



**Benazir Bhutto Shaheed  
Youth Development Program,  
Government of Sindh**

**REQUEST FOR PROPOSALS (RFP)**

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

**[Phase-VIII (2) 2015-16]**

Submitted by \_\_\_\_\_  
(Name of Training Provider)

Campus/Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Taluka /Tehsil: \_\_\_\_\_

District/City \_\_\_\_\_

**Provincial Coordination Unit**

Benazir Bhutto Shaheed Youth  
Development Program,  
Government of Sindh,

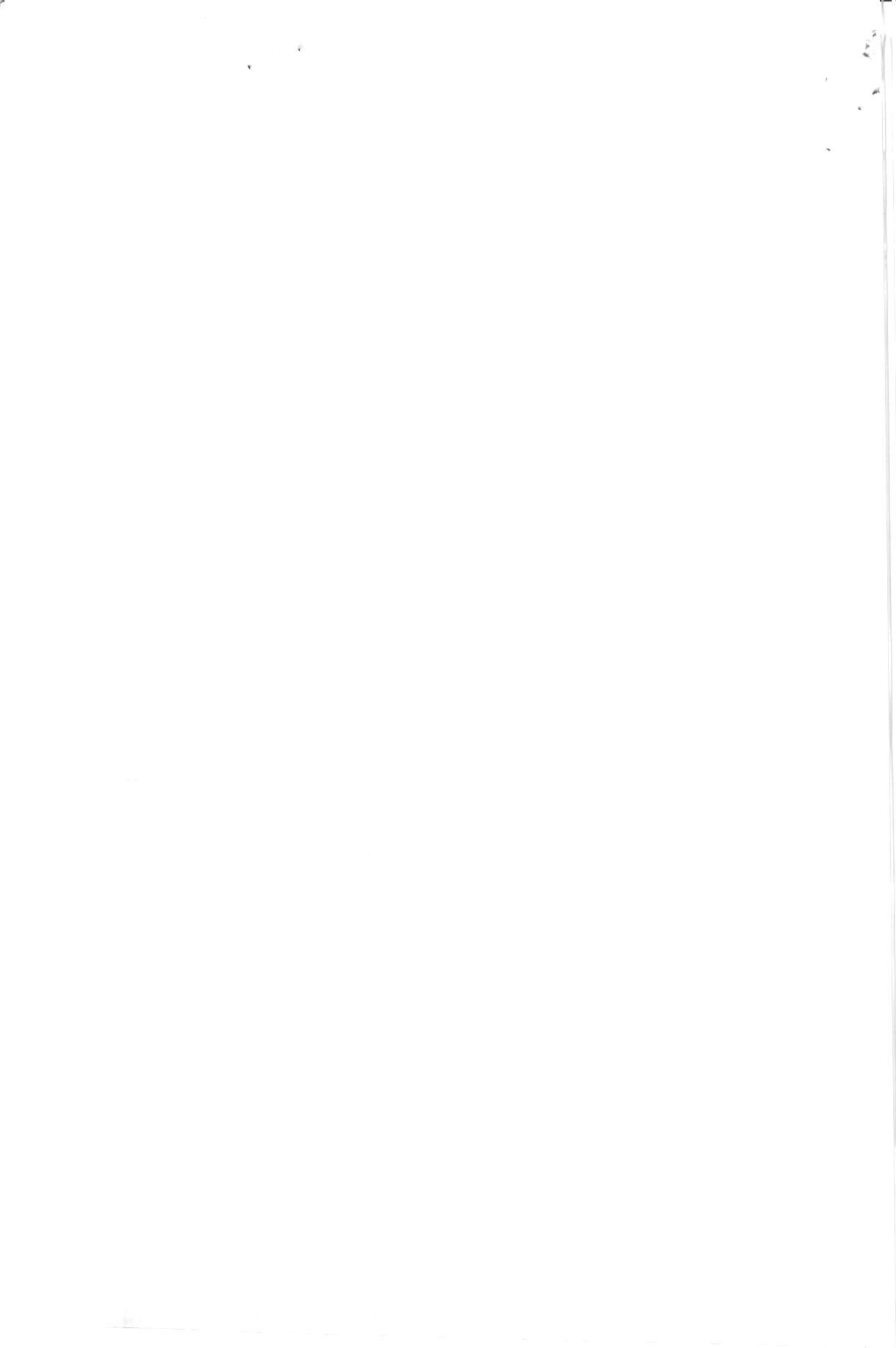
3rd Floor, State Life Building No. 3,  
Dr. Ziauddin Ahmed Road, Karachi-Pakistan

Tel: +92(21) 99201005-7

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Website: [www.bbsydpindh.gov.pk](http://www.bbsydpindh.gov.pk)

\*\*Please fill separate RFP for each Campus/Branch



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Government of Sindh  
Chief Minister's Secretariat, Sindh  
**Benazir Bhutto Shaheed**  
**Youth Development Program,**

(Mega Initiative Addressing Poverty and Unemployment Through Skill Development)



**LETTER OF INVITATION (LOI)**

Invitation/File No.....;

Karachi, Dated: \_\_\_\_\_

M/s. \_\_\_\_\_  
(Name and Address of Training Provider)

Dear Mr./Ms:

The BBSYDP invites proposals to provide to impart trainings to unemployed youths of Sindh province under Training Program for Phase VIII (2) Under PSTW BBSYDP

More details on the services are provided in the Terms of Reference. It is not permissible to transfer this invitation to any other firm. A firm will be selected under single stage two envelop procedures described in this RFP, in accordance with the SPP Rules 2010.

The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants (including Data Sheet)
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference
- Section 6 - Standard Forms of Contract

Please inform us in writing at the following address, upon receipt:

- (a) that you received the Letter of Invitation; and
- (b) whether you will submit a proposal alone or in association.

Yours sincerely,

For further information or queries please feel free to contact undersigned.

Yours sincerely,

(Rais Ahmed)  
Program Officer (Procurement)  
Cell: 0332-3102808

**Provincial Coordination Unit**

3<sup>rd</sup> Floor, State Life Building # 3, Dr Zia-ud-din Ahmed Road, Karachi.  
Telephone: +92(21) 9920-1005 / 7 Fax: +92(21) 9920-1004, E-mail: [feedback@bbsydpsindh.gov.pk](mailto:feedback@bbsydpsindh.gov.pk),  
Website: [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk)

1. **Introduction of the Program:**

Benazir Bhutto Shaheed Youth Development Program [BBSYDP] was initiated to address twin problems of poverty and unemployment through Skills Development Trainings in Sindh.

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;

3. **DATA SHEET / SUMMARY OF TRAINING**

Code	Features	Description
1	Name of Service / Item	Training Program for Phase VIII (2) Under PSTW BBSYDP
2	Name of the Procurement Agency	Provincial Coordination Unit Benazir Bhutto Shaheed Youth Development Program, Government of Sindh,
	Address	3rd Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi-Pakistan
	Telephone	Tel: +92(21) 99201005-7
	Facsimile	Fax: +92(21) 99201004
	Website	<a href="http://www.bbsydpsindh.gov.pk">www.bbsydpsindh.gov.pk</a>
3	Time Schedule of the Training Services	Financial year 2015-16 (January 2016 to June 2016)
4	Method of Selection	<p>Single stage two envelop procedure as per SPPR Rule-46 (2)</p> <p>A. Evaluation of Technical Proposal:</p> <p>Total Marks of Technical Proposal 100 as per following breakup:</p> <ol style="list-style-type: none"> <li>i. Relevant experience and Past Performance - 20 marks</li> <li>ii. Infrastructure and allied facilities – 30 marks</li> <li>iii. Human Resource Capacity – 30 marks</li> <li>iv. Placement of Trainees – 10 marks</li> <li>v. Financial Strength – 10 marks <ol style="list-style-type: none"> <li>a. Value of Assets - 5 marks</li> <li>b. Annual Turnover – 5 marks</li> </ol> </li> </ol> <p>Minimum Score for Technical Qualification is 60 marks out of 100.</p> <p>Qualified Institute will be categorized according to technical marks obtained as under:</p> <p>A-1 Category: 90 and above marks  A Category: 80-89 marks  B Category: 70-79 marks  C Category: 60-69 marks</p> <p>(marking key for assessment of technical proposal at Annexure-III)</p> <p>B. Evaluation of Financial Proposal:</p> <p>Financial Proposal of technically qualified institutes only shall be opened and evaluated in accordance with the category of the institutes mentioned above and awarded to the lowest evaluated bidders / institute as per SPP Rules 2010.</p>
5	Financial Proposal to be submitted together with	Yes

Technical Proposal		
Code	Features	Description
6	The Proposals submission address	3rd Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi-Pakistan
7	Proposals must be submitted not later than the mentioned date & time	28 <sup>th</sup> October, 2015 at 03:00 p.m.
8	Expected date for commencement of consulting service	January 2016
9	Target Number of Persons to be enrolled for Training	15,000(From January 2016 to June 2016) To be distributed amongst the districts of Sindh. (BBSYDP reserves the right to increase / decrease the said allocation).
10	Duration of Training	The recommended duration of training is as follows: <ul style="list-style-type: none"> <li>• 3 Months (Min 360 conduct hours or as specified in the curriculum)</li> <li>• 4 Months (Min 480 conduct hours or as specified in the curriculum)</li> <li>• 6 Months (Min 720 conduct hours or as specified in the curriculum)</li> <li>• 12 Months (Min 1440 conduct hours or as specified in the curriculum)</li> </ul> Note: same proportion shall apply to the training other than specified above.
11	Job Placement	Those Training Providers will be preferred who will facilitate Job placement, self-employment, and motivate for further education /skill development training.
12	Target Group and Eligibility of Admission	<ul style="list-style-type: none"> <li>• Age 18-35, unemployed youth having domicile &amp; CNIC of Sindh; and not availed any training under BBSYDP program earlier.</li> <li>• Must meet the entry requirements as specified in respective training curricula.</li> </ul>
13	Training Provider	Training Providers shall have: <ul style="list-style-type: none"> <li>• Valid NTN/FTN/SRB in the name of the training institute.</li> <li>• Audited financial statements for the last financial year of the Organization, preferably by a Chartered Account licensed with ICAP.</li> <li>• Relevant training experience and past performance.</li> <li>• Capabilities of training in respect of infrastructure are must to be available in training premises, workshops, laboratories, faculty, equipment/machines, teaching aids and other resources.</li> <li>• Capabilities of facilitation to provide post training employment with a justified proportion to the modes of employment mentioned in</li> </ul>



		<p>Annex-VI.</p> <ul style="list-style-type: none"> <li>• Separate bank account for funds to be provided by BBSYDP.</li> <li>• To allow BBSYDP assigned auditors to check the accounts opened for BBSYDP training, as and when required.</li> <li>• Not been blacklisted by any organization.</li> <li>• Testing / certification from relevant accrediting body.</li> </ul>
14	Selection of trades / courses / discipline	Training Providers may submit proposal for one or more trades from the suggested list (Annexure-II) separately.
15	Trainees per Class	Up to 30.
16	Schedule of Payment to Training Provider	As specified at Annexure-I
17	Training Cost	<p>The financial proposal will be based on training Cost of all expenditures including:</p> <ul style="list-style-type: none"> <li>• Administrative &amp; Trainers' remuneration</li> <li>• Consumable Training Materials <ul style="list-style-type: none"> <li>• Rent &amp; Utilities</li> <li>• Certification of Trainees</li> </ul> </li> </ul>
18	Trainee Support (Stipend & Dislocation allowance)	<p>Fixed Stipend</p> <ul style="list-style-type: none"> <li>• @ Rs. 2,500 per trainee per month.</li> <li>• @ Rs. 1000 per trainee per month as dislocation allowance to facilitate those candidates who will travel 70 kilometers[one way]or more to take training, in districts other than Karachi,</li> <li>• @ Rs. 3000 per trainee per month as dislocation allowance to facilitate those candidates who will move to Karachi to take training from their district of residence</li> <li>• Dislocation allowance will be paid to a trainee, upon furnishing of following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Domicile</li> <li><input type="checkbox"/> Copy of CNIC</li> </ul> </li> </ul>

4. **TECHNICAL PROPOSAL SUBMISSION FORM**

**PART TA: Information about Training Provider:**

Code	Required	Response
TA.1	Legal Name of Training Provider	
TA.2	Name of Consortium Partner(s), if any	
TA.3	Name of Owner / CEO / Director	
	Designation	
	Phone (Line/Cell)	
	Email	
	Fax	
TA.4	Name of the Institute / Organization	
	Postal Address (with Tehsil / Taluka)	
	Phone	
	Fax	
	E-mail	
	Website	
TA.5	Name of Focal Person (For BBSYDP Only)	
	Phone(Line/Cell)	
	E-mail	
	Fax	
TA.6	Areas of trainings offered (for which the institute is registered)	1.
		2.
		3.

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

**PART TB: Eligibility of Training Provider(Relevant documents must be attached).**

Code	Required Information	Response
TB.1	Name of Registration Body / affiliation / accreditation such as NAVTTC, STEVTA, TTB, SBTE, HEC, PEC, Companies registered under the Companies Ordinance 1982/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.	
TB.2	Valid Registration Certificate Number & Date of Registration (attach copy of registration /certification/affiliation).	
TB.3	Does the Curriculum of the applied training accredited by relevant authority? (attach copy)	
TB.4	National Tax Number or Free Tax Number in the name of organization (attach copy of certificate)	
TB.5	Sindh Revenue Board Registration Number (attach copy of certificate)	
TB.6	Audited Financial Statement of Last Year preferably by a Chartered Accountant Firm	
TB.7	Do you have experience of applied training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TB.8	Do you have relevant infrastructure and allied facilities of applied training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TB.9	Do you have job facilitation mechanism for graduates/trainees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TB.0	Have you previously worked with BBSYDP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TB.1	If yes, have your contract ever been cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TB.2	If yes, in which training period (mention dates):	
TB.3	Was the payment withheld for non-fulfillment of terms & conditions of contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TB.4	If yes, in which training period (mention dates):	

**PART TC: Technical Evaluation Form**

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

**TC.1** Relevant Experience & Past Performance (for each applied training, attach documentary evidence)

Max Marks = 20out of 100

Code	Required Information	Response
TC.I.1	Number of Years in the Relevant Training <i>(Max 4 Marks)</i>	
TC.I.2	Number of Branches/Campuses of Training Provider/ Institutes in Sindh imparting applied training. (Attach district wise list). <i>(Max 4 Marks)</i>	
TC.I.3	Number of Enrolled Trainees for current session <i>(Max 4 Marks)</i>	
TC.I.4	Number of Trainees so far graduated from the institute <i>(Max 4 Marks)</i>	
TC.I.5	List of Organizations / Clients which utilize services of your Institute / Organization <i>(Max 2 Marks)</i>	
TC.I.6	Is the Institute/ Organization pre-qualified by any Government department for offered trainings, if yes then list all such departments. Please use extra sheet if required. <i>(Max 2 Marks)</i>	

**TC.2** Infrastructure & Allied Facilities (for each applied training, attach documentary evidence).

Max Marks = 30 out of 100

Code	Required Information	Response
TC.II.1	Building: Location/Condition <i>(Max 2 Marks)</i>	
TC.II.2	Number of class rooms <i>(Max 4 Marks)</i>	
TC.II.3	Capacity of trainees per class room <i>(Max 4 Marks)</i>	
TC.II.4	Laboratory (if required)	<i>Max. Marks 10</i>
TC.II.5	Workshop (if required)	
TC.II.6	Computers	
TC.II.7	Multimedia Projector (if required) <i>(Max 2 Marks)</i>	
TC.II.8	Backup Generator (KVA) <i>(Max 2 Marks)</i>	
TC.II.9	Other facilities <i>(Max 6 Marks)</i> (Please check on all available)	<input type="checkbox"/> Drinking water <input type="checkbox"/> Washrooms/Sanitations <input type="checkbox"/> Common room(for girls) <input type="checkbox"/> Access to first Aid <input type="checkbox"/> Canteen <input type="checkbox"/> Any other(-----)

**TC.III Human Resource Capacity: (Use extra sheet if required)**

Max Marks = 30 out of 100

Sr. #	Name of Faculty/ HR	Designation	Qualification	Experience	Email	Cell #
	TC.III.1					
<b>A</b>	<b>Management Staff</b>					
1						
2						
	<i>Max. Marks:04</i>					
<b>B</b>	<b>Trainers / Instructors</b>					
	TC.III.2		TC.III.2.1	TC.III.2.2		
1						
2						
	<i>Max. Marks:</i>		<i>12</i>	<i>10</i>		
<b>C</b>	<b>Support Staff</b>					
	TC.III.3					
1						
2						
	<i>Max. Marks:04</i>					

- Note: Please attach CV supported with copies of testimonials duly attested.
- In case an Institute intends to change / replace a tutor after technical evaluation, it should inform and seek approval from BBSYDP; otherwise, it will be considered violation and manipulation of information provided to BBSYDP in RFP and may lead to black listing as per SPP Rules-2010.

**TC.IV Placement of Trainees (for each applied training)**

Max Marks = 10 out of 100

Code	Required Information	Response
TC.IV.1	Do you have dedicated placement staff? If answer is Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, provide details of the contact details of all placement staff (copy paste the below table if you have more than one staff)

S#	Contact Detail of Placement Staff (Max. Marks - 02)	Response
1	Name	
	Designation	
	Phone (Line/Cell)	
	Email	
	Date of Appointment	
2	Name	
	Designation	
	Phone (Line/Cell)	
	Email	
	Date of Appointment	

Provide details of employers in table below where your organization has placed its trainees in the past two year (add rows if necessary).

Sr. #	Name of Employer	Number of graduates placed (Max. Marks 6)	Name & Designation of the contact person	Mobile Number
	TC.IV.2	TC.IV.3	TC.V.4	TC.V.5
1				
2				

**Note: Attach list of graduates placed for each employer named above.**

**TC.V Financial Strength:**

Max Marks = 10 out of 100

**i. Value of Assets:**

Code	Required Information	Response (mention in PKR)
TC.V.1	Value of Assets (Max. Marks-5)	

**Note: Attach statement.**

**ii. Annual Turnover:**

Code	Required Information	Response (mention in PKR)
TC.V.2	Annual Turnover (Max. Marks-5)	

**Note: Attach statement.**

**PART TD: FORM FOR TRAINING COURSES APPLIED.**

Sr. #	Name and Address of Training Institutes/Campus	Trade (List attached at Annex-II)	Duration of Training	Number of Trainees per Class	Number of Classes / facilities available per Trade/Course	Total Trainees
	D.I	D.II	D.III	D.IV	D.V	D.VI
1						
2						
3						
4						
5						
Total						

- Note: Add more rows, if required

5. **Proforma Covering Letter for Submission of the Financial Proposal  
(to be used by training provider)**

Date: \_\_\_\_\_

To:

Program Officer (Procurement),  
PCU, BBSYDP  
3rd Floor State Life Building,  
Dr. Ziauddin Ahmed Road  
Karachi-Pakistan

Subject: Financial Proposal in Response to Advertisement No. INF/KRY/3381/15  
RFP Phase-VIII(2)

Dear Sir,

We offer to provide the services under **Skills for Employability 2015: [insert trade name]** in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of **[Insert amount(s) in words and figures]**, and per trainee per course training cost (exclusive of all taxes i.e. Sales Tax, Withholding Tax, Levies, etc.) is Rs. =-----.

Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal as indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution. We understand that you are not bound to accept any or all Proposals you receive.

We remain,

Yours sincerely,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015 \_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign proposal for and on behalf of \_\_\_\_\_

## 6. Financial Proposal

Name of Service Provider: \_\_\_\_\_

Address: \_\_\_\_\_

### 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.	
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> )	

Lead Organization		Consortium Partner	
Signature		Signature	
Name		Name	
Designation		Designation	
Date		Date	

**In case of consortium, this page must be signed by the head of the consortium partner also.**



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

<b>Code</b>	<b>Required Information</b>	<b>Mention cost per trainee per course</b>
FB.1	Administrative cost	
FB.2	Rent and 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	

<b>Lead Organization</b>		<b>Consortium Partner</b>	
Signature		Signature	
Name		Name	
Designation		Designation	
Date		Date	

**In case of consortium, this page must be signed by the head of the consortium partner also.**

SAMPLE FORM**CONTRACT**  
2015-16

This contract is made in Karachi on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**BETWEEN**

The Governor of Sindh (hereinafter referred to as the Government of Sindh (The Client), which term shall include his successors in office and assignees acting through the Provincial Coordinator Benazir Bhutto Shaheed Youth Development Program (a program under Benazir Bhutto Shaheed Human Resource Research & Development Board), Government of Sindh, 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 "TRAINING PROVIDER"), as the SECOND PARTY.

**WHEREAS**, the CLIENT required the services for following trainings & activities ancilliary thereto and the "TRAINING 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	Evening	Total	
1									
2									

**NOW THEREFORE the parties hereto hereby agree as follows**

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The Special Conditions of Contract;
  - (b) The following Appendices:
    - Appendix A: Description of Services/Work Specification
    - Appendix B: Reporting Requirements
    - Appendix C: Payment Conditions and Invoicing Details for Short Courses
    - Appendix D: Surety Bond
2. The mutual rights and obligations of the Client and the Training Provider shall be as set forth in the Contract, in particular:
  - (a) The Training Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) The Client shall make payments to the Training Provider in accordance with the provisions of the Contract.

---

Program Officer (Procurement)/  
Authorized Officer  
For and on behalf of  
Provincial Coordination Unit, BBSYDP  
Benazir Bhutto Shaheed Human Resource  
Research & Development Board  
Chief Minister's Secretariat, Sindh  
**THE FIRST PARTY.**

---

Authorized Representative/  
Focal Person  
For and on behalf of  
**"Training Provider",**  
**THE SECOND PARTY**

**WITNESSES**

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Program Officer (Concerned)  
Provincial Coordination Unit, BBSYDP  
Benazir Bhutto Shaheed Human Resource Research  
& Development Board  
Chief Minister's Secretariat, Sindh  
**THE FIRST PARTY.**

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Representative  
**THE SECOND PARTY**

## Special Conditions to BBSYDP Contract 2015-16

Clause No.	Clause Reference	Description
1	<b>General Provisions</b>	
1.1	Contract Name	The contract name is <i>Training Delivery Contract for Phase-VIII</i>
1.2	Interpretation of Terms in Contract	The Contract shall be interpreted in accordance with the laws of Pakistan.
1.3	Contract Language	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract
1.4	Correspondence Regarding 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, telex, telegram, or facsimile to such Party at the address</p> <p>The addresses are:</p> <p><b>Benazir Bhutto Shaheed Youth Development Program, Provincial Coordination Unit, 3<sup>rd</sup> Floor State Life Building # 3, Dr. Ziauddin Ahmed Road Karachi</b></p> <p><b>Attention: Provincial Coordinator</b>  <b>Telex: 021-99201005-7</b>  <b>Facsimile: 021-99201004</b></p> <p>Training Provider: _____            Attention: _____            Telex: _____            Facsimile: _____</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, whether in the province or elsewhere, as the Client may approve
1.6	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 Client or the Training Provider may be taken or executed by the officials as authorized hereunder:</p> <p>For the Client: Provincial Coordinator or his Representative</p> <p>For the Training Provider:</p>
2	<b>Effectiveness, Commencement, Execution and Completion of Contract</b>	
2.1	Contract Effectiveness	This Contract shall come into effect on----- 2015.
2.2	Pre Execution of Services	Before commencement of the Services, the Training Provider shall ensure preparation and submission to the Client for approval of the documents as prescribed at <b>Appendix 'A'</b> on the templates as provided at <b>Annexure-1 to Appendix 'A'</b> . The Services shall be carried out in accordance with the approved specifications as updated
2.3	Commencement Date	The Training Provider shall start carrying out the Services on-----2015
2.4	Completion Date	Unless terminated earlier pursuant to Clause 4.2 and 4.3 of this Contract, the Training Provider shall complete the activities by the Intended Completion Date, -----2015. If the Training Provider does not complete the activities by the Intended Completion Date, the forfeited payment percentage ( <b>Appendix 'A'</b> ) shall be withheld as liquidated damage.
3	<b>Obligations of the Training Provider</b>	
3.1	Prohibition of Conflicting Activities	<p>Neither the Training Provider nor the Personnel shall engage, either directly or indirectly, in any of the following activities:</p> <p>During the term of this Contract, any business or professional activities which would conflict</p>



## Description of Services/Work Specification

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

**i. Before start of training:**

- a. Engage well qualified faculty,
- b. Prepare Training Plan (for each trade) on prescribed template (**Annexure 1 to Appendix 'A'**) along with training manuals / modules and evaluation & testing tools to trainers, and same should also be made available to the Client. Moreover, Training Plan shall be displayed and maintained at the institute.
- c. Ensure that the classrooms and labs are properly ventilated and equipped with requisite equipment and material. Additionally, facilities of drinking water, power backup (mandatory for all trainings mainly dependent on electricity) and Clean and sanitized lavatories should also be ensured.
- d. Verify documents including CNIC, Testimonials, Domicile, and Photograph of the trainee.
- e. Upload on web portal data of registered trainees.
- f. Timely issuance of Offer letter; receiving the acceptance thereof and ID card of the Trainee. Training manuals and modules along with Training Plan shall be provided to all trainees.
- g. Submit Authentication Certificate, with the list of registered trainees duly signed & stamped and counter signed by DMC concerned (after physical verification of each trainee).

**ii. Within a Month of the Inception of Training:**

Facilitate trainee in:

- a. Opening of bank accounts through traditional “Branch / Regular banking” or
- b. Fulfillment of the procedural requirement and facilitation regarding “Branchless Banking” or any other arrangement by or on behalf of the Client, as prescribed for the purpose of stipend disbursement.

**iii. During the Training:**

**a. Record Maintenance:**

- i. Muster Rolls for daily attendance of Trainees and Trainers, Hard copies and Soft data for Clients Record.
- ii. Weekly / fortnightly / monthly tests conducted

Clause No.	Clause Reference	Description
		with the activities assigned to them under this Contract.
3.2	Confidentiality	During the term of this Contract and after the termination, Training Provider shall not disclose any proprietary or confidential information related to this contract or the Client's business or operations without the prior written consent of the Client, nor shall the Training Provider and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
3.3	Training Provider's Actions Requiring Client's Prior Approval	The Training Provider shall obtain the Client's prior approval in writing 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
3.4	Reporting Obligations	The Training Provider shall submit to the Client the reports and documents specified in <b>Appendix 'B'</b> , in the numbers, and within the periods set forth in the said Appendix.
3.5	Surety Bond	The Training Provider shall provide a surety bond to abide by all clauses of this Contract, on the template at <b>Appendix 'D'</b> .
4	<b>Contract Management &amp; Termination</b>	
4.1	Monitoring of Services	The principle and modalities of monitoring of the Services by the Client are as follows: <i>i. Through Management Information System (MIS) Portal for attendance and other necessary information</i> <i>ii. Through Officers of Client</i> <i>iii. Through Third Party Validation firm</i>
4.2	Non Compliance/Non-performance of Agreed Standards	Failure to complete the contract obligations as initially agreed, coupled with a failure to respond to a written intimation within the specified amount of time, shall call for actions as specified in para x, in <b>Appendix 'A'</b> .
4.3	Termination of Contract	Either party can terminate contract with one month notice by giving cogent reasons. Notwithstanding anything contained in this clause, the Client may terminate: (a) if the Training Provider does not remedy a failure in the performance of its obligations under the Contract, within fifteen (15) days after being notified or within any further period as the Client may have subsequently approved (b) the Training Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days
5	<b>Payments to the Training Provider</b>	
5.1	Type of Contract	The Training Provider's payments shall not exceed the Contract Price and shall be a fixed lump-sum including all other costs incurred by the Training Provider in carrying out the Services described in <b>Appendix 'A'</b> .
5.2	Payments to the Training Provider	Payments will be made to the Training Provider according to the payment schedule stated at <b>Appendix 'C'</b> and submission of the invoices given on the template at <b>Annexure 1 to Appendix 'B'</b> .  The amount paid for registration for International Certification, shall be reimbursed as detailed in Appendix 'C' to this Contract.
6	<b>Settlement of Disputes</b>	
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 in accordance with Arbitration Act 1940, as applicable in province of Sindh.

**vii. Facilitation to Third Party Validation:**

Immediate Compliance when intimated by the Client/Contacted by such firm with an authorized letter from the Client: Cooperate, extend assistance for carrying out Third Party Validation of BBSYDP trainings and provide all assignment specific documents to the Third Party as prescribed by The Client.

**viii. Employment Facilitation and Verification:**

- a. **Training Provider** will facilitate the graduate trainees for employment / self-employment / further education duly verified by the client.
- b. The mode for employment facilitation as “Continuing Education” shall only be allowed up to the level of 40% from overall reported/verified percentage/status of job facilitation, within 90 days of the completion of the training
- c. In case employment status cannot be verified, the status will be shared with **Training Provider** to update the report and resubmit the new status within a week’s time.
- d. If required, the observation / report of the Third party shall be shared with the **Training Provider** by the Client, for justification on correction / review/revision in the report. The revised information by the Training Provider shall be treated final for validation by the Third Party, and the findings / observations of the Third Party on revision shall be treated as final and acceptable for the Training Provider.

**ix. Leave to Trainees:**

- a. Any kind of leave other than serious illness must be discouraged. However, the trainees can 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 can be availed in unavoidable circumstances. Such leave will be sanctioned by the DPC (PSTW).

**x. Non Performance of Agreed Standards/Dissatisfaction:**

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

**a. Issuance of Letter for Unsatisfactory Performance:**

A notice for unsatisfactory performance (giving seven days’ time for remedy) shall be served upon the Training Provider indicating all or any of the below mentioned critical areas, if rated below the cut off Level (in table 5 of PMR proforma), during the monitoring of the training:

<i>Critical Area</i>	<i>Cut Off Level (out of 5 marks)</i>	<i>Proportion of Forfeiture</i>
<i>i. Trainer's capacity / delivery</i>	<i>Cumulatively less than 9 marks</i>	<i>23.08</i>
<i>ii. Training manual / book / literature</i>		<i>23.08</i>
<i>iii. Training material, machines and equipment</i>		<i>23.08</i>
<i>iv. Learning climate (building, electricity, fans, furniture)</i>	<i>Cumulatively less than 4 marks</i>	<i>15.38</i>
<i>v. Facilities (washroom, power backup, water, cleanliness etc)</i>		<i>15.38</i>



- iii. Visits paid by the client's representative.
  - iv. Upload attendance of trainees on day to day basis(or any other time as agreed with the Client).
- 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 prior approval of The Client.
- c. **Facilitation to the Trainees:**  
Motivate and facilitate trainees to achieve overall training specific outcomes. 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 (maximum to be distributed equally between six (6) or five (5) days in a week with prior information to the Client. These classes shall preferably be conducted during the working hours of the Government of Sindh.
  - 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 with prior information to the Client.
- v. **Determination of Number of Trainees for Stipend & Training Cost:**
- a. To determine number of trainees present in the training, the Training Provider is required to register them and record their attendance on Web Portal of the Client and verified by PMRs.
  - b. The trainee(s) whose attendance is reportedly less than 60% for two consecutive months shall be expelled from training by the Training Provider under intimation to the Client.
- vi. **Certification of Trainees:**
- a. **Training Provider** shall register the valid trainees with the external authorized certifying agency.
  - b. Award of requisite certificate in a certificate awarding ceremony/ graduation ceremony within a month of the completion of training or as committed by certifying agency.
  - c. Maintain video record of certificate awarding ceremony/graduation ceremony.



Government of Sindh  
 Chief Minister's Secretariat, Sindh  
**Benazir Bhutto Shaheed**  
**Youth Development Program,**  
 (Mega Initiative Addressing Poverty and Unemployment Through Skill Development)



**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	PO's / DMC's Signature and Cumulative Completion %age (upto visit date)
1	1 <sup>st</sup> July, 2015	Abc	2	$2/17 \times 100 = 11.77\%$			
2	2 <sup>nd</sup> July, 2015	Def	4	$4/17 \times 100 = 23.53\%$			
3	3 <sup>rd</sup> July, 2015	Ghi	1	$1/17 \times 100 = 5.88\%$			
4	4 <sup>th</sup> July, 2015	Jkl	5	$5/17 \times 100 = 29.41\%$			
5	6 <sup>th</sup> July, 2015	Mno	3	$3/17 \times 100 = 17.65\%$			
6	7 <sup>th</sup> July, 2015	Pqr	2	$2/17 \times 100 = 11.75\%$			
<b>Total (at the end of course)</b>			<b>17</b>	<b>100%</b>			

**Scale to give weight**

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

Principal  
 (Signature & Stamp)

**b. Show Cause Notice for Forfeiture:**

In case of non-compliance and no or unsatisfactory response; and upon lapse of the time given for remedy through first notice, a notice for forfeiture of training cost proportionate to the default area as defined in the table in x(a) above (giving seven days' time for remedy) may be issued.

**c. Final Show Cause Notice for Termination of Contract and Disqualification of Training Provider:**

If the Training Provider at default fails to remedy the situation within stipulated time (fifteen days) after receiving notice to perform its obligations via courier, appointed official (return receipt requested) and noncompliance is continued, a Final Show Cause Notice will be issued.

Applicability of Clause 4.3, Special Conditions of this Contract, shall be extended to the Training Provider with the amount withheld as liquidated damage. Thereafter, the Training Provider shall be disqualified through a notification to enter into future training contract for minimum one subsequent batch.

## Invoice Template

# Invoice

NAME OF INSTITUTE: \_\_\_\_\_  
Address: \_\_\_\_\_  
District: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Focal Person's Name: \_\_\_\_\_  
Cell # \_\_\_\_\_

Invoice No / Installment No: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Provincial Coordinator, BBSYDP  
Benazir Bhutto Shaheed Human Resource Research & Development Board  
3<sup>rd</sup> Floor, 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)
	<b>Grand total</b>						

(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**



Government of Sindh  
Chief Minister's Secretariat, Sindh  
**Benazir Bhutto Shaheed**  
**Youth Development Program,**  
(Mega Initiative Addressing Poverty and Unemployment Through Skill Development)



Appendix 'B'  
to  
BBSYDP Contract  
2015-16

## Reporting Obligations

### **i. Instructions on Technical Reporting:**

- a. The “**Training Provider**” undertakes to produce reports, as specified in Clause 3.4, Special Conditions of this Contract, along with course completion report and any other reports as and when required by the Client. These reports shall be submitted in soft (electronic form) and hard copies, duly signed and stamped, to the Client.
- b. All acts of deliberate misreporting shall be dealt in accordance with the Clause 4.2 and 4.3 Special Conditions of this 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
- 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 Training Provider is unable to meet the requisite deliverables within stipulated time; s/he should intimate the Client to that effect with justification.

<b>Installment</b>	<b>Invoice Share</b>	<b>Distribution and Conditions for Training Provider</b>
Fourth / Final Installment	20%	<p><b>10% Cost:</b></p> <ul style="list-style-type: none"> <li>i. Completion of 100% curriculum</li> <li>ii. Certification of trainees as per para (vi) Appendix A of this contract</li> <li>iii. After submission of all previous month wise attendance.</li> </ul> <p><b>10% Cost:</b>  Upon facilitation for employment to at least 40% of graduated trainees.  <i>(Above condition for payment of 10% of Fourth / Final Installment shall not be applicable on Training Institutes/Entities Owned and Managed by Provincial and Federal Government)</i></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 training cost of registered trainees will be withheld from the payment of first installment. The same will be refunded after 90 days of fulfillment of contractual obligations by the Training Provider.
- c. **Final installment** shall be withheld until:
  - i. The “Training Provider” submits periodical reports as per requirements of this contract along with supporting documents
  - ii. All submitted reports shall be verified by the Client / Third Party Validator.
- d. The training cost and stipend are not interdependent, hence these may vary from case to case basis.
- e. All the above **payments including registration** are subject to verification through PMRs. For the 1<sup>st</sup> installment client will consider the best PMR for the period (+5%) and average attendance in the PMRs (+10%) for remaining installments, not exceeding allocation in the contract.
- f. In case of **non-validation of training by the third party validator**, fourth/final installment of the training cost along with performance securities shall be forfeited.
- g. **All payments** shall be made by the Client to the “Training Provider” in Pak. Rupees, on production of invoices (in duplicate) and on the basis of actual numbers of trainees as defined at para(v) Appendix-A to the Contract.

### Payment / Financial Conditions

Installment	Invoice Share	Distribution and Conditions for Training Provider
1 <sup>st</sup> Installment	20%	<ul style="list-style-type: none"> <li>i. Upon enrollment and registration of BBSYDP trainees, duly verified by NADRA along with furnishing of training plan to the trainees and Client (Issue of offer letters, ID Cards &amp; training material / books)</li> <li>ii. 10% completion of curriculum</li> </ul>
2 <sup>nd</sup> Installment	30%	<p><b>05% Cost:</b> Upon evidence of opening of bank accounts of trainees in the designated banks and uploading the same on BBSYDP web portal.</p> <p style="text-align: center;">Or</p> <p>In case of disbursement of stipend through branchless banking, facilitation for opening of branchless banking accounts and physical verification of trainees.</p> <p><b>25% Cost:</b></p> <ul style="list-style-type: none"> <li>i. Upon completion of 50% curriculum.</li> <li>ii. After submission of all previous month wise attendance.</li> </ul>
3 <sup>rd</sup> Installment	30%	<p><b>10% Cost:</b> Upon registration of BBSYDP trainees with certifying agency / Board.</p> <p><b>20% Cost:</b></p> <ul style="list-style-type: none"> <li>i. Upon completion of 75% curriculum.</li> <li>ii. After submission of all previous month wise attendance.</li> </ul> <p>(For payment of 10% of third Installment above, in case of International Certification, the amount paid for registration shall be reimbursed at the prevailing rate, as determined by the certificate awarding body; on the basis of the number of trainees (as evident in the list attached with invoice) who have qualified for and shall receive such certification).</p>

**Name of Trades and Discipline for Training Program**

1. **Information & Communication Technology** [ Specialized Courses].
2. **Banking, Accounting & Auditing**[Cash Teller, Micro financing etc].
3. **Commerce Services**[Office Management Skills, Office Management assistant, Secretarial studies].
4. **Sales & Marketing** [Export Import Documentation, Clearing & Forwarding, Retail operations etc].
5. **Health** [B.S Nursing, R. Nursing, lab/OT technician, Dispenser ,Blood banking, X-Ray Technician, ECG technician ,Ultrasound technician ,Physiotherapist etc].
6. **Chemical**[Industrial chemical manufacturing, Maintenance & repairs of Pressure, Flow, temperature & level of instruments, Chemical plant maintenance].
7. **Maintenance Technology**[Welder, Machinist cum metal Worker, Computer aided inspection, Wireman cum electrician, Electronic Equipment Repair, CNC Machine Operator, Home Appliances Repair, PLC, HVACR, AC Mechanic, etc].
8. **General Airline Services**
9. **Mechatronics** [Auto Mobile repair & manufacturing(Diesel/Petrol),Auto & Farm Machinery, Auto Electricians, Painters, AC Mechanic ,Motor Cycle Mechanic ,Gear Manufacturing Mechanic, UPS maintenance & repairing, Generator Mechanic, RAC Mechanic].
10. **Fisheries Processing & Preservation.**
11. **Livestock** [Poultry, Hatchery].
12. **Glassware**[Kiln formed glass, glass cutting & polishing, glass craftsman].
13. **Quantity Surveying.**
14. **Agro & Horticulture** [Backyard Farming & Floriculture, Farm Manager, Agro Mechanical, Operators, sprinkle, Drip Irrigation, Pest Management ,Citrus Crop Management etc].
15. **Home Decor** [Home Made Products, Handicrafts].
16. **Personal Services**[ Beautician- Application and use of skin care and cosmetic products, General beauty care, Hair cutting, styling, coloring and treatment techniques].
17. **Garment / Apparel & Fashion Designing** [Tailoring, Stitching, Fashion Designing, hand & machine Embroidery, Pattern Cutting and Grading, Shoes Designing & Modeling etc]
18. **Education** [Early Childhood Education, Montessori Teaching ,Curriculum development, School Management].
19. **Call center Assistant.**
20. **Hospitality**[Household Assistant-General, Kitchen & Services, Bell boy, household elderly care, Infirm Adult care, Hotel billing, Public Area Supervisor, House Keeping, etc].
21. **Food & Beverage Industry**[Meat Technology, Chef, Cook, Elementary Food Preservation, Waiter, Professional Cooking, Wrapper / Wrapping Machine Operator etc].
22. **Electronic / Print Media** [FM Technicians, Professional Cameramen, Video graphy, Computer Operator cum Sub Editor,
23. **Communication** [Typist (Urdu, English, Sindhi), interpréter, etc].
24. **Processing Technology** [Leather / Plastic / Synthetic Fiber].
25. **Pottery & Ceramic Design.**
26. **Stone Masonry** [Marble & Mosaic Cutting/ Polishing, Coal, Mining Plants & Machine Operating
27. **Security Sector** [Security guards, equipment operators etc].
28. **Oil & Gas Sector** [exploration and drilling, use of heavy machinery].
29. **Textile** [Production management, International Marketing & Merchandising, Garment Machine Mechanic, Industrial Sewing, , Weaving Operator, Quality Control & Quality assurance, wet processing, Apparel factory Management ,Fabrication process etc.]
30. **Pharmaceuticals.**



**SURETY BOND**

I \_\_\_\_\_, S/o, D/o. W/o. \_\_\_\_\_ CNIC # \_\_\_\_\_  
Proprietor / Director/Owner of M/s. \_\_\_\_\_, having  
Training Institute / Organization at \_\_\_\_\_ undertake  
that I will abide by all clauses of the Contract and fulfill **the responsibilities of Training  
Institute / Provider** as reflected in **Appendix - I** which is an integral part of this contract,  
made between PCU-BBSYDP and my Training Institute / Organization.

In case of non-compliance/ failure in implementation of the training program, Training Costs  
or part thereof may be with-held by the PCU-BBSYDP and / or I may be liable to pay  
damages as determined by the Government.

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

\_\_\_\_\_  
Program Officer (Procurement),  
Provincial Coordination Unit, BBSYDP  
Benazir Bhutto Shaheed Human Resource  
Research & Development Board  
Chief Minister's Secretariat, Sindh  
**OF THE FIRST PART.**

\_\_\_\_\_  
--  
Training Institute / Organization  
**OF THE SECOND PART**

**MARKING KEY FOR TECHNICAL PROPOSAL OF RFP PHASE VIII (2)**

Code	Required Information	Total Marks	Marks Obtained
<b>C.I</b>	<b>Relevant Experience &amp; Past Performance (for each applied training, attach documentary evidence)</b>	<b>20</b>	
C.I.1	Number of Years in the Relevant Training	04	
	<i>Marking Key:</i> 2 years in relevant training field: 01 More then 2 years and less then 4 years: 02 More then 4 years and less then 6 years: 03 More then 6 years: 04		
C.I.2	Number of Branches/Campuses of Training Provider/ Institutes in Sindh imparting applied training.	04	
	<i>Marking Key:</i> 2 Branches / Campuses: 01 More then 2 and less then 4: 02 More then 4 and less 6: 03 More then 6: 04		
C.I.3	Number of Enrolled Trainees for current session	04	
	<i>Marking Key:</i> 100 trainees enrolled in current session: 01 300 and more then 100: 02 600 and more then 300: 03 More then 600: 04		
C.I.4	Number of Trainees so far graduated from the institute	04	
	<i>2 Marking Key:</i> 200 trainees graduated in: 01 500 and more then 200: 02 1000 and more then 500: 03 More then 1000: 04		
C.I.5	List of Organizations / Clients which utilize services of your Institute / Organization	02	
	<i>Marking Key:</i> 2 organization: 01 More then 2 and less then 4: 02 More then 4 and less 6: 03 More then 6: 04		
C.I.6	Is the Institute/ Organization pre-qualified by any Government department for offered trainings, if yes then list all such departments.	02	
	<i>Marking Key:</i> 2 Government Departments: 01 More then 2 and less then 4: 02 More then 4 and less 6: 03 More then 6: 04		
<b>C.II</b>	<b>Infrastructure &amp; Allied Facilities (for each applied training, attach documentary evidence).</b>	<b>30</b>	
C.II.1	Building: Location / Condition	02	
	<i>Marking Key:</i> Easy execs and furnished location: 02 Only furnished location; 01		

31. **Wood Work & Furniture Making.**
32. **Transport** [light and heavy vehicle drivers and ticket collectors].
33. **Heavy Duty Mechanics/Operator** [Bulldozer/Excavator, Shovel, Crane, fork lifter and Rig etc]
34. Sericulture.
35. **Bio-Medical Equipment Repairing.**
36. **Construction** [Plant & Machine operator, masonry, Electrician, Painter, Tile Fixer, carpentry, Plumber& Sanitary Installer, Steel Fixer, Shuttering Carpenter, Aluminum& Steel Fabricator, Wood Craftsmanship, Elevator Technician Interior Design etc.]
37. **Ship Building and Ship Breaking** etc.
38. **Sugar Industry, Date Palm Industry. Fertilizers Industry**
39. **Telecommunication Industry**[ DTH Installation technician, Wireless engineering]
40. **Culture & Tourism**[Tourism service Technician, Tour Operator, Reception Service, Tourism Management, Accommodation Operations, etc]
41. **Manufacturing of Sports goods**
42. **Renewable Energy** [Wind Mills, Solar energy and other alternative energy training]

Code	Required Information	Total Marks	Marks Obtained
C.III.2.2	Experience	10	
	<i>Marking Key: 2 to 5 years in relevant training field: 05 More than 5 years: 10</i>		
C.III.3	Support Staff	04	
	<i>Marking Key: 2 to less than 5 staff members: 02 5 and more than staff members: 04</i>		
<b>C.IV</b>	<b>Placement of Trainees</b>	<b>10</b>	
C.IV.2	Contact details of all placement staff	02	
	<i>Marking Key: 2 placement staff: 01 More than placement staff: 02</i>		
C.IV.3	Graduate placement as employee	08	
	<i>Marking Key: 100 graduates employee: 02 300 and more than 100: 04 500 and more than 300: 06 More than 500: 08</i>		
<b>C.V</b>	<b>Financial Strength</b>	<b>10</b>	
C.V.1	Value of assets	05	
	<i>Marking Key: 5 million to less than 10 million: 01 10 million to less than 15 million: 02 15 million to less than 20 million: 03 20 million and less than 25 million: 04 25 million and above: 05</i>		
C.V.2	Annual Turnover	05	
	<i>Marking Key: 5 million to less than 10 million: 01 10 million to less than 15 million: 02 15 million to less than 20 million: 03 20 million and less than 25 million: 04 25 million and above: 05</i>		
<b>Grand Total</b>		<b>100</b>	
<b>Category</b>			