have the approval of the competent authority for running the existing professional/ educational courses in their respective fields. Separate wings/sections or departments are not allowed to apply individually.</p> <p>Category D: Small-scale privately-owned training institutes. Such training institutes must be registered/ affiliated/accredited with a certificate awarding body and should have requisite training infrastructure (owned / leased / rented) in Sindh</p> <p>Minimum Score for Technical Qualification is 60 marks out of 100.</p> <p>Total Marks of Technical Proposal 100 as per following breakup:</p> <table border="1"> <tr> <td>i.</td><td>Previous experience</td><td>10 marks</td></tr> <tr> <td>ii.</td><td>Infrastructure and allied facilities</td><td>30 marks</td></tr> <tr> <td>iii.</td><td>Training Course and Relevant Information</td><td>10 marks</td></tr> <tr> <td>iv.</td><td>Human Resource Capacity</td><td>30 marks</td></tr> <tr> <td>v.</td><td>Placement of Trainees</td><td>10 marks</td></tr> <tr> <td>vi.</td><td>Financial Strength a. Value of Assets b. Annual Turnover</td><td>05 marks 05 marks</td></tr> </table> <p>Proposal in any trade, securing less than 60 marks will stand technically non-responsive and shall not be processed further.</p> <p>B. Evaluation of Financial Proposal: Financial Proposal of technically qualified institutes only, shall be evaluated. The bids will be evaluated on the basis of per trainee per course (inclusive of taxes), in accordance with the category and grading of the institute mentioned above and awarded to substantially responsive bidders / institutes as per SPP Rules 2010(amended up to date).</p>	i.	Previous experience	10 marks	ii.	Infrastructure and allied facilities	30 marks	iii.	Training Course and Relevant Information	10 marks	iv.	Human Resource Capacity	30 marks	v.	Placement of Trainees	10 marks	vi.	Financial Strength a. Value of Assets b. Annual Turnover	05 marks 05 marks																			
i.	Previous experience	10 marks																																					
ii.	Infrastructure and allied facilities	30 marks																																					
iii.	Training Course and Relevant Information	10 marks																																					
iv.	Human Resource Capacity	30 marks																																					
v.	Placement of Trainees	10 marks																																					
vi.	Financial Strength a. Value of Assets b. Annual Turnover	05 marks 05 marks																																					
15	Expected date for commencement of Training	_____ 2026 (date will be communicated to successful bidders)																																					
		<p>The recommended duration of training is as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">TRADE</th> <th rowspan="2">QUALIFICATION LEVEL</th> <th rowspan="2">CBT</th> <th rowspan="2">CURRICULUM PREPARED AND ACCREDITED BY</th> <th colspan="2">DURATION IN MONTHS</th> <th rowspan="2">REQUIRED QUALIFICATION OF APPLICANT</th> </tr> <tr> <th>HOURS</th> <th>MONTHS</th> </tr> </thead> <tbody> <tr> <td>Early Childhood Care & Education (ECCE)</td> <td>Up to Level III</td> <td>Yes</td> <td>NAVTT</td> <td>1200</td> <td>10</td> <td>Intermediates</td> </tr> <tr> <td>Computer / IT Assistant</td> <td>Up to Level II</td> <td>Yes</td> <td>NAVTT</td> <td>600</td> <td>5</td> <td>Intermediate</td> </tr> <tr> <td>Hair & Beauty Services</td> <td>Up to Level III</td> <td>Yes</td> <td>NAVTT</td> <td>1200</td> <td>10</td> <td>Matriculation</td> </tr> <tr> <td>HVACR</td> <td>Up to Level III</td> <td>Yes</td> <td>NAVTT</td> <td>963</td> <td>9</td> <td>Matriculation</td> </tr> </tbody> </table>	TRADE	QUALIFICATION LEVEL	CBT	CURRICULUM PREPARED AND ACCREDITED BY	DURATION IN MONTHS		REQUIRED QUALIFICATION OF APPLICANT	HOURS	MONTHS	Early Childhood Care & Education (ECCE)	Up to Level III	Yes	NAVTT	1200	10	Intermediates	Computer / IT Assistant	Up to Level II	Yes	NAVTT	600	5	Intermediate	Hair & Beauty Services	Up to Level III	Yes	NAVTT	1200	10	Matriculation	HVACR	Up to Level III	Yes	NAVTT	963	9	Matriculation
TRADE	QUALIFICATION LEVEL	CBT					CURRICULUM PREPARED AND ACCREDITED BY	DURATION IN MONTHS		REQUIRED QUALIFICATION OF APPLICANT																													
			HOURS	MONTHS																																			
Early Childhood Care & Education (ECCE)	Up to Level III	Yes	NAVTT	1200	10	Intermediates																																	
Computer / IT Assistant	Up to Level II	Yes	NAVTT	600	5	Intermediate																																	
Hair & Beauty Services	Up to Level III	Yes	NAVTT	1200	10	Matriculation																																	
HVACR	Up to Level III	Yes	NAVTT	963	9	Matriculation																																	

17.1

Duration of Training

Mobile Phone Technician	Up to Level III	Yes	NAVTTTC	1260	11	Matriculation
Motor Cycle Mechanic	Up to Level II	Yes	NAVTTTC	1600	12 (35 Hours a Week)	Matriculation
Electrical Machine Winding Technician	Up to Level III	Yes	NAVTTTC	1410	12	
Solar PV System Technician	Short Course	No	NAVTTTC	600	5	Matriculation (Science)
Automobile Technology	Up to Level II	Yes	NAVTTTC	600	5	Matriculation (Science)
Auto Electrician	Up to Level III	Yes	NAVTTTC	950	8	Matriculation
Dress Making	Up to Level II	Yes	NAVTTTC	800	7	Matriculation
Hand Embroidery	Up to Level II	Yes	NAVTTTC	800	7	Middle
Media Production (Professional Photography)	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
Carpentry Technician	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
CNC Machinist	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
Customer Services and Sales Representative	Short Course	No	NAVTTTC	600	5	Intermediate
Digital Marketing	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation (Science)
Python Programming with Artificial Intelligence (AI)	Up to Level III	Yes	NAVTTTC	1200	10	Intermediate (Pre-Eng)
Big Data Analytics with PowerBI	Short Course	No	NAVTTTC	680	6	Intermediate
	1 Big Data Analytics					
	2 MS Power BI and Data Analyst					
Mobile App, Web and Game Development	Up to Level III	Yes	NAVTTTC	1250	11	Matriculation
Computer Graphic and Video Editing	Short Course	No	NAVTTTC	520	6	Intermediate
Web Development with Python	Short Course	No	NAVTTTC	520	6	Intermediate
CAD Operator	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
Food & Beverages Management	Short Course	No	NAVTTTC	520	6	Intermediate
Culinary arts / Professional Chef	Short Course	No	NAVTTTC	520	6	Intermediate
Front Desk Manager / Receptionist	Short Course	No	NAVTTTC	260	3	Intermediate
Baking and Patisserie	Short Course	No	NAVTTTC	520	6	Intermediate
Assistant Surveyor	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
Advanced Auto CAD	Short Course	No	NAVTTTC	600	5	Intermediate (Pre-Engineering)
Building Electrician	Up to Level II	Yes	NAVTTTC	1000	9	Matriculation (Science)
Welder	Up to Level II	Yes	NAVTTTC	800	7	Matriculation

Section 2. Instructions to Bidders and Datasheet

		Heavy Construction Machine Operator	1 Excavator and Wheel Loader Operator	Yes	NAVTTTC	600	5	Intermediate
			2 Road Roller and Fork Lifter Operator					
			Up to Level II					
		LTV / HTV Driver	Short Course	No	NAVTTTC	300	3	Matriculation
		Heavy Machinery Operator (including Bulldozer, Loader, Crane, Dozzer, Grader)	Short Course	No	NAVTTTC	312	3	Matriculation
		Freight Forwarding & Shipping Assistant	Up to Level IV	Yes	NAVTTTC	640	6	Intermediate
		Fine Arts (Painting)	Up to Level II	Yes	NAVTTTC	1600	12 (35 Hours a Week)	Matriculation
		Textile Design Junior Expert	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
		Textile & Apparel Merchandising	Up to Level III	Yes	NAVTTTC	1200	10	Matriculation
		Paramedical Trades	Paramedical Certification	N/A	SMF	--	12	Matriculation
Note: same proportion shall apply to the training other than specified above.								
17.2	Job Placement	Training Providers who could facilitate Job placement, self-employment, and motivate further education /skill development training will be preferred						
17.3	Target Group and Eligibility of Admission	<ul style="list-style-type: none"> Age 18-35, unemployed youth having domicile & CNIC of Sindh; and must not have availed any training under BBSHRRDB/BBSYDP program earlier. Must meet the entry requirements as specified in respective training curricula. 						
17.4	Trainees per Class	Up to 30 trainees, based on the assessment of capacity of available work places in lab / workshop and other training facilities.						
17.5	Trainee Support (Stipend & Dislocation allowance)	<p>Fixed Stipend</p> <ul style="list-style-type: none"> @ Rs. 2,500 per trainee per month or as determined by the Board (The amount of stipend is linked with daily attendance. Attendance will be taken through Biometric machines installed / manually at every contracted training institute, and be downloaded for calculation of stipend of each trainee) @ Rs. 2000 per trainee per month as dislocation allowance to facilitate those candidates who will travel 40 kilometers [one way] or more to take training, in districts other than Karachi, @ Rs. 5000 per trainee per month as dislocation allowance to facilitate those candidates who will move to Karachi to take training from their district of residence. Dislocation allowance will be paid to a trainee, upon furnishing of following documents: <input type="checkbox"/> Copy of Domicile <input type="checkbox"/> Copy of CNIC 						
17.6	Schedule of Payment to Training Provider	As specified at Annexure-I to the Contract template. Template of performance-based contract to be signed with the successful bidders is available on https://www.bbshrrdb.gos.pk/						

Section 3. Technical Proposal-Standard Forms-



TA 1. TECHNICAL PROPOSAL SUBMISSION FORM

(To be printed on the letterhead of the Participating Training Institute)

To:

The Secretary
Benazir Bhutto Shaheed
Human Resource Research & Development Board
5th Floor State Life Building # 3,
Dr.Ziauddin Ahmed Road,
Karachi.

Dear sir/madam:

We, the undersigned, offer to deliver the training program under BBSHRRDB- Private Sector Training Wing Phase XVII, in accordance with your Request for Proposal.

We hereby submit our Proposal, which includes these Technical Proposals and trade-wise Financial Proposals sealed under a separate envelope, in following sectors, trades/courses:

S #	Sector	Trade/Course
1.		
2.		
3.		

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained in these may lead to our disqualification. If negotiations are held during the period of validity of the Proposals, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed tutors, certification and other related costs.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We undertake, if our Proposal is accepted, to initiate the training delivery not later than the date indicated in the Data Sheet. We understand you are not bound to accept any or all proposals you receive.

We remain,
Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:

TECHNICAL PROPOSAL SUBMISSION FORM

PART TA: Training Provider's Profile

Code	Required	Response				
TA.1	Legal Name of Training Provider					
TA.2	Name of Consortium / Association Partner(s), if any					
TA.3	Name of Owner / CEO / Director					
	Designation					
	CNIC #					
	Phone / Mobile #					
	Email ID					
TA.4	Name of the Institute / Organization					
	Location Wise Campuses (specify separately if any)					
	Postal Address (with / Taluka)					
	GPS Location (Longitude and Latitude)					
	Phone / Mobile #					
	E-mail ID					
	Website					
TA.5	Name of Focal Person (For BBSHRRDB Only)					
	CNIC #					
	Phone / Mobile #					
	E-mail ID					
TA.6	Trade / Course in which trainings offered (for which the institute is registered)	<table border="1"> <tr> <td align="center" style="width: 50%;">Sector:</td> <td align="center" style="width: 50%;">Trade:</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Sector:	Trade:		
Sector:	Trade:					

- Only Head of Training Providers or nominated focal person will be authorized to communicate with BBSHRRDB.

PART TB: Eligibility of Training Provider. Each item below must be 'Attached' for the proposal to be considered responsive.

Code	Required Information	Attached/ Not Attached	
TB.1	Valid Registration Certificate, Number & Date of Registration from STEVTA, STTB, SBTE, HEC, NAVTTC, SMF, Companies registered under the Companies Ordinance 1982/ Companies Act 2017, Societies registered under Societies Registration Act 1860, Trusts registered under Societies Registration Act 1860 or Trust Act 1882, CITY & GUILDS, EDEXCEL, or any other accredited / authorized national/international certifying body.	<i>(Write name of the certifying body and attach relevant document)</i>	
TB.2	Curriculum of the applied training accredited by relevant authority	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.3	National Tax Number in the name of organization <i>(A valid tax exemption certificate issued by FBR is required, in case, your organization is tax exempted)</i>	<i>(Write down the tax number here and attach relevant document)</i>	
TB.4	Audited Financial Statement of Last Year preferably by a Chartered Accountant Firm	<i>(Write down "Attached" here and attach one-page declaration on the template given in this RFP)</i>	
TB.5	Is your Institute housed in owned or rented building?	Owned <input type="checkbox"/> <i>(Attach any utility bill in the name of the owner)</i>	Rented <input type="checkbox"/> <i>(Attach rent agreement or MoU, as the case may be)</i>
TB.6	Do you have experience for the training you intend to apply?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.7	Do you have relevant infrastructure and allied facilities for training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.8	Do you have job facilitation mechanism for passed out graduates/trainees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.9	Have you previously worked with BBSHRRDB / BBSYDP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.10	If yes, has your contract ever been cancelled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.11	If yes, in which training period (mention dates):		
TB.12	Was the payment withheld for non-fulfillment of terms & conditions of contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TB.13	If yes, in which training period (mention dates):		

PART TC: Technical Proposal Form

Provide following details about applied Training Experience, Infrastructure/allied facilities, Faculty and job facilitation details.

TC.I. Previous Experience

Marks = 10

Code	Required Information	Response	Max. Marks
TC.I.1	Experience as training provider No experience or less than 1 year=0 Minimum 1 year=2 Over 1 year =4		4
TC.I.2	Clients from private sector (Organization) who have utilized your services as training provider No contract with private sector=0 Minimum 1 verifiable=2 More than 1 verifiable=3		3
TC.I.3	Recurring contracts with Government departments for delivery of your services as training provider No recurring contract with Government departments=0 Minimum 1 verifiable=2 More than 1 verifiable=3		3

TC.II. Training Facilities and Infrastructure (for each training course proposed).

Max Marks = 30

Code	Required Information	Response	Max. Marks
TC.II.1	Curriculum accredited by relevant entity	<input type="checkbox"/> SBTE <input type="checkbox"/> TTB <input type="checkbox"/> SMF <input type="checkbox"/> STEVTA <input type="checkbox"/> NAVTEC <input type="checkbox"/> City & Guilds <input type="checkbox"/> STTB <input type="checkbox"/> Any other, write name _____	5
TC.II.2	No. of Lecture Room	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more If more than 5, then write number _____	5
TC.II.3	Capacity of trainees / room	<input type="checkbox"/> 20/1 <input type="checkbox"/> 25/1 <input type="checkbox"/> 30/1 <input type="checkbox"/> 45/1 <input type="checkbox"/> 50/1	5
TC.II.4	Laboratory/Workshop (if required) <i>Ideal proportion of equipment and trainee could be 1 computer2 trainees, 1 Sewing Machine= 1 trainee, 1 Beautician Counter and Chair= 5 trainees, 1 training board for engineering related training=3-5 trainees (equipment sufficient enough to facilitate all trainees in doing hands on work)</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more If more than 5, then write number _____ <input type="checkbox"/> Dedicated workshop <input type="checkbox"/> Shared facility <input type="checkbox"/> Mobile / temporary setup <input type="checkbox"/> Industry partner facility	10
	Training tools/ equipment in accordance with material requirement by the certificate awarding entity in its accredited curriculum for the proposed courses / trades	Training tools, equipment and facilities are available in functional condition in a number indicated in respective curriculum. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Below is a summarized list in this section. Please check the item and write the number in the corresponding column. Annex detailed item-wise list (with quantity) to</i>	

Section 3. Technical Proposal -Standard Forms

		<p><i>the technical proposal document.</i></p> <table border="1"> <thead> <tr> <th>Tools/Equipment/Resources</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2">Core Training Equipment</td> </tr> <tr> <td><input type="checkbox"/> Hand tools</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Machinery / Equipment</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Electrical / Electronic tools</td> <td></td> </tr> <tr> <td><input type="checkbox"/> IT / Computer-based tools</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lab / Workshop equipment</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Safety gear (PPE)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other (please specify)</td> <td></td> </tr> <tr> <td colspan="2">Teaching & Learning Aids</td> </tr> <tr> <td><input type="checkbox"/> Simulators</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Models / Mock-ups</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Training kits</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Software / Licensed applications</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Audio-visual aids</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other (please specify)</td> <td></td> </tr> </tbody> </table>	Tools/Equipment/Resources	Number	Core Training Equipment		<input type="checkbox"/> Hand tools		<input type="checkbox"/> Machinery / Equipment		<input type="checkbox"/> Electrical / Electronic tools		<input type="checkbox"/> IT / Computer-based tools		<input type="checkbox"/> Lab / Workshop equipment		<input type="checkbox"/> Safety gear (PPE)		<input type="checkbox"/> Other (please specify)		Teaching & Learning Aids		<input type="checkbox"/> Simulators		<input type="checkbox"/> Models / Mock-ups		<input type="checkbox"/> Training kits		<input type="checkbox"/> Software / Licensed applications		<input type="checkbox"/> Audio-visual aids		<input type="checkbox"/> Other (please specify)		
Tools/Equipment/Resources	Number																																		
Core Training Equipment																																			
<input type="checkbox"/> Hand tools																																			
<input type="checkbox"/> Machinery / Equipment																																			
<input type="checkbox"/> Electrical / Electronic tools																																			
<input type="checkbox"/> IT / Computer-based tools																																			
<input type="checkbox"/> Lab / Workshop equipment																																			
<input type="checkbox"/> Safety gear (PPE)																																			
<input type="checkbox"/> Other (please specify)																																			
Teaching & Learning Aids																																			
<input type="checkbox"/> Simulators																																			
<input type="checkbox"/> Models / Mock-ups																																			
<input type="checkbox"/> Training kits																																			
<input type="checkbox"/> Software / Licensed applications																																			
<input type="checkbox"/> Audio-visual aids																																			
<input type="checkbox"/> Other (please specify)																																			
Multimedia Projector (if required)		<input type="checkbox"/> Yes <input type="checkbox"/> No																																	
TC.II.5	Backup Generator (KVA)	<input type="checkbox"/> Yes <input type="checkbox"/> No , If yes-----KVA	3																																
TC.II.6	Other facilities (Please check on all available)	<input type="checkbox"/> Drinking water <input type="checkbox"/> Washrooms/Sanitations (Mini 4 no. —1 for girls, 1 for boys, 1 for staff and 1 for faculty) <input type="checkbox"/> Common room (for girls) <input type="checkbox"/> Access to first Aid <input type="checkbox"/> Canteen <input type="checkbox"/> Any other (-----)	2																																

TC.III. Training Experience and Relevant Information (for each course proposed) Max Marks 10

Code	Trades/ Courses successfully run by the Institute/ Organization (Only mention those certificate or diploma courses which are registered with recognized certificate / Diploma awarding Board, university (national or international). (Please use extra sheet if required.)	Response	Max. Marks
TC.III.1	Name of trade/course		--
TC.III.2	Year of Training (e.g 2025, 2026..etc)		--
TC.III.3	Duration of Training (in months)		2.5
TC.III.4	Number of enrolled trainees		2.5
TC.III.5	Number of Graduates		2.5
TC.III.6	Number of trainees placed on job		2.5

Section 3. Technical Proposal -Standard Forms

TC-IV: Human Resource Capacity: (Use extra sheet if required)

Max Marks = 30

Code	Name of Faculty/ HR	Designation	Qualification	Experience (in years) in the relevant trade(s)	Email	Cell #
T.C.IV.1	Management Staff (10 marks)					
T.C.IV.2	Trainers / Instructors* (15 marks)					
T.C.IV.3	Support Staff (5 marks)					

*Availability of professional Trainers / Instructors is a must. In case, for any reason, a substitute is proposed, for any trainer / instructor; such substitute should have equivalent and/or better qualifications and experience than the original trainers / instructors. CV of the substitute should also be shared with the PA for their consent on the proposed change.

TC-V: Forward Linkages for Employment (for each course proposed)

Inclusion of entrepreneurship or soft skills in the Program-BBSHRRDB (BBSYDP) will facilitate in provision of related materials. (Please attach documents viz. MoU / Contract) Max Marks = 10

Code	Name of minimum 3 Organizations / Firms / Industries (Use extra sheet if required. Employers and partners involved in the design and delivery, including internships and on-job training and job placement of graduates	Nature of Linkage (Formal / Informal) T.C.V.1	Percentage of graduates placed T.C.V.2	Years of Continual Linkage T.C.V.3	Marks Secured

TC.VI Financial Strength:
(Please attach documents)

Max Marks = 10

Code		
C.VI.1	Value of assets	05
C.VI.2	Annual Turnover	05

CURRICULUM VITAE (CV) FOR
PROPOSED PROFESSIONAL TUTORS/PLACEMENT STAFF

- 1. Proposed Position** [*only one candidate shall be nominated for each position*]:
- 2. Name of Firm** [*Insert name of firm proposing the staff*]:
- 3. Name of Staff** [*Insert full name*]:
- 4. Date of Birth:** **Nationality:**
- 5. CNIC #:**
- 6. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:
- 7. Membership of Professional Associations:**
- 8. Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:
- 9. Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]:
- 10. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
- 11. Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment dates of employment, name of employing Organization, positions held.*]

From [Year]: To [Year]:

Employer:

Positions held:

DECLARATION BY TRAINING INSTITUTE

(Incase if audited / unaudited financial statements are not available or the bidder is a newly established training institute)

(To be printed on the Training Institute's Letter head)

Should be limited to ONE page

Excerpt from Balance Sheet	
	Year Ended (Amount in Rs)
Non-Current Assets	
Current Assets	
Total Assets	
Funds / Equity and Liabilities	
Funds / Equity	
Non- Current Liabilities	
Current Liabilities	
Total Funds / Equity & Liabilities	
Excerpt from Income and Expenditure Account	
Revenue / Turnover	
Expenditure	
Income / (Loss) before provision of taxes	
Net Income / (Loss) I after provision of taxes	
Excerpt from Cash Flow Statement	
Cash Flow from Operating Activities	
e.g General and Administrative	
Net Deficit on Projects	
Surplus for the year	

It is hereby acknowledged that above stated summary has been extracted from the annual audited financial statement for the year ended June 202 / 2 issued by (Name of Chartered Accountant Firm).

I understand that all acts of deliberate misreporting, shall liable M/s (Name of Training Institute) to pay damages as determined by the Government and disqualify to enter into future training contract for minimum one subsequent batch.

Signed by: _____

Name, Designation & Stamp: _____

Date: _____ / _____ / _____

Place: _____

Section 4. Financial Proposal-Standard Forms

DRAFT

FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

(To be printed on the letterhead of the Participating Training Institute)

To:
Secretary
Benazir Bhutto Shaheed
Human Resource Research & Development Board
5TH Floor State Life Building # 3,
Dr. Ziauddin Ahmed Road,
Karachi.

Dear Sir:

We, the undersigned, offer to deliver the training program under youth skill development program, Private Sector Training Wing Phase XVII, in accordance with Request for Proposal dated _____, 2026.

The Financial Proposals are enclosed (trade-wise) for the sum of Rs. _____ (Insert amount(s) in words and figures]

Our Financial Proposals shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposals, i.e. before the date indicated in Paragraph Reference _____ of the Data Sheet. The financial proposals are in following sectors, trades/courses:

S #	Sector	Trade/Course
1.		
2.		

We understand you are not bound to accept any or all proposals you receive.

We remain,
Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:

FORM FIN-1. SUMMARY OF COST/PROPOSAL

Sr #	Name and Location of Training Institute/Campus	Sector	Trade	Duration of Training	Number of Classes / facilities available per Trade/Course	Trainee's Basic qualification/ Eligibility	Number of Trainees per Class	Total Trainees	Cost per trainee	Total Quoted Cost inclusive of taxes
1										
2										

Financial Proposal Form

7.1 FA: Summary of Proposed Cost

Code	Required Information	Response
FA.1	Name of Trade / Course	
FA.2	Number of Trainees Proposed	
FA.3	Bidding Cost: per trainee per course <i>(In Figures)</i> <i>Exclusive of all applicable taxes</i>	
FA.4	Bidding Cost: per trainee per course <i>(In Words)</i> <i>Exclusive of all applicable taxes</i>	
FA.5	Is your organization tax-exempted (Yes/No)?	
FA.6	If answer to FA.5 is Yes, attach valid tax exemption certificate issued by FBR/ SRB	
FA.7	If answer to FA.5 is No, then mention all applicable taxes and their respective rates	
FA.8	Bidding Cost: per trainee per course <i>(In Figures)</i> <i>Inclusive of Taxes</i>	
FA.9	Bidding Cost: per trainee per course <i>(In Words)</i> <i>Inclusive of Taxes</i>	
FA.10	Total cost per course for the proposed trainees <i>(In Figures)</i>	
FA.11	Total cost per course for the proposed trainees <i>(In Words)</i>	

7.2 FB: Breakup of Proposed Cost (per trainee per course)

Code	Required Information	Mention Cost Per Trainee Per Course
FB.1	Administrative Cost	
FB.2	Rent & Utilities	
FB.3	Training Materials (List of Material must be Attach)	
FB.4	Examination & Certification	
FB.5	Other Miscellaneous Cost (if any)	
FB.6	Total Cost	

Section 5. Draft Contract Form

C O N T R A C T
Phase-XVII

This contract is made in Karachi on this _____ day of _____, 2026.

BETWEEN

The Benazir Bhutto Shaheed Human Resource, Research & Development Board-BBSHRRDB (hereinafter referred to as the Government of Sindh) the Procuring Agency (PA) i.e. the Secretary, BBSHRRDB, acting through Director (Training) & the related team as the FIRST PARTY,

AND

M/s. _____ having their principal office at _____ which term shall include their successors in office, legal representatives, assignees and partners (hereinafter referred to as "SERVICE PROVIDER"), as the SECOND PARTY.

WHEREAS, the PA required the services for following trainings & activities ancillary thereto and the "SERVICE PROVIDER" is willing to provide said training along with requisite training material, kit, certification and services which are necessary for carrying out successful trainings as specified in the table below:

Sr. #	Title of Course	District	Eligibility of the Trainees	Duration of Course (in Months)	Agreed Rate	Maximum No. of Trainees			Total Cost
						Morning	Afternoon	Total	
1									
2									
Total									

HENCEFORTH, the First and the Second Party enter into this contract to carry-out the above training as per terms & conditions mentioned.

NOW, THEREFORE the parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The Conditions of Contract;
- (b) RFP document
- (c) The following Appendices:

Appendix A: Description of Services/Work Specification

Appendix B: Reporting Requirements

Appendix C: Payment / Financial Conditions

Appendix D: Surety –Bond

Appendix E: Integrity Pact

Appendix F: Course Completion Report (Form I) and Employment Status (Form II)

2. The mutual rights and obligations of the PA and the Service Provider shall remain the same as laid down in the Contract, in particular:
 - (a) The Service Provider shall carry out the services in accordance with the provisions of the contract; and RFP document.
 - (b) The PA shall make payments to the Service Provider in accordance with the provisions of the Contract.

**First Party
(BBSHRRDB)**

**Second Party
(Service Provider)**

Director (Training) /
For and on behalf of BBSHRRDB
THE FIRST PARTY.

Authorized Representative / Focal Person
For and on behalf of “Service Provider”,
THE SECOND PARTY

Witness

Witness

**First Party
(BBSHRRDB)**

**Second Party
(Service Provider)**

Name:
Designation:

Name:
Designation:
CNIC #
Mobile #

Conditions to BBSHRRDB Contract 2026-2027

Clause #	Clause Reference	Description
1		General Provisions
1.1	Contract Name	The contract name is Training Delivery Contract for Phase-XVII under PSTW, BBSHRRDB.
1.2	Interpretation of Terms& Condition in Contract	The Contract shall be interpreted in accordance with the laws of Government of <u>Sindh, Pakistan.</u>
1.3	Contract Language	This Contract has been executed in English, which shall be binding and controlling language for all matters relating to the meaning or interpretation of this Contract
1.4	Correspondence Regarding Execution of this Contract	<p>Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address</p> <p>The addresses are:</p> <p>Benazir Bhutto Shaheed Human Resource Research & Development Board, 5th Floor State Life Building # 3, Dr. Ziauddin Ahmed Road Karachi</p> <p>Attention: Director (Training) or his / her Representative</p> <p>Telex: 021-99201005-7</p> <hr/> <p>Name of Service Provider: _____</p> <p>Attention: _____</p> <p>Tel # _____</p> <p>Email: _____</p>
1.5	Location for Contract Execution	The Services shall be performed at such locations as are specified above in the face sheet of this contract, and, where the location of a particular task is not so specified, at such locations, as the <u>Procuring Agency (PA)</u> may approve.
1.7	Authorized Representative	<p>Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the <u>Procuring Agency (PA)</u> or the Service Provider may be taken or executed by the officials as authorized hereunder:</p> <p>For the PA: Director (Training) or his / her Representative</p> <p>For the Service Provider: _____</p>

2 Effectiveness, Commencement, Execution and Completion of Contract		
2.1	Contract Effectiveness	This Contract shall come into effect on _____ 2026 till the completion of course for agreed upon period vide table on page – 1 of the contract.
2.2	Pre-Execution of Services	Before commencement of the Services, the Service Provider shall ensure preparation and submission to the PA for approval of the documents as prescribed at Appendix ‘A’ on the templates as provided at Annexure 1 to Appendix ‘A’ . The Services shall be carried out in accordance with the approved specifications as updated.
2.3	Commencement Date	The Service Provider shall start carrying out the Services on _____ 2026. However, in case if training is delayed due to unavoidable circumstances, completion date may be extended.
2.4	Completion Date	Unless terminated earlier pursuant to Clause 4.2 and 4.3 of this Contract, the Service Provider shall complete the activities by the Intended Completion Date. If the Service Provider does not complete the activities by the Intended Completion Date, the forfeited payment percentage (Appendix ‘A’) shall be withheld as liquidated damage.
3 Obligations of the Service Provider		
3.1	Prohibition of Conflicting Activities	Neither the Service Provider nor the personnel shall engage, either directly or indirectly, in any of the following activities: During the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract.
3.2	Confidentiality	During the term of this Contract and after the termination, Service Provider shall not disclose any proprietary or confidential information related to this contract or the PA’s business or operations without the prior written consent of the PA, nor shall the Service Provider and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
3.3	Service Provider’s Actions Requiring PA’s Prior Approval.	The Service Provider after entering into contract with PA shall obtain the PA’s prior approval in writing with full justification before taking any of the following actions: (a) entering into a subcontract for the performance of any part of the services, (b) appointing such members of the Personnel not listed by name in Request for Proposal; and (c) changing the program of activities or location / address (d) If the PA determines the performance of any of the personnel unsatisfactory or change of program activities or location / address unjustifiable, PA, in its sole reasonable discretion, may ask, by a written notice, for the removal or replacement of such personnel and may disallow request for change of program activities or location / address. The Service provider should take such measures and notify the PA in writing, within five days of the said notice.
3.4	No Charge Whatsoever will be borne by trainees	The PA requires the services for trainings & activities ancillary thereto; along with requisite training material vis a vis kit, uniform, certification and services which are necessary for carrying out successful trainings and the service provider is bound to provide the same, for a lump sum cost.

		The service provider in any circumstance, shall not require any fee / cost / expense for any service / activity mentioned above from the trainees.
3.5	Reporting Obligations	The Service Provider shall submit to the PA the reports and documents specified in Appendix 'B' , in the numbers, and within the periods set forth in the said Appendix.
3.6	Surety Bond	The Service Provider shall provide a surety bond to abide by all clauses of this Contract, on the template at Appendix 'D' .
4	Contract Management & Termination	

4.1	Monitoring of Services	<p>The principle and modalities of monitoring of the Services by the PA are as follows:</p> <ol style="list-style-type: none"> i. <i>Through Management Information System (MIS) portal for attendance and other necessary information.</i> <p>Note: <i>Service provider shall upload daily attendance over MIS portal and send downloaded attendance, duly signed, monthly, or for the period as required by the PA.</i></p> <ol style="list-style-type: none"> ii. <i>Through District Officers of PA (Program Monitoring Report – PMR)</i> <ol style="list-style-type: none"> a. <i>District Officer of PA shall visit Service Provider at least three (03) times in a month. S/he shall record the exact real-time performance as per bench marks set in PMR on the spot at each visit. After completing the entries in PMR, District Officer shall sign the PMR.</i> b. <i>Service Provider shall counter sign the PMR made during the monitoring visit of District Officer. Such PMR with no disagreement of Service Provider is called undisputed PMR and valid for any proceedings under this contract.</i> c. <i>District Officer shall leave the carbon copy of completed and signed PMR with Service Provider, during each visit and Service Provider has right to ask for the same.</i> d. <i>Service Provider may disagree with any PMR made by District Officer, by opposing the PMR's contents in a separate note over the face or overleaf of PMR, before counter signing.</i> <p>Note: <i>In such case Service Provider has right to appeal in writing (through a letter communicated through courier and email / WhatsApp) for an inquiry by PA, before the expiry of installment period (mentioned in payment conditions), to which the PMR is concerned, in order to resolve the dispute.</i></p> <ol style="list-style-type: none"> e. <i>Service Provider may not exercise such right to appeal if he has not already opposed the PMR under question with his disagreement as described in "b" above and the PMR shall remain undisputed PMR and valid for any proceedings under this contract.</i> f. <i>Such inquiry shall be conducted through the surprise visit by such a team of independent officers deputed by PA.</i>
-----	------------------------	---

		<p>g. Such PMRs, which are under appeal by service provider, shall be termed as disputed PMR, until the matter is resolved.</p> <p>h. Any proceedings under this contract shall NOT be made on the basis of disputed PMRs.</p> <p>i. Outcomes of such inquiry shall be binding upon the PA and service provider and shall replace the contents of disputed PMRs to the extent of disagreement as mentioned in “b” above and constitute an undisputed PMR and valid for any proceedings under this contract.</p> <p>j. If service provider does not use the right to appeal before the prescribed deadline, after mentioning disagreement in the PMR before signing, as per the Note at “4.1-II-b” above, the PMR in question shall be considered undisputed PMR and valid for any proceedings under this contract.</p> <p>iv. Through Independent Officers other than the relevant District Officer deputed by PA.</p> <p>i. Through Third Party Validation process.</p>
4.2	Non-Compliance / Non-performance of Agreed Standards	Failure to complete the contract obligations as initially agreed, coupled with the failure to respond to a written intimation within the specified period of time, shall call for actions as specified in Para x, in Appendix ‘A’ .
4.3	Termination of Contract	<p>Either party can terminate the contract with 15 days’ notice by giving cogent reasons. Notwithstanding anything contained in this clause, the PA may terminate:</p> <p>(a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within seven (07) days after being notified or within any further period as the PA may have subsequently approved</p> <p>(b) the Service Provider is unable to perform a material portion of the Services for a period of not less than fifteen (15) calendar days</p>
5	Payments to the Service Provider	
5.1	Type of Contract	The Service Provider’s payments shall not exceed the Contract Price and shall be a FIXED LUMP-SUM including all other costs incurred by the Service Provider in carrying out the Services described in Appendix ‘A’ .
5.2	Payments to the Service Provider	<p>Payments will be made to the Service Provider according to the payment schedule stated at Appendix ‘C’ and submission of the invoices given on the template at Annexure 1 to Appendix ‘B’.</p> <p>The amount paid for registration for International Certification, shall be reimbursed as detailed in Appendix ‘C’ to this Contract.</p>
6	Settlement of Disputes	
6.1	Dispute Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation, in an event when the matter may not be resolved amicably, it shall be dealt with in accordance with Arbitration Act 1940, as applicable in province of Sindh.

Description of Services / Work Specification

The “Service Provider” undertakes to perform the services as specified below:

i. Before start of training:

- a. Get acquainted with the Program Guidelines (PGL) from BBSHRRDB's official website for understanding and implementation of training program in accordance with PGL in a prescribed manner.
- b. Prepare Training Plan (for each trade) on prescribed template (Annexure 1 to Appendix 'A').
- c. Verify documents including CNIC (acceptable age 18-35 years), Testimonials, Domicile (Sindh), and Photograph of the trainee, in accordance with criteria laid down in applicable Program Guidelines (PGL), before registering the trainee on BBSHRRDB web portal.
- d. Upload data of registered trainees on BBSHRRDB web portal.
- e. Timely issuance of Offer letter; receiving the acceptance thereof and ID card of the Trainee. **Training manuals, materials and modules** along with **Training Plan** shall be provided to all trainees.
- f. Submit valid Authentication Certificate, with the list of registered trainees duly signed & stamped and counter signed by AD (DMU) concerned, after physical verification of each trainee.

ii. Within a Month of the Inception of Training:

Facilitate trainee in:

Opening of bank accounts of all trainees.

iii. During the Training:

a. Record Maintenance:

- i. Muster Rolls for daily actual attendance of Trainees and Trainers, Hard copies and soft data for PAs Record.
- ii. Ensure that actual attendance is marked on the designated portal on daily basis during the approved training hours).

- iii. Send downloaded attendance, duly signed, monthly, or for the period as required to the PA.
- iv. Weekly / fortnightly / monthly assessment / tests conducted.
- v. Send duly signed copies of results of such assessment test, monthly, or whenever required, by the PA.
- vi. Carbon copies of PMRs prepared during visits paid by the PA's representative must be the part of record.

b. Code of Conduct / Code of Behavior:

Throughout the training, ensure regularity, punctuality, order, restricted movement and prohibition of unauthorized entry and exit. Professional visits, trips and excursions mentioned in the training plan cannot be carried out without intimation to the PA.

c. Registration of Trade / Course, and Training Equipment:

- i. Training provider must ensure that the curriculum that shall be taught during the course is accredited by the relevant certificate awarding body and registration & affiliation of the concerned contracted institution shall remain valid (in effect) till training completion
- ii. Training provider must ensure that the quantity of training equipment / material / instruments, necessary to enable trainees to fulfill training objectives, shall be according to approved curricula.

d. Facilitation to the Trainees:

Motivate and facilitate trainees to achieve overall training specific outcomes and objectives. The facilitation should include, free of cost mentoring, guidance and counseling, ensuring their comfort and serenity, for attainment of focused training. In case of dislocated trainees, facilitation shall also include guidance on hiring accommodation / boarding & lodging, and transportation route etc.

iv. Working Days / Training Hours:

- a. For short courses (up to 6 months) training hours shall be 30 hours (maximum to be distributed equally between six (6) or five (5) days in a week) with prior information to the PA. These classes shall preferably be conducted during the working hours of the Government of Sindh (or as per signed contract).
- b. For courses of more than 6 months, the training hours shall be in accordance with the terms and conditions of registration and certification / degree awarding authority (but not less than 30 hours per week) with prior information / approval to the PA.

v. Determination of Number of Trainees for Stipend & Training Cost:

- a. To determine number of trainees, present in the training, the service provider is required to register them and take actual attendance on daily basis in muster

roll as well as on the designated attendance portal on FMIS. The attendance reported on FMIS / PMR will be processed further (in conjunction with other conditions for payment of training cost & stipend). Any misreporting in attendance i.e. differences between PMR, Muster Roll and web portal attendance shall be dealt in accordance with the Conditions to this Contract, as the case may be.

- b. The trainee(s) whose attendance is reportedly less than 60% for two consecutive months shall be expelled from training by the Service Provider under intimation to the PA.

vi. Certification of Trainees:

- a. Service Providers shall register the valid trainees with the external authorized certifying agency for examination. This is exempted for all those service providers who are legally authorized or as the case may be to conduct examination and award certificates (self-certifying body).
- b. In case if the Service Provider is legally authorized to conduct examination and award certificates (self-certifying body), it needs not to register the trainees with the external authorized certifying agency for examination. However, these institutes have to register trainees with their internal examination mechanism.
- d. Award of requisite certificate in a certificate awarding ceremony / graduation ceremony within 2 months of the completion of training or as committed by certifying agency. However, in the meantime, internal certificate awarding ceremony may be conducted on the last day of training.
- e. Maintain video record of certificate awarding ceremony / graduation ceremony and share it with the Board.
- f. In-case of submission of TTB / SBTE / any other certifying bodies acknowledgement receipts and Bank Pay-order / Demand Draft are found fake & fabricated, all remaining training costs including performance security held by the Board, will be forfeited followed by termination of contract. Besides, defaulter will also be disqualified / black listed from availing training program for at-least one subsequent batch.

vii. Facilitation in validation:

Immediate compliance by the institutes when contacted by such team / firm authorized by the Board for carrying out validation work of BBSHRRDB's trainings in necessary. The institute shall extend all assistance and requisites to the visiting team / firm.

viii. Employment Facilitation and Verification:

- a. **Service Provider** will facilitate at least 40% graduate trainees from each trade for employment / self-employment / continuing or further education duly verified by the Board. This facilitation includes fulfillment of the modalities detailed in applicable version of Program Guidelines.

- b. **Service Provider** shall provide duly signed and stamped trade wise Employment Status of 40% employed trainees as described in “a” above within 30 days of completion of training. Such status must be in the prescribed format along with course completion report mentioned at **Appendix F** to this contract.
- c. The percentage of employment facilitation termed as “Continuing or Further Education” must not exceed 25% in overall reported employment.
- d. In case such employment status cannot be verified, the status will be shared with **Service Provider** to update the report and resubmit the new status within a week’s time.
- e. The revised / resubmitted Employment Status shared by the **Service Provider** shall be treated final for validation, and the validation findings / observations, after revision shall be treated as final and must be acceptable for the **Service Provider** and the Board alike.

ix. Leave to Trainees:

- a. Any kind of leave other than serious illness must be discouraged. However, the trainees may be allowed two days leave per month on request and only **Institute-in-charge** is authorized to allow such leave.
- b. Leave of more than two days may be allowed in unavoidable circumstances under intimation to Board.

x. Non-Performance of Agreed Standards / Dissatisfaction:

Should Service Provider fail to fulfill the obligations laid down in Appendix A and B to this Contract:

a. Issuance of Notice / Explanation for Unsatisfactory Performance / Violation of Contractual Obligations:

A Notice / Letter of Explanation for non-compliance of contractual obligations, unsatisfactory performance, violation of terms and obligations (allowing seven days’ time for remedy) shall be served upon the Service Provider.

b. Show Cause Notice:

If the Service Provider at default fails to comply with the Notice / Letter of Explanation within seven days’ time; show cause notice for correction of services be issued allowing seven days’ time to respond.

c. **Withholding of Training Cost:**

During the proceedings mentioned in “a” and “b” above, training cost for the relevant period shall be withheld till the satisfactory compliance by Service Provider.

d. **Termination of Contract:**

Upon persistent non-compliance and failure to show the satisfactory cause; Clause 4.3, Conditions of Contract shall be applicable. The Service Provider be notified about the effectiveness of contract / trade (s) termination with forfeiture of remaining training cost and performance security as liquidated damage and debarring from future training contract for minimum one subsequent batch.

Training Plan Template

NAME OF INSTITUTE
District, Address

Trade: XYZ

Tutor's Name: Mr. / Ms. Someone

Duration of Course: xx Months

S.No.	Planned Date of Lesson	Description of Topic	Weight (1 – 5)	%age	Actual Date of Lesson	Tutor's Signature	DD's/AD's Signature and Cumulative Completion %age (upto visit date)
1							
2							
3							
4							
5							
6							

Scale to give weight

1. Least Important
2. Low Importance
3. Important
4. Moderately Important
5. Highly Important

Principal
(Signature & Stamp)

Reporting Obligations

i. Instructions on Technical Reporting:

- a. The “Service Provider” undertakes to produce reports, as and when due; as specified in Appendix A (Description of Services / Work Specification) which include;
 - a. Training Plan (for each trade) on prescribed template (Annexure 1 to Appendix ‘A’) before the beginning of training
 - b. Authentication Certificate, with the list of registered trainees duly signed & stamped and counter signed by AD (DMU) concerned, after physical verification of each trainee.
 - c. List of valid Bank Accounts of registered trainees.
 - d. Monthly / periodic Attendance as uploaded on web portal, with in two days after each month / period.
 - e. All results of periodic assessments / tests conducted during and at the end of the training.
 - f. In case of external certification, acknowledgement receipts of fee paid along with Bank Pay-Order / Demand Draft in original.
 - g. List of trainees registered with certifying agency or examination section, as the case may be, with registration / enrollment numbers.
 - h. Receiving of External Certificates as and when awarded by certifying body and handed over to trainees.
 - i. Any other document / report as and when required by the Board.
- b. These reports shall be submitted in hard copies, duly signed and stamped, to the Board.
- c. All acts of deliberate fake or misreporting shall be dealt in accordance with the Clause 4.2 and 4.3 Conditions of Contract, as the case may be.

ii. Instructions on Financial Reporting and Invoicing:

- a. All invoices must contain details of the bank account along with title of accounts to which payments are to be made and must be presented in the original and receipt obtained (Annexure-I to Appendix ‘B’).
- b. All invoices / claims shall be supported with relevant documents.
- c. Invoices shall be submitted immediately after the installment related deliverables are performed and the installment stands due.
- d. Ensure submission of invoices on prescribed format.
- e. In case the Service Provider is unable to meet the requisite deliverables within stipulated time; the Service Provider should intimate the Board to that effect with justification.

Invoice Template

Invoice

NAME OF INSTITUTE: _____

Address: _____

District: _____

Telephone: _____

Fax: _____

e-mail: _____

Focal Person's Name: _____

Cell # _____

Invoice No / Installment No: _____

Date: _____

To,

The Director (Trainings)

Benazir Bhutto Shaheed Human Resource Research & Development Board

5thFloor, State life Building # 3

Dr.Zia-Ud-Din Ahmed Road, Karachi

Ph: 021-9920-1005-7, fax: 021-9920-1004

Date of commencement of training: _____ (Batch # _____)

Period of claim: from _____ to _____

Month of claim (No.) _____

Sr.#	Title of course	Course Duration	Date	Complete cost of course per trainee	% of claim as per contract	Actual no. of trainees during the month	Amount claimed (PKR)
Grand total							

(Amount in Pak Rupees: _____ only).

“We certify that this amount has not been claimed before”

Bank Name: _____ Branch Name: _____

Branch Code: _____ Account Number: _____

Title of Account in which cheque of training cost is to be deposited: _____

National tax number (NTN): _____

Payment Acknowledgement:

The previous payment against Invoice(s) # _____ through cheque # _____ dated: _____ amounting to Rs. _____ is acknowledged.

Enclosed: List of Trainees (Course Wise) with Date of Joining & Attendance for the month for which training cost is claimed

Signature & Stamp

Payment / Financial Conditions

Installment	Invoice Share	Deliverables
1 st Installment	30%	<p>a. For number of trainees registered on Web Portal and subject to the para "g" of payment / financial conditions.</p> <p>b. Upon registration of trainees over web portal</p> <p>c. Upon submission of authentication certificate listing registered BBSHRRDB trainees, Before Start of Training under Appendix 'A': Description of Services/Work Specifications.</p> <p>d. Upon provision of training plan to the trainees and PA (Issue of offer letters, ID Cards & training material / books)</p> <p>e. Upon completion of 10% curriculum*.</p> <p>f. Upon completion of 20 days of training period*.</p> <p>* Training plan is required as evidence of the 10% completion of curriculum along with daily attendance up till completion of 20 days training period.</p>
2 nd Installment	30%	<p>a. For number of trainees calculated as per para "f" and subject to para "g" of payment / financial Conditions.</p> <p>b. Upon completion of 50% curriculum*.</p> <p>c. Upon completion of 50% of training period*.</p> <p>d. Upon due physical and NADRA verification of registered trainees as specified at para (i)d of Appendix **A**. **</p> <p>e. Upon evidence of opening of bank accounts of trainees in the designated banks (single bank, single branch) as specified at sub-para (a), para (ii) Within a month of the inception of training, under Appendix A Description of Services / Work Specifications and uploading the same on BBSHRRDB web portal (pic of each trainee's cheque book / ATM Card OR a verified list of accounts by the Branch Manager).</p> <p>* Test results/records along with question paper in conformity with the training plan are required as evidence of the 50% completion of curriculum along with all previous attendance up till completion of 50% training period. For calculation of number of trainees according to the paras "f" of Financial Conditions.</p> <p>** Cost of any trainee NOT VERIFIED either through NADRA or physically, which had been paid in 1st Installment shall be deducted from the 2nd Installment.</p>

Installment	Invoice Share	Deliverables
3 rd Installment	20%	<ul style="list-style-type: none"> a. For number of trainees calculated as per para "f" and subject to para "g" of payment / financial Conditions. b. Upon completion of 75% curriculum*. c. Upon completion of 75% of training period*. d. Upon evidence of holding of career counseling seminar / workshop / conference for facilitation of trainees. e. Upon registration of BBSHRRDB trainees with certifying authority / Board for examination or with internal examination wing in-case of self-certification institution. <p>* Test results/records along with question paper in conformity with the training plan are required as evidence of the 75% completion of curriculum along with all previous attendance up till completion of 75% training period. For calculation of number of trainees according to the paras "f" of Financial Conditions.</p>
Fourth / Final Installment	20%	<ul style="list-style-type: none"> a. For number of trainees calculated as per para "f" and subject to para "g" of payment / financial Conditions. b. Upon completion of 100% curriculum*. c. Upon completion of 100% of training period*. d. Upon award of certificates to trainees as per Para (vi) Appendix A of this contract. e. Upon employment facilitation to at least 40% of graduated trainees for each trade as per para viii, Appendix A of this contract. a. Upon submission of Course Completion Report & Employment Status as per prescribed format at Appendix F. b. Upon Validation by Third Party separately procured by PA. <p>* Test results/records along with question paper in conformity with the training plan are required as evidence of the 100% completion of curriculum along with all previous attendance up till completion of 100% training period. For calculation of number of trainees according to the paras "f" of Financial Conditions.</p>

Financial Conditions:

- a. **Government tax**, if applicable, shall be deducted at source before making any kind of payment.
- b. **Performance Guarantee@ 5% of total contract value** must be submitted in the shape of pay-order / bank draft in favor of BBSHRRDB within fifteen (15) days after signing of contract. The performance guarantee will be refunded after 100% completion of all contractual obligations in all trades and successful validation through TPV report.
- c. **Final installment** shall be withheld until:
 - i. The "Service Provider" submits satisfactory periodical reports as per requirements of contract along with supporting documents.

- ii. All submitted reports be verified/validated (by the Board through validation mechanism).
- d. In case of non-satisfactory of validation² of all the trades, fourth / final installment of the training cost be forfeited. Whereas, if any or some of the trades be validated, fourth / final installment of the training cost of the validated trade(s), be released.
- e. The training cost and stipend are not interdependent; hence these may vary from case-to-case basis.
- f. Where there is no disputed PMR for the period (as per clause 4.1-II-a of Conditions to the Contract), number of trainees for all the payments in payment schedule above, except the 1st installment, shall be calculated on the lowest of;
 - i. Total number of NADRA and Physically verified registered trainees on Web Portal: **when** average attendance reported by the training provider on FMIS for the respective period is 90% or more and difference between average attendance in best three undisputed PMRs and average attendance reported by training provider of that period does not exceed 30% of later;

OR

average attendance reported by the training provider on FMIS for the respective period: **when** the same is less than 90% and difference between average attendance in best three undisputed PMRs and average attendance reported by training provider of that period does not exceed 30% of later,

OR

average attendance of three best PMRs: **when** difference between average attendance in best three undisputed PMRs and average attendance reported by training provider of that period exceeds 30% of later,

- ii. number of trainees verified by NADRA,
- iii. number of trainees with evidence of opened accounts,
- iv. number of trainees verified physically,
- v. (Only for 3rd and 4th Installments) number of trainees registered with certifying authority / board.
- g. Where there is no disputed PMR for the period (as per clause 4.1-II-a of Conditions to the Contract), training cost for 1st installment and all of the subsequent installments calculated as per payment schedule and number of trainees described in “f” above, shall be equally divided over these five (05) services / facilities, as mentioned in the 5th Schedule of PMR: (i) Trainers’ Capacity / Delivery, (ii) Training Manual / Book / Literature, (iii) Training Material, Machines and Equipment, (iv) Learning Climate

¹Validation is confirmation of training service delivery in accordance with contractual obligations, by reviewing and analyzing the documents provided by training provider as objective evidence of fulfillment of agreed deliverables.

(Building, Electricity, Temperature Control, Furniture), and (v) Facilities (Washroom, Power Backup, Water, Cleanliness, etc.), and each of the 5 equal portions of cost shall be paid according to following ratios against each service:

Score Obtained (in PMR)	Ratios
3 or above	5/5
2	2/5
1	1/5
0	0/5

Example may be seen at “j” in the end of Appendix “C”.

- h. In case of disputed PMRs (as per clause 4.1-II-d of the Conditions to the Contract), all remaining payments shall be **withheld** till the dispute is resolved as per clause 4.1-II-g of Conditions to the Contract.
- i. **All payments** shall be made by the PA to the **Service Provider** in Pak. Rupees, on production of invoices (one (01) Original and one (01) Photocopy) and of the amount determined on the basis of actual numbers of trainees as defined at Para(v) Appendix-A to the Contract.
- j. **Example of Cost Distribution over Facilities Mentioned in PMR:**

Suppose an institute “XYZ” obtains following marks in the last PMR of period pertaining to a certain installment.

S. No	Trade	Trainers' Capacity / Delivery	Training Manual / Book / Literature	Training Material, Machines and Equipment	Learning Climate (Building, Electricity, Temperature Control, Furniture)	Facilities (Washroom, Power Backup, Water, Cleanliness, etc.)	Total Score
1	Trade1	5	3	2	1	0	11/25
2	Trade2	3	1	4	0	2	10/25

Further, suppose cost calculated as per payment schedule and “f” above is Rs. 20,000/- for Trade1 and Rs. 30,000/- for Trade2 (Total Rs. 50,000). The trade wise costs shall be equally divided over the facilities as follows:

S. No	Trade	Trainers' Capacity / Delivery	Training Manual / Book / Literature	Training Material, Machines and Equipment	Learning Climate (Building, Electricity, Temperature Control, Furniture)	Facilities (Washroom, Power Backup, Water, Cleanliness, etc.)	Total Cost
1	Trade1	4,000	4,000	4,000	4,000	4,000	20,000
2	Trade2	6,000	6,000	6,000	6,000	6,000	30,000
							TOTAL 50,000

The Final amount of installment shall, then, be as follows as per ratios given at “g” above.

S. No	Trade	Trainers' Capacity / Delivery	Training Manual / Book / Literature	Training Material, Machines and Equipment	Learning Climate (Building, Electricity, Temperature Control, Furniture)	Facilities (Washroom, Power Backup, Water, Cleanliness, etc.)	Final Amount of Installment
1	Trade1	4,000	4,000	1600	800	0	10,400
2	Trade2	6,000	1,200	6,000	0	2,400	15,600
GRAND TOTAL							26,000

SURETY BOND

I _____, S/o, D/o. W/o. _____

CNIC # _____ Proprietor / Director /

Owner of M/s. _____ having principal office at _____

undertake to abide by all clauses, perform obligations and fulfill all the covenants, terms and conditions and responsibilities of training under this contract during the original term of the contract and any extensions thereof that are granted by the BBSHRRDB,

Therefore, undersigned agrees that in case of non-compliance / default / failure in full and prompt performance of obligations as provided at **Appendices – A, B, C, D and E** to Contract, the installments due to the training provider and performance guarantee may be forfeited as liquidated damages.

Signed on _____ at Karachi in the presence of following witnesses: -

Deputy Director (PSTW),
Benazir Bhutto Shaheed Human Resource
Research & Development Board
OF THE FIRST PART.

--
Training Institute / Organization
OF THE SECOND PART

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] _____ 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, _____ [Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees 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 consultation 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] _____ 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] 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 PA.

Deputy Director (PSTW),
Benazir Bhutto Shaheed Human Resource
Research & Development Board
OF THE FIRST PART.

--
Training Institute / Organization
OF THE SECOND PART



Government of Sindh
Chief Minister's Secretariat, Sindh
Benazir Bhutto Shaheed
Human Resource Research & Development Board

Form – I

Name of Institute: _____

Address: _____

District: _____

Contact No: _____

COURSE COMPLETION REPORT IN RESPECT OF TRAININGS UNDER PRIVATE SECTOR TRAINING WING

1. Total number of Courses: _____
2. Total number of trainees allocated: _____
3. Total number of trainees enrolled: _____
4. Date of Commencement of Course: _____
5. Date of Completion of Course: _____
6. Date of Submission Report: _____

S. #.	Name of Course	Duration	No. of Trainees Registered	No. of Trainees Appeared in Final Board Examination (also attach list)	Passed	No. of trainees who received certificates	Reasons of failure / nonappearance of trainees	Employed	Enrolled in Further Education

Form-II**EMPLOYMENT STATUS OF GRADUATED TRAINEES**

Sr. #	CNIC	Trade	Trainee Name	Status							Name and Address of Firm / Institute / Business OR Address of	Industry / Sector	Phone # of Trainee	Remarks
				Private Employment	Government Employment	Self-Employed in Market	Self-Employed at	Continuing Training/Educati	Status Unknown	Not Interested in Doing Employment / Self Employment / Further training				
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
TOTALS														

Signature and Seal of Training Institute