

**National Vocational & Technical Training Commission  
Pakistan  
(NAVTTTC)**



**Tender Document  
for  
TRACER STUDIES, THIRD PARTY EVALUATION,  
MONITORING AND EVALUATION, IMPACT  
EVALUATION AND DATA COLLECTION**

**Submission of Bids Upto:  
(Date: 27-11-2023 at Time: 3:00 PM)  
Opening of Bids: (Date: 27-11-2023 at Time: 4:00 PM)**

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GOVERNMENT OF PAKISTAN  
NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION  
NAVTTTC Headquarters, Plot 38, Kirthar Road, Sector H-9/4, Islamabad  
051-9044300, 051-9206638, <http://navttc.gov.pk>



**TENDER NOTICE**

National Vocational & Technical Training Commission (NAVTTTC), Government of Pakistan, management invites sealed proposals through Two Stage Two Envelope Bidding Procedure as per Rule-36(d) of PP Rules, 2004 from interested and registered firms for the “**Tracer Studies, Third Party Evaluation, Monitoring and Evaluation, Impact Evaluation and Data collection**” for TVET sector across Pakistan, including Gilgit-Baltistan and Azad Jammu & Kashmir, for NAVTTTC executed programmes.

2. The interested bidders must be technically sound and registered with respective taxation and other relevant authorities in Pakistan (with valid NTN and STRN). They should possess the relevant experience and proven track record for “Tracer Studies, Third Party Evaluation, Monitoring and Evaluation, Impact Evaluation and Data collection” including process and impact evaluation, tracer studies through research and data analysis etc. The bidder shall demonstrate the capacity to complete the requisite tasks / assignment of NAVTTTC’s skill development programmes and also suggest practical and effective ways and means for improvements on the basis of evidence, data and research.

3. The comprehensive proposal should be submitted at the following address on the prescribed tender document by **27-11-2023 at 3:00 PM**, which will be opened on same date at **4:00 PM** in presence of the bidders / their representatives. The bid document can be obtained from this office (free of cost) or downloaded from our website: <http://navttc.gov.pk> and <http://www.ppra.org.pk>. Incomplete proposals or late submissions shall not be entertained.

**Director General (P&D)**  
Ph: 051-9044307

**Section 1.**  
**Letter of Invitation**



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## SECTION 2

### Instructions to Bidders (ITB)

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## Instructions to Bidders (ITB)

<b>A. GENERAL TERMS</b>	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements mentioned in this document/ITB, including any amendments made in writing subsequently by “National Vocational &amp; Technical Training Commission” management (Hereinafter NAVTTC). (Purchaser). This ITB will be governed under Public Procurement Rules, 2004, especially Rule 36, as amended from time to time; and the instructions of the Government of Pakistan / NAVTTC Board of Management, received at any time, until the completion of the assignment/project.</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by NAVTTC management. NAVTTC is under no obligation to award a contract to any Bidder.</p> <p>1.3 NAVTTC management reserves the right to cancel the procurement process, at any stage without assigning a reason, before award of contract, without any liability/cost of any kind for NAVTTC, upon notice to the bidders or publication of cancellation notice on NAVTTC website.</p>
2. Fraud & Corruption, unethical practices	<p>2.1 NAVTTC strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices. NAVTTC requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/ vendors shall not offer gifts or hospitality of any kind to NAVTTC staff members, or anyone claiming to act on its behalf.</p> <p>2.3 In pursuance of this policy, NAVTTC management:</p> <ul style="list-style-type: none"> <li>(a) Shall reject a bid, if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>(b) may declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract, if at any time NAVTTC management determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a NAVTTC contract.</li> </ul>
3. Eligibility	<p>3.1 A vendor should not have been suspended, debarred, or otherwise identified as ineligible by any Government/ Semi-government/ or any other international Organization. Vendors are therefore required to disclose to NAVTTC, if they are subject to any sanction or temporary or permanent suspension imposed by any organizations.</p> <p>3.2 It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/ or their employees meet the eligibility requirements as established by NAVTTC management.</p>
4. General Terms	<p>4.1 The Bidder should be registered with FBR / Sales Tax / Income Tax Department.</p> <p>4.2 An affidavit on legal stamp paper worth Rs. 100 to the effect that the Bidder has not been blacklisted by any Government/ semi Government organization.</p> <p>4.3 An affidavit that there is no litigation with Government Organizations by or against the firm.</p>

<b>B. PREPARATION OF BIDS</b>	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The scope of work / deliverables are given in Section 5 of this ITB Tender Document.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the NAVTTC accordingly.</p>
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/ or submission of the Bid, regardless of whether its Bid is selected or not. NAVTTC shall not be responsible or liable for any costs or liability, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any, and all related correspondence exchanged by the Bidder and NAVTTC, shall be written in the English / language(s) specified by NAVTTC.
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms, which details are provided in this BDS / Tender document:</p> <ul style="list-style-type: none"> <li>a) Documents establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid; for all the activities and deliverables mentioned in this document and its attachments.</li> <li>c) Financial Bid, on the basis of cost estimation for all the activities and deliverables mentioned in this document and its attachments.</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
9. Documents for Eligibility and Qualifications	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, while providing documents required in this TENDER DOCUMENT. In order to award a contract to a Bidder, its qualifications must be to NAVTTC's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit the Technical Bid, as per the guidelines given in this TENDER DOCUMENT.</p> <p>10.2 Samples of items or the work plan, when required as per Section 5, shall be provided within the time specified, and unless otherwise specified by the Purchaser in writing, at no expense to the NAVTTC. If not destroyed/damaged by testing, the samples may be returned at Bidder's request and expense, unless otherwise specified by NAVTTC.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training program available for the maintenance and operation of the equipment/services/system or work plan/processes, offered to the NAVTTC staff. Unless otherwise specified, such training as well as training materials shall be provided in English / the language of the Bid, as specified in this BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall ensure availability of spare parts and Licensed software of all the Lab equipment/services or solutions/data supplied by the bidders for a period of at least three (3) years from date of commissioning, or as otherwise specified in this ITB or as approved by NAVTTC management.</p>

11. Price Schedule	<p>11.1 The Price Schedule / Financial should be quoted by vendor, in separate envelope as per PP Rule 36 (d) for all the activities and deliverables/services mentioned in this document and its attachments. (Details available)</p> <p>11.2 Any requirement/equipment/services etc described in this ITB, but not priced in the Price Schedule, shall be assumed to have been included, and its cost included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for the duration as referred in BDS.</p> <p>12.2 The Bid Security shall be included and provided, along with the Bid. If Bid Security is not found in the Bid, the Bid shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by NAVTTC management, the Bid shall be rejected.</p> <p>12.4 The Bid Security shall be forfeited by NAVTTC, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ol style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ol style="list-style-type: none"> <li>i. to sign the Contract after NAVTTC has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that NAVTTC may require as a condition precedent to the effectivity of the contract, that may be awarded to the Bidder.</li> </ol> </li> </ol>
13. Currencies	<p>13.1 All prices shall be quoted in Pakistan Rupees.</p> <p>13.2 If required by NAVTTC management, NAVTTC may convert the currency quoted into the currency indicated in BDS, in accordance with the prevailing Inter Bank rate of exchange, at any time before award of contract.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association, jointly and severally, which shall be evidenced by an intent letter or an Agreement among the legal entities duly notarized, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between NAVTTC and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered, without the prior written consent of NAVTTC management.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein, in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement or Intent Letter. All entities that comprise the JV, Consortium or Association shall be cumulatively subject to the eligibility and technical qualification assessment by NAVTTC as defined in Section 4: Evaluation Criteria.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience / projects / initiatives, should clearly differentiate between:</p>



	<p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately, but who are permanently or were temporarily associated with any of the member firms may not be claimed as the experience of the JV, Consortium or Association or those of its members, unless NAVTTC management permits it in its discretion.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders may be rejected, if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>c) they have the same legal representative for purposes of this ITB; or</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process.</p> <p>e) This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by NAVTTC and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid, without any change, including the availability of the Key Personnel.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, NAVTTC may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid, unless agreed by NAVTTC.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid may not be further evaluated in sole discretion of NAVTTC management.</p>
19. Amendment in ITB	<p>19.1 At any time prior to the deadline of Bid submission, NAVTTC may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB, and then the Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, NAVTTC may, in its discretion, extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or</p>

	<p>justifications are clearly established, NAVTTC management, in its sole discretion, reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/ alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid”.</p> <p>20.3 Alternative cost effective solution is allowed, with same scope of work.</p>
21. Pre-Bid Conference	<p>21.1 When considered appropriate and if required in NAVTTC discretion, a pre-bid conference may be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email/mail. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/ posted in writing as an amendment to ITB.</p>
<b>C. SUBMISSION AND OPENING OF BIDS</b>	
22. Bid Proposal Submission	<p>22.1 The Bidder shall submit a duly signed, and with all pages numbered, complete Bid, in an Outer Envelope sealed and marked as per ITB 22.7, and in accordance with <b>PP Rule 36(d) Two Stage–Stage Two Envelope Bidding Procedure</b>. All bidders are expected to carefully read the provisions of PP Rules and submit proposal accordingly.</p> <p>22.2 The Bidder shall submit a Technical Proposal in accordance with requirements in the BDS, and it shall be marked as “<b>Technical Proposal</b>”, along with necessary, as well as supporting documents, as required in this TENDER DOCUMENT.</p> <p>22.3 Technical Proposal shall be evaluated in accordance with the specified evaluation criteria. It may be discussed with the bidders for the completeness of the offered solution, in sole discretion of NAVTTC management. Whereas the bidder may be given opportunity to present their solution in accordance to the vision, objective and scope of this Bid of NAVTTC.</p> <p>22.4 Bids can be delivered either personally, or by courier, as specified in the BDS.</p> <p>22.5 The Bid shall be signed by the Bidder or person(s) fully duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.6 Bidders must be aware that the act of submission of a Bid, in and of itself, shall be taken as confirmation that the Bidder fully accepts the General Contract Terms and Conditions.</p> <p>22.7 Hard copy submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) The signed Bid shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>(b) The Bid Proposals must be sealed and submitted in an envelope, which shall: <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder.</li> <li>ii. Be addressed to NAVTTC as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> </li> </ol>

	<p>If the envelope with the Bid is not sealed and marked as required, NAVTTC shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by NAVTTC in the manner and no later than the date and time specified in the BDS. NAVTTC shall only recognize the actual date and time that the bid was received by NAVTTC.</p> <p>23.2 NAVTTC shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid, after it has been submitted at any time, prior to the deadline for submission.</p> <p>24.2 A bidder may withdraw, substitute or modify its Bid, by sending a written notice to NAVTTC, duly signed by an authorized representative, including a Power of Attorney. The corresponding substitution or modification of the Bid, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 Bids requested to be withdrawn may be returned unopened to the Bidders, except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 The Tender Committee constituted in writing by NAVTTC management, shall open the Bid in the presence of Bidders’ representative(s) who choose to attend.</p> <p>25.2 The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/ seals, the number of folders/ files and/or any such details as NAVTTC management may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In case of public holiday on bid opening day, bids will be opened on next working day, at the same time.</p>
<b>D. EVALUATION OF BIDS</b>	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder to influence NAVTTC in the examination, evaluation and comparison of the Bids or contract award decisions may, in sole discretion of NAVTTC management, result in the rejection of its Bid and may inter-alia be subject to any consequences.</p>
27. Preliminary Examination	<p>27.1 NAVTTC management shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used in technical proposal. NAVTTC management reserves the right to reject any Bid at any stage, without assigning a reason.</p>
28. Evaluation of Eligibility	<p>28.1 Eligibility and Technical Qualification of the Bidder shall be evaluated against the Minimum Eligibility/ Qualification requirements specified in the Section 4: Evaluation Criteria.</p>

and Technical Qualification	<p>28.2 In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the list of blacklisted or barred companies published on PPRA website or by NAVTTC, or any federal or provincial government department;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments.</li> <li>d) They have the necessary experience, technical expertise, production capacity/delivery/procurement capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/ or services required;</li> <li>e) They are able to comply fully with the NAVTTC General Terms and Conditions of Contract.</li> <li>f) They do not have a history of court/ arbitral award decisions;</li> <li>g) They have a record of timely and satisfactory performance with their clients.</li> <li>h) All other eligibility criteria mentioned in these Tender Documents.</li> <li>i) The State Owned Entities may be dealt under PPRA Rule 42 (f).</li> </ul>
29. Evaluation of Bid Proposals	<p>29.1 The Technical Committee constituted in writing by NAVTTC management, shall review and evaluate the Technical Bids, on the evaluation criteria, and on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS, other ITB documents, and as per PPRA Rules.</p> <p>29.2 If necessary, in NAVTTC management opinion, NAVTTC may invite technically responsive bidders for a presentation related to their technical Bids. Moreover, NAVTTC officers, if required, may visit bidders' premises to ascertain their capacity / capability and system/equipment/services being proposed.</p>
30. Due diligence	<p>30.1 NAVTTC reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder.</li> <li>b) Validation of extent of compliance to this ITB requirements and evaluation criteria.</li> <li>c) Inquiry and reference checking with entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder.</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary.</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder.</li> <li>f) Other means that NAVTTC may deem appropriate, at any stage.</li> </ul>

<p>31. Clarification of Bids</p>	<p>31.1 To assist in the examination, evaluation and comparison of Bids, NAVTTC management may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>31.2 This request for clarification and the response shall be in writing. No change in the prices or significant substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by NAVTTC in the evaluation of the Bids in accordance with the ITB.</p> <p>31.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by NAVTTC, may not be considered during the review and evaluation of the Bids, in NAVTTC's sole discretion.</p>
<p>32. Responsiveness of Bid</p>	<p>32.1 NAVTTC's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB, without material deviation, reservation, or omission.</p> <p>32.2 If a bid is not substantially responsive, it shall be rejected by NAVTTC management in its sole discretion. It may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>33. Right to Accept, Reject, Any or All Bids</p>	<p>33.1 NAVTTC management reserves the right to accept or reject any proposal or all proposals, in response to the ITB, to render any or all of the proposals as non-responsive, and/or to reject all Proposals in response to the ITB, at any time prior to award of contract, while assigning the reason(s) thereof, without explaining them.</p> <p>33.2 As laid down in PPRA Rules, the management shall not be obliged to award the contract to the lowest priced offer, as the rules require that the most advantageous bid will be accepted.</p>
<p>34. Non-conformities, Repairable Errors and Omissions</p>	<p>34.1 NAVTTC management may waive any nonconformities or omissions in the Bid that, in the opinion of NAVTTC management, do not constitute a material deviation, provided that a Bid is substantially responsive.</p> <p>34.2 NAVTTC management may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the total price. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the Price Schedule that are submitted, NAVTTC shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the sole opinion of NAVTTC there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul>



	34.4 If the Bidder does not accept the correction of errors made by NAVTTC, its Bid may be rejected in sole discretion of NAVTTC.
35. Bidder Grievance	35.1 NAVTTC's grievance redressal mechanism provides an opportunity for redressal to those persons or firms not awarded a contract, or any major grievance, through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the Bidder may lodge a complaint to the NAVTTC management, as per the provision of PPRA Rule 48.
<b>E. AWARD OF CONTRACT ON COMPLETION</b>	
36. Evaluation	<p>36.1 NAVTTC/Government shall conduct the evaluation on the basis of response to this tender received from the firms.</p> <p>36.2 Evaluation shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination, including Technical Specifications and other compliances.</li> <li>Arithmetical check, and ranking of bidders who passed preliminary examination by price.</li> <li>Evaluation of prices.</li> </ol> <p>36.3 Price comparison shall be based on the landed price, including transportation, taxes, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) on per lab basis.</p>
37. Integrity Pact	37.1 Bidders will also be required to submit a signed Integrity Pact on a stamp paper of appropriate value as part of their response. The text of Integrity Pact is available at Annex – I.
38. Definitions	38.1 The definitions of various terms used will be as per NAVTTC Law, Rules, SOPs, ITB, and NAVTTC management's determination will be final.
39. Award Criteria	39.1 NAVTTC shall award the contract to the Bidder that is found to be most responsive and most advantageous, at par with the requirements and Specifications, under the procedures of PPRA.
40. Contract Signing	40.1 After the approval of award of work, a Contract Agreement on the stamp paper of appropriate value shall be executed by NAVTTC management with selected Bidder (i.e. Contractor/Supplier) within 3 days (or as decided by NAVTTC management) from the date of issuance of the letter of intent (LOI). Failure to signing of Contract Agreement by the selected Bidder Firm with NAVTTC within the stipulated time may be considered as sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any. If the award is cancelled as above, then NAVTTC management may award the Contract to the Second most advantageous bid, or it may call for new Proposals under the provisions of PP Rules, 2004 amended 2020, in the sole discretion of NAVTTC management.
41. Right to Vary Quantity at the Time of Award	41.1 NAVTTC management reserves the right to vary the quantity of goods and/or services; as per the availability of funds, or based on the established rates, or revision of targets, in its sole discretion. This will be conveyed in writing.

42. Sample draft Contract	42.1 A sample draft Contract to be signed, containing applicable General Terms and Conditions, will be provided by NAVTTC management after the Technical and Financial evaluation.
43. Performance Security/guarantee	43.1 The successful bidder (contractor/supplier) shall be required, within a maximum of <b>ten (10) days</b> of the Contract signing by both parties, to provide <b>‘performance guarantee’</b> (un-lapsable till expiry of the contract) equal to <b>ten percent(10%)</b> of the total contract value, till completion of guarantee/warranty period referred to in the contract agreement as per Rule 39 of Public Procurement Rules 2004. It shall be considered as a necessary condition for rendering the contract effective.
44. Bank Guarantee for Advanced Payment	<p>44.1 Payments will be made based on agreed deliverables/assigned work/services, as given in the contract.</p> <p>44.2 Partial / proportionate Payments may be released against a valid bank guarantee and percentage of work completed, subject to procedure given in clause 51, in the sole discretion of NAVTTC management.</p>
45. Grievance Redressal Committee	45.1 NAVTTC’s grievance redressal mechanism provides an opportunity for redressal in case of any perceived grievance, during this procurement. In the event that a party believes that it was not treated fairly, they may lodge a complaint to the NAVTTC management, as per the provision of PPRA Rule 48.
46. Liquidated Damages	<p>46.1 The successful bidder shall have to complete the deliverables and assigned work, within the timeframes mentioned in Contract / Work Order. In case of failure to complete the job within the stipulated period, NAVTTC management may apply Liquidated Damages for the damages and/or risks caused to NAVTTC resulting from the Contractor’s delays or breach of its obligations, as follows:</p> <ul style="list-style-type: none"> <li>a) LD (Liquidated Damages) may be charged for the period of delay @ 2.5% percent of the remaining job/deliverable, per week or a part of a week for a period beyond the original delivery date, subject to the provision that total liquidated damages will not exceed 10% percent of the total Contract value.</li> <li>b) If the Contractor fails to complete deliverables/supplies/services/work as per NAVTTC management requirements, NAVTTC management reserves the right to reject the contract awarded altogether or the bidder shall replace and provide items as per approved specification / requirements (at own cost) or may impose a penalty not exceeding 50% of the total amount of the Contract.</li> <li>c) If the Contractor fails to provide deliverables/supplies/services/work as per NAVTTC management requirements, NAVTTC management may forfeit his earnest money as well as Performance Security, and the work will be done at the risk and cost of the contractor. Moreover, the firm will be blacklisted</li> <li>d) Delivery time may be extendable, on valid reasons, up to the maximum 6 months, in sole discretion of NAVTTC, within project lifetime.</li> </ul>
47. Force Majeure	47.1 “Force Majeure” means an event which is beyond the reasonable control of a party and which makes a party’s performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances. This may include; but is not

	limited to, War, Riots, mega Storm, mega Flood, confiscation or any other relevant action by Government agencies.
48. ARBITRATION	<p>48.1 In the event of any question, dispute or difference arising under the contract agreement in connection therewith, as to matters arising pursuant to this Purchase Order/Work Order/Contract, (except as to matters, the decision to which is specifically provided under the contract agreement) the same shall be referred to the sole arbitration of the ED NAVTTC, Government of Pakistan, (hereinafter referred to as the said officer), whose decision will be final. The ED NAVTTC may nominate a senior official to be the Arbitrator; if he is unavailable for any reason, or he may request arbitration of some other person appointed by the Board/Government (Ministry of Federal Education and Professional Training).</p> <p>The agreement to appoint an arbitrator will be in accordance with the Arbitration Act, 1940. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof or any rules made thereof.</p> <ol style="list-style-type: none"> <li>1. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid Arbitration Act, and the rules made there under, any modification thereof for the time being in force may be applied to the arbitration proceeding under this clause.</li> <li>2. The venue of the arbitration proceeding shall be the office of NAVTTC.</li> <li>3. The Contractor shall not approach any court / other forum, without exercising arbitration remedy.</li> <li>4. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.</li> <li>5. No damages be awarded to the contractor.</li> </ol>
49. CONFLICT OF INTEREST	<p>49.1 The Bidder (including their personnel and sub-Bidders) or any of their affiliates shall not receive any remuneration in connection with the assignment, except as provided in the contract.</p> <p>49.2 The Bidder (including their personnel and sub-Bidders) or any of their affiliates shall not engage in any activity with respect to their assignment that conflicts with the interest under the contract, or that may place them in a position of being unable to carry out the assignment in the best interest of the Government of Pakistan.</p> <p>49.3 The Bidder shall provide professional, objective and impartial advice at all times and hold the Government of Pakistan interest's paramount, and in providing such advice to avoid conflicts with any other assignment and their own corporate interests.</p> <p>49.4 Bidders are required to provide a declaration regarding the nonexistence of any conflict of interest or conflicting activities in the Performa.</p>
50. Delivery of Goods	<p>50.1 Contractor will be required to execute the requisite tasks assigned without claiming any additional cost to the public-sector institutes across Pakistan including AJ&amp;K and Gilgit-Baltistan in quantities as determined and communicated by NAVTTC management.</p>



<p>51. Payment Provisions</p>	<p>51.1 Payment will be made only upon NAVTTC's acceptance of the deliverables given in Section 5.</p> <p>51.2 The terms of payment shall be within Fourteen (14) working days, after receipt of invoice, and certification of acceptance of goods and/ or services issued by the proper authority in NAVTTC, with direct supervision of the Contractor. (subject to availability of funds). Payment will be affected by bank transfer in Pakistan Rupees.</p> <p>51.3 The Contractor shall provide all necessary supporting documents along with GST invoice, and other relevant documents as required by the NAVTTC management.</p> <p>51.4 The payment will be made upon approval by NAVTTC management, as follows: (Details of Deliverables given in relevant section of this document):</p> <ul style="list-style-type: none"> <li>i) First financial release of 10% of the contract cost on submission and acceptance by NAVTTC of work plan and inception report for completing the deliverables detailed in Section 5.</li> <li>ii) Second financial release of 15% of the contract cost on submission and acceptance by NAVTTC of Baseline study of NAVTTC executed programmes.</li> <li>iii) Third financial release of 20% of the contract cost on submission and acceptance by NAVTTC of the 1<sup>st</sup> Tracer study of NAVTTC executed programmes.</li> <li>iv) Fourth financial release of 20% of the contract on submission and acceptance by NAVTTC of Monitoring &amp; Evaluation, process evaluation of NAVTTC executed programmes.</li> <li>v) Fifth financial release of 15% of the contract on submission and acceptance by NAVTTC of report on Labour market forecasting/job market trends, compatibility of NAVTTC funded courses with market demand both national and international, high employment trades, gender gap, female enrollment and empowerment through NAVTTC courses, NAVTTC success stories of transformation etc.</li> <li>vi. Sixth financial release of 20% of the contract on submission and acceptance by NAVTTC of final tracer study, impact evaluation of NAVTTC executed programmes on basis of data collected through physical surveys. The report should be synthesis of entire exercise incorporating baseline tracer study, mid-term tracer study, Monitoring &amp; Evaluation, process evaluation, market analysis, trends, employment of NAVTTC trainees both at national and international level, empowerment, contribution to national economy. The report should cover all the deliverables detailed at Section 5.</li> </ul>
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**Section 3.**  
**Bid Data Sheet**

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

<b>BDS No.</b>	<b>Ref. to Section. 2</b>	<b>Data</b>	<b>Specific Instructions / Requirements</b>
1.		<b>Background of the Project</b>	<p>National Vocational and Technical Training Commission (NAVTTTC) is the apex body for Technical and Vocational, Education and Training (TVET) sector, established as a body corporate under Section 3(3) of the NAVTTTC Act No. XV of 2011. NAVTTTC has the mandate to “provide for regulations, coordination and policy direction for Vocational and Technical Training” and is thus involved in policy making, strategy formulation, and regulation &amp; revamping of TVET system.</p> <ul style="list-style-type: none"> <li>• A comprehensive skill development programme i.e. Prime Minister’s Special Package to implement “Skills for All” Strategy as a catalyst for TVET Sector Development, approved by the Planning Commission, is being implemented by National Vocational &amp; Technical Training Commission (NAVTTTC). NAVTTTC with the vision of “Skills for Employability, Skills for All” is imparting the youth of country with employable technical and vocational hands-on skills which provides them decent employment and self-employment, as skill development is the swiftest and most effective method of youth empowerment and channelizing their energies for socio-economic development.</li> </ul> <p>NAVTTTC programmes aim to ensure the access, quality and efficiency and relevance of technical and vocational training to achieve the national skills goals envisioned in the SDGs and strategic five year plan of the Ministry of Federal Education &amp; Professional Training, Government of Pakistan through the expansion of flexible vocational education opportunities to out-of-school children and youth for improved livelihoods and increasing employment opportunities. The current and largest skills reforms program being implemented by the present government offers a large and diversified scope of training services to the masses in the conventional and modern technology based sectors, is more geared towards employment generation locally and abroad , is more socially inclusive and promotes entrepreneurship through multiple micro finance lending opportunities.</p>

			<p>NAVTTTC is implementing the skill development and TVET uplift program namely; Prime Minister’s Special package to implement “Skills for All” Strategy as catalyst for TVET sector development in Pakistan. The program comprises of various areas of interventions (components), required to revamp TVET practices in Pakistan. Out of these components, two components entail; Skill training of 85,000 youth in High-TECH , Digital and IT technologies and Skill Training of 60,000 youth, in conventional trades, preferably from less developed areas.</p> <p>These components of the project aims at providing hands-on skills to the youth in most demanded High-Tech / High-End and Conventional technologies/trades and vocations to prepare them for decent employment in High-Tech industry, including abroad. This project is a nation-wide program which covers the whole country. Along with this core objective, it also targets to ensure the availability of skilled workforce, for digital and IT industry of Pakistan along with enhancing the productivity and efficiency of Pakistani industry and making them internationally competitive. Additionally, preparing Pakistani youth for international job market, both for improving socio-economic circumstances of Pakistani youth and earning the country maximum foreign remittances, is the prime objective of this component. The skilled workforce is likely to make best use of opportunities opened up by initiation of mega projects under the CPEC framework as well as international market demand, in the wake of forthcoming international economic activities. Therefore, the overarching and cumulative objective of the NAVTTTC skill development programs is ensuring the best outcome for the country from its demographic dividend resulting from our huge youth bulge, both in terms of the socio-economic wellbeing of youth and also increased productivity and competitiveness of Pakistani industry and economy.</p> <p>The training components encompassing the provision of technical and vocational training are expected to generate employment &amp; self-employment opportunities for the youth including the inhabitants of less-developed areas of country. This program entails to produce skilled workforce in different batches of training courses of different time durations, as decided by NAVTTTC management, keeping in view the market requirements of skilled workforce.</p>
2.		<b>Objective</b>	<p>The primary objective of this monitoring &amp; evaluation is to assess the effectiveness, efficiency, relevance, and impact of the youth skills development programs being executed in Pakistan under the umbrella of NAVTTTC. This Third Party Process and Impact Evaluation entity includes but not limited to; Tracer studies of pass-out youth trained. The Tracer study will help to ascertain the empowerment status of passed out trainees through their employment, self-employment status, average monthly income etc. The study will help to review the existing modus operandi of training program, assessment criteria for selection</p>

			<p>of trainees and training partners, monitoring and evaluation benchmarks and suggest effective ways and means to improve the existing regime.</p> <ul style="list-style-type: none"> <li>• Assess the extent to which the programs have achieved their stated objectives.</li> <li>• Evaluate the efficiency of program implementation and resource utilization.</li> <li>• Determine the relevance of program activities and outcomes in the context of Pakistan's youth and labor market needs.</li> <li>• Analyze the impact of the programs on the skills development and employment prospects of participating youth.</li> <li>• Identify key strengths, weaknesses, opportunities, and threats associated with program implementation.</li> <li>• Provide actionable recommendations for program improvement and future initiatives.</li> <li>• Detect unexpected consequences of the program.</li> <li>• Recommend the usefulness or limitations of the program.</li> <li>• Employability of the youth should be consulted and reported to NAVTTC and Regional Offices.</li> <li>• Assess training schedule, quality of training and curriculum, the environment and availability of training facilities at the Partner institute.</li> <li>• Conduct visits that would be authentic and credible.</li> <li>• Design and develop Evaluation system for TVET under the umbrella of Prime Minister's</li> <li>• Check for complaints (if any) and suggest remedies for incorporation in the evaluation reports of Regional Director Offices and NAVTTC with a copy to the M&amp;E Section of NAVTTC HQs.</li> <li>• Coordinate with both head(s) of institute(s) and Director General, Regional Office NAVTTC and M&amp;E Section of NAVTTC HQs, whenever, required. All activities should be in coordination and conjunction with the Regional offices.</li> </ul>
3.		<b>Scope of Work / Deliverables</b>	<p>The CONSULTANT shall advise, assist and provide full support to the NAVTTC on all steps necessary and critical to make training programs successful, transparent and cost effective within given time schedule. The broad duties and responsibilities of this consultancy are as follows whereas the detailed objectives / Deliverables are given in Section 5.</p>

			<p>The Summary of deliverables/objectives is as follows:</p> <ol style="list-style-type: none"> <li><b>I. Workplan and inception report</b> The work plan and inception report will explain the procedures/processes to complete tracer studies, third party evaluation, monitoring &amp; evaluation, data collection, process evaluation, impact evaluation of NAVTTC executed programme, as detailed at Section 5.</li> <li><b>II. Baseline Study of NAVTTC executed programmes.</b> Baseline study for tracer studies, monitoring and evaluation, impact evaluation and data collection to cover areas but not limited to Geographical coverage, gender balance, offered trades, duration, contents, employability, and, present labour demand and future labour forecasting, market trends as detailed at Section 5.</li> <li><b>III. First Tracer Study of NAVTTC executed programmes</b> First tracer study shall be conducted to get employment data of trainees of NAVTTC executed programmes. The detail of deliverables is given at Section 5.</li> <li><b>IV. Monitoring &amp; Evaluation, process evaluation of NAVTTC executed programmes</b> to review the existing modus operandi and evaluation of NAVTTC M&amp;E processes, tools, procedures, and recommendations for effective M&amp;E processes as detailed at Section 5.</li> <li><b>V. Report on Labour market forecasting/job market trends, compatibility of NAVTTC funded courses</b> with market demand both national and international, high employment trades, gender gap, female enrollment and empowerment through NAVTTC courses, NAVTTC success stories of transformation etc as detailed at Section 5.</li> <li><b>VI. Final tracer study, impact evaluation of NAVTTC executed programmes (trainee, institute management, trainer and employer)</b> on basis of data collected through physical surveys. The report should be synthesis of entire exercise incorporating baseline study, first tracer study, Monitoring &amp; Evaluation, process evaluation, market analysis, trends, employment of NAVTTC trainees both at national and international level, empowerment, contribution to national economy. The report should cover all the deliverables detailed at Section 5.</li> </ol> <p><b>NOTE:</b> THE SCOPE OF WORK ALSO INCLUDES BROAD OBJECTIVES AND DELIVERABLES AS MENTIONED</p>
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4.	7	<b>Language of the Bid</b>	English
5.	22, 23, 27	<b>Submitting Bids for Parts or subparts of the Schedule of Requirements (partial bids)</b>	Not Allowed
6.	20	<b>Alternative Bids</b>	Alternative Bids shall not be considered. But alternative cost effective solution may be allowed with same or higher scope of work/deliverables, in sole discretion of NAVTTC management.
7.	21	<b>Pre-Bid conference</b>	If planned, then it will be held 3 to 7 days earlier to the last date. The potential bidders are to re-confirm exact date from the contact person given in this document, at NAVTTC HQ.
8.	16	<b>Bid Validity Period</b>	<b>120 days</b>
9.	13	<b>Bid Security</b>	A Financial bid must be accompanied by a bid security of minimum <b>two percent (2%)</b> of the quoted price in the shape of Call Deposit/ Demand Draft drawn from scheduled banks, in favor of “DDO NAVTTC, Islamabad”.  The Bid Security may be forfeited by NAVTTC, and the Bid rejected, in the event of any, or combination, of the conditions mentioned in this document.
10.	12	<b>Currency of Bid</b>	Pakistani Rupees (PKR)
11.	31	<b>Deadline for submitting requests for clarifications/ questions</b>	5 days before the submission deadline
12.	31	<b>Contact Details for submitting clarifications/questions</b>	Focal contact Person in NAVTTC: <b>Director General (P&amp;D)</b> <b>National Vocational &amp; Technical Training Commission,</b> <b>Plot # 38, Kirthar Road, H-9, Islamabad.</b> <b>Fax: +92 (51) 9044307, 9206324</b> <b>E-mail address: (Dgnavttc21@gmail.com)</b>
13.	18, 19, and 21	<b>Manner of Disseminating</b>	Direct communication to prospective Bidders by email or through official letters from NAVTTC management

		<b>Supplemental Information to the ITB and responses/clarifications to queries</b>	
14.	23	<b>Deadline for Submission</b>	<b>(27-11-2023 at 3:00 PM)</b>
15.	22	<b>Number of Set(s) of Bid</b>	<b>Technical Proposal(s)</b> <ul style="list-style-type: none"> <li>- One (01) Original</li> <li>- One (01) Copy</li> </ul> <b>Financial Proposal(s)</b> <ul style="list-style-type: none"> <li>- One (01) Original</li> <li>- (Bid Security 2% must be enclosed to financial bid)</li> </ul>
16.	22	<b>Allowable Manner of Submitting Bids</b>	<input checked="" type="checkbox"/> Courier/Hand Delivery (take receipt)
17.	22	<b>Bid Submission Address</b>	<input checked="" type="checkbox"/> <b>By Courier / Hand Delivery:</b> <b>Director General (P&amp;D)</b> National Vocational & Technical Training Commission Plot # 38, Kirthar Road, H-9, Islamabad Tel: +92 (51) 9205815, 051-9206324
18.	22	<b>Electronic submission (email) requirements</b>	Not Allowed
19.	25	<b>Date, time and venue for the opening of bid</b>	Date and Time: <b>(27-11-2023 at 04:00 PM)</b> Venue: <b>Committee Room, National Vocational &amp; Technical Training Commission, Islamabad</b>
20.	27, 36	<b>Evaluation Method</b>	Eligible and qualified bids meeting the NAVTTC requirements and technical responsiveness, as stipulated in this ITB
21.		<b>Evaluation Method for the Award of Contract</b>	Most Advantageous Evaluated Bid.
22.		<b>Expected date for commencement of Contract</b>	<b>Tentatively during January, 2024</b>



## Section 4

### ELIGIBILITY CRITERIA

Eligibility Criteria: (Mandatory Requirement)	Response
Legal Status of Firm/ Company, (Firm/ Company must be registered with either of the following) <ul style="list-style-type: none"> <li>Security and Exchange Commission of Pakistan (SECP)</li> <li>Registrar of Firms</li> <li>Recognized by Govt. of Pakistan</li> <li>Relevant registration forum (In case of international firms)</li> </ul>	Please provide copy of incorporation/ registration certificate attested by Notary Public
NTN/ FTN (In case of International Firm local Partner should be registered with Federal Tax Authority in Pakistan)	Please provide registration certificate
Must be an active taxpayer in FBR	Please provide evidence to ascertain that firm/ company is active on FBR income taxpayer list
Firm/ company must be registered with the relevant (federal and provincial) tax authorities (i.e. STRN, etc.) as the case may be (if not already registered then, if awarded the work, the Firm/ Company will have to get registered before signing of contract)	Please provide relevant registration certificate or undertaking on firm/ company letterhead for registration before signing the contract (if already not registered)
Financial Statements of the firm/ company duly audited by ICAP registered firm <b>OR</b> tax returns in case of SBP category “A” ICAP registered firm for the last 3 years.	Please provide a copy of audited financial statements <b>OR</b> IT returns for last three years.
Firm/ Company must be in Services Business for a minimum of 15 years	Registration Certificate
Affidavit for Non – Blacklisting & Eligibility declaring that the firm/ company is not blacklisted by any Government agency/ semi-government/ authority/ organization	As per bidding document
Affidavit for Correctness of information and Signatures	As per bidding document
Bidder (Lead Bidder) must have registered office in any of the city (Islamabad/ Rawalpindi, Lahore and Karachi)	As per bidding document
Power of Attorney	As per the template



Bid Validity	As per the bidding document requirement
Bid Security submitted as per ITB requirements with compliant	As per the bidding document requirement
Affidavit to confirm that bidder has not declared bankrupt, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	As per bidding document
All requirements of "Eligibility criteria" as mentioned in Instructions to consultant/applicant should be met.	Must Meet Requirement

**METHOD OF SELECTION:** Quality and Cost Based Selection (QCBS)

**EVALUATION CRITERIA:** Criteria, sub-criteria, and point system for the evaluation are given below:

**A-1: Experience of the Firm [45]**

<b><u>Evaluation Criteria</u></b>	<b><u>Total Marks</u></b>	<b><u>Marks Breakup</u></b>	<b><u>Response</u></b>
<b>1.</b> Minimum 03 projects of Monitoring & Evaluation for Donors/ Government funded projects at grass root level in last 15 years: (03 marks for each project)	<b><u>15</u></b>		Attach relevant documentary evidence (completion letters /performance satisfactory letters) clearly showing tenure of projects
<b>2.</b> Monitoring & Evaluation project of Training/Capacity Building / Tracer Studies / Third Party Evaluation / Impact Evaluation at grassroots level for donors/Government funded projects in last 15 years with following minimum values.	<b><u>10</u></b>	<b><u>3</u></b>	Provide documentary evidence (completion letters /performance satisfactory letters) clearly mentioning value of project.
i. Individual Project value equal to or more than PKR 20 million but less than 50 million (3 marks)		<b><u>6</u></b>	
ii. Individual Project value equal to or more PKR 50 million but less than 80 million (6 marks)		<b><u>10</u></b>	
iii. Individual Project value equal to or more than PKR 80 million (10 marks)			
<b>3.</b> Number of Projects (minimum 1 year duration) of Monitoring & Evaluation of Training/Capacity Building / Tracer Studies / Third Party Evaluation / Impact Evaluation projects at grassroots level for donors/Government funded projects in last 10 years:  (Can be same or other than the projects mentioned above in point no. 2 above)	<b><u>10</u></b>	<b><u>5</u></b>	Provide documentary evidence (completion letters /performance satisfactory letters) clearly mentioning value of project.
i. One Project (5 marks)		<b><u>08</u></b>	
ii. Two Projects (8 marks)		<b><u>10</u></b>	
iii. Three or More Projects (10 marks)			
<b>4.</b> Qualification and prior experience of monitoring projects involving CAPI based Data Collection using software. Should have capability of Software Development / Mobile Application development.	<b><u>8</u></b>	<b><u>4</u></b>  <b><u>4</u></b>	Copy of organogram of IT department (of all five employees) along with names, qualification & experience duly attested by Head of HR Department. (Required for Point (i) Attach relevant

i. Organogram of IT department of at least five employees (4marks)			documentary evidence of completion letters /performance satisfactory letters) clearly showing tenure of project. (Required for Point (ii))
ii. Atleast 01 or more projects of monitoring through software development (4 marks)			
5. Affiliation with an International Membership Firm		<u>2</u>	To demonstrate that the requisite support is available to implement international best practices and experience.

#### **A2: Financial Capability of the firm and Field Presence [10]**

<b><u>Evaluation Criteria</u></b>	<b><u>Total Marks</u></b>	<b><u>Marks Breakup</u></b>	<b><u>Response</u></b>
1. Average Financial Turnover of the firm/ company in last three years i. Equal to or more than PKR 200 million but less than or equal to PKR 500 million (2 marks) ii. Average Financial Turnover of the firm/ company more than PKR 500 million but less than or equal to PKR 700 million (3 marks) iii. Average Financial Turnover of the firm/ company more than PKR 700 million (5 marks)	<u>5</u>	<u>2</u> <u>3</u> <u>5</u>	Please provide copy of audited financial statements of last three years Audited by ICAP registered firms in SBP category “A” <b>Or</b> tax returns of last three years in case of SBP Category A ICAP registered firm.
2. Number of offices in Pakistan i. More than 1 Office (3 marks) ii. More than 3 Offices (4 marks) iii. 4 or more offices (5 marks)	<u>5</u>	<u>3</u> <u>4</u> <u>5</u>	Evidences confirming the details of local office addresses and representatives / staff

#### **A-3: Approach & Methodology and Quality Management: [22]**

<b><u>Area</u></b>	<b><u>Criteria</u></b>	<b><u>Total Marks</u></b>	<b><u>Marks Breakup</u></b>
Approach & Methodology	Technical approach for provision of Third Party Monitoring & Evaluation and Impact Assessment Services (4 marks)	<u>22</u>	<u>5</u>
	i) Understanding of the assignment (scope, objective, KPIs, deliverables, timeline etc.) (5 marks)		<u>12</u>
	ii) Overall approach and methodology for the assignment including data collection, field visits /surveys, tools to be used / developed i.e. software, dash board		<u>05</u>

	using BI or Power Query, reports and analysis etc. (12 marks) iii) Work Plan for the assignment including resource allocation, mobilization, timelines (05 marks)		
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**A-4: Staff Proposed (Structure of implementation team) [23 Marks]**

<b><u>Required Position</u></b>	<b><u>Criteria</u></b>	<b><u>Marks</u></b>
<b>Team Lead</b>	<b>Mandatory Criteria:</b> 16 years of education in Business Administration or Social Sciences or Accounting & Finance)/CA/ACCA with 12 years of project management experience: <b>Marking Criteria:</b> <ul style="list-style-type: none"> <li>At least three number of completed projects minimum of one year duration (2 Marks)</li> <li>At least five number of completed projects minimum of one year duration (4 Marks)</li> <li>More than five number of completed projects minimum of one year duration (6 Marks)</li> </ul>	<b><u>06 Marks</u></b>
<b>M&amp;E Specialist</b>	<b>Mandatory Criteria:</b> 16 years of education (Business Administration or Economics or commerce or statistics) with 8 years of relevant experience in monitoring & evaluation. <b>Marking Criteria:</b> <ul style="list-style-type: none"> <li>At least three number of completed projects minimum of one year duration (3 Marks)</li> <li>At least five number of completed projects minimum of one year duration (4 Marks)</li> <li>More than five number of completed projects minimum of one year duration (5 Marks)</li> </ul>	<b><u>05 Marks</u></b>
<b>Data Analyst</b>	<b>Mandatory Criteria:</b> 16 years of education in Business Administration or Economics or Statistics with 05 years of relevant experience: <b>Marking Criteria:</b> <ul style="list-style-type: none"> <li>At least three number of completed projects (2 Marks)</li> <li>At least five number of completed projects (3 Marks)</li> <li>More than five number of completed projects (4 Marks)</li> </ul>	<b><u>04 Marks</u></b>

<b><u>Required Position</u></b>	<b><u>Criteria</u></b>	<b><u>Marks</u></b>
<b>Field Coordinator</b>	<p><b>Mandatory Criteria:</b></p> <p>16 years of education in Business Administration or Economics or Statistics with 05 years of relevant experience:</p> <p><b>Marking Criteria:</b></p> <ul style="list-style-type: none"> <li>▪ At least three number of completed projects (1 Marks)</li> <li>▪ At least five number of completed projects (2 Marks)</li> <li>▪ More than five number of completed projects (4 Marks)</li> </ul>	<b><u>04 Marks</u></b>
<b>Total Manpower / Resources Strength</b>	<p><b>Mandatory Criteria:</b></p> <p>At least 30 employees with a minimum of one member from each of the above-mentioned categories.</p> <p><b>Marking Criteria:</b></p> <ul style="list-style-type: none"> <li>▪ More than 30 employees but less than 50 employees (1 Marks)</li> <li>▪ Equal to or more than 50 employees but less than 100 employees (2 Marks)</li> <li>▪ Equal to more than 100 employees (4 Marks)</li> </ul>	<b><u>04 Marks</u></b>

**Technical Evaluation Score Formula: {A1+A2+A3+A4+A5} = 100 Marks**

**Minimum 65% in technical score is required to qualify for financial proposal opening.**

## **Section 5:**

### **Scope of Work**

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**Tender:**

**Third Party process evaluation, impact evaluation, monitoring and evaluation, data Collection.**

**Note: Separate POs will be Issued for Each tender.**

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**Tender:**

### **TRACER STUDIES, THIRD PARTY EVALUATION, MONITORING AND EVALUATION, IMPACT EVALUATION AND DATA COLLECTION**

*NOTE: All specifications should be equal or higher than the ones given here.*

#### **5.1 Overview**

- A comprehensive skill development program i.e. Prime Minister's Special Package to implement "Skills for All" Strategy as a catalyst for TVET Sector Development, approved by the Planning Commission, is being implemented by National Vocational & Technical Training Commission (NAVTTTC). NAVTTTC with the vision of "Skills for Employability, Skills for All" is imparting the youth of country with employable technical and vocational hands-on skills which provides them decent employment and self-employment, as skill development is the swiftest and most effective method of youth empowerment and channelizing their energies for socio-economic development.
- NAVTTTC programme aims to ensure the access, quality and efficiency and relevance of technical and vocational training to achieve the national skills goals envisioned in the SDGs and strategic five year plan of the Ministry of Federal Education & Professional Training, Government of Pakistan through the expansion of flexible vocational education opportunities to out-of-school children and youth for improved livelihoods and increasing employment opportunities. The current and largest skills reforms program being implemented by the present government offers a large and diversified scope of training services to the masses in the conventional and modern technology based sectors, is more geared towards employment generation locally and abroad, is more socially inclusive and promotes entrepreneurship through multiple micro finance lending opportunities. The scope of work of Third-party process evaluation, tracer studies, impact evaluation of NAVTTTC executed Programs PM Skills For All Program, with deliverables, includes but is not limited to: (The Contract Agreement will provide specific deliverables):

#### **5.2 The objectives / Deliverables are as follows:**

<b>Sr. #</b>	<b>Deliverables</b>	<b>Detail of Deliverables</b>	<b>Timeline</b>
1.	Submission of inception	1. The work plan and inception report will explain the procedures/processes to complete tracer studies, third party evaluation, monitoring & evaluation, data collection, process evaluation,	Within fifteen days from the award of contract, or as

	report and work plan	<p>impact evaluation of NAVTTC executed programmes.</p> <p>2. The inception report must detail the conceptual framework to be used in exercise. It must contain key evaluation questions and methodologies including information on data sources and collection, sampling and key indicators and timeline for evaluation of the project and drafts for data collection instruments.</p> <p>3. Workplan and inception report for conduct of exercise as per deliverables detailed in Section 5 should be discussed with DG (P&amp;D) NAVTTC HQ Islamabad and get approved from him.</p> <p>4. Ten copies of the report be submitted to NAVTTC.</p>	communicated by NAVTTC.
2.	Baseline Study of NAVTTC executed programmes	<p>1. Baseline study of NAVTTC executed programs for tracer studies, monitoring and evaluation, impact evaluation and data collection.</p> <p>2. Baseline study should cover but not limited to :Geographical coverage, gender balance, offered trades, duration, contents, employability, and</p> <p>3. TVET landscape of Pakistan, present labour demand and future labour forecasting, market trends, industry/employer demand, high employment trades, and</p> <p>4. TVET institutes capacity for High-Tech and conventional training programmes, quality of trainers, industry linkages, selection criteria of trainees and institutes, and assessment of trainees, and</p> <p>5. Female enrollment, empowerment and employability, and</p> <p>6. Existing modus operandi and evaluation of NAVTTC M&amp;E processes, tools, procedures etc.</p> <p>7. The third party firm may gather data through NAVTTC monitoring tools and surveys, research, interviews and other ways of data collection as approved by NAVTTC management.</p> <p>8. Other relevant work assigned in the contract signed.</p> <p>9. The sample size is 100% target population i.e trainees, NAVTTC training partners, trainers, employers/industry, relevant stakeholders etc for indicators mentioned above.</p> <p>10. Data to be collected through physical surveys incorporating indicators but not limited to as mentioned in NAVTTC Monitoring tools (Monitor, trainer, principal/coordinator, trainee proforma)Annex.II, Section-13, and employment status proforma Annex-III, Section-14 and any</p>	Within two months from award of the contract or as communicated by NAVTTC management.

		<p>other survey forms/questionnaire as suggested by third party firm and approved by DG(P&amp;D)NAVTTTC.</p> <p>11. Ten copies of the report be submitted to NAVTTTC.</p>	
3.	First Tracer Study of trainees of NAVTTTC executed programmes.	<p>1. Fetch employment data of all trainees of NAVTTTC executed programmes through physical surveys incorporating indicators but not limited to as mentioned in NAVTTTC Monitoring tools (Monitor, trainer, principal/coordinator, trainee proforma) <b>Annex.II, Section-13</b>, and employment status proforma <b>Annex-III, Section-14</b> and any other survey forms/questionnaire as suggested by third party firm and approved by DG(P&amp;D)NAVTTTC.</p> <p>2. Batch wise and combined Employment status, types of employment, average waiting time to get job, free-lancing, self business entrepreneurs data of passed out traineesThe summary of data to be collected is as follows: CNIC, course name, trade name, employment status, nature of employment(Government job, private job, self employment, freelancing), monthly income etc.</p> <p>3. Monthly income ranges for high-tech and conventional trades.</p> <p>4. Find incomes of self employed / freelancers.</p> <p>5. Success stories of trainees.</p> <p>6. 30 High employment trades both at national and international level.</p> <p>7. Trades with low employment prospect and reasons for the low level.</p> <p>8. Other relevant work assigned in the contract signed</p> <p>9. First tracer study should fetch response of 100 % of total target population i.e all trainees of NAVTTTC executed programs, trainers, training partners, and relevant stakeholders including industry and chambers of commerce.</p> <p>10. Ten copies of the report be submitted to NAVTTTC.</p>	Within two months from award of the contract or as communicated by NAVTTTC.
4.	Monitoring & Evaluation, process evaluation of NAVTTTC	<p>1. Review the existing modus operandi and evaluation of NAVTTTC M&amp;E processes, tools, procedures, and recommendations for effective M&amp;E processes. Review tools of Monitoring &amp; Evaluation(M&amp;E) and for implementation of the program, and give feedback and suggestions for</p>	within four months from award of the contractor as communicated by NAVTTTC.



	executed programmes.	<p>improvement, and propose/recommend new tools, of any.</p> <p>2. Process evaluation of NAVTTC executed programs.</p> <p>3. Assess Pakistani TVET institutes training capacity for High-Tech &amp; Conventional training programmes and their capacity to cater to demands in job market for High-Tech &amp; conventional trades. Recommendations to enhance the training capacity of Pakistani TVET stakeholders on the basis of evidence/data/study.</p> <p>4. Evaluation of Institute selection criterion.</p> <p>5. <b>Assess quality of trainers through feedback of trainees &amp; employers as collected through visits, surveys, analysis of data.</b></p> <p>6. <b>Review selection criteria of trainees and Training partners. Give recommendations for improvement. Review the existing modus operandi and tools of Assessment for selection of Trainees and Training partners</b></p> <p>7. Evaluation of NAVTTC training partners, their capacity, and training management, industry linkages, and job placement of trainees.</p> <p>8. Trainee's satisfaction with courses.</p> <p>9. Instructors, principals, and employers feedback on NAVTTC executed courses.</p> <p>10. Attendance, infrastructure, curriculum, conducive learning environment at NAVTTC training partners.</p> <p>11. NAVTTC assessment/certification procedure and institute/training partners capacity.</p> <p>12. Suggestions/recommendations to improve NAVTTC monitoring tools, processes etc.</p> <p>13. Other relevant work assigned in the contract signed</p> <p>14. Sample size is 100 % of target population i.e trainees of NAVTTC executed programs, training partners, instructors, employers.</p> <p>15. Data to be collected through physical surveys incorporating indicators but not limited to as mentioned in NAVTTC Monitoring tools (Monitor, trainer, principal/coordinator, trainee proforma) Annex.II, Section-13, and employment status proforma Annex-III, Section-14 and any other survey</p>	
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		<p>forms/questionnaire as suggested by third party firm and approved by DG(P&amp;D)NAVTTTC.</p> <p>16. Finding/Recommendations/Suggestions</p> <p>17. Ten copies of the report be submitted to NAVTTC.</p>	
5.	Report on Labour market forecasting/job market trends, compatibility of NAVTTC funded courses with market demand both national and international, high employment trades, gender gap, female enrollment and empowerment through NAVTTC courses, NAVTTC success stories of transformation etc.	<p>1. Sector specific demand and supply analysis of Pakistani skilled workforce vis-a-vis national and international job market for high tech &amp; conventional training program. Identify the High employment trades, self-employment trades and high earning trades.</p> <p>2. Carry out the Study of TVET landscape of Pakistan; carryout present labour demand analysis with trades in demand, and carryout future labour forecasting, along with sectoral demand and supply analysis of NAVTTC funded TVET courses by consulting all valid data of stakeholders. Assess gaps to be bridged for enhanced opportunities of employment and self-employment. Identify the High employment trades, self-employment, trades and high earning trades. The geographical needs should also be presented.</p> <p>3. Female empowerment and employment prospects/opportunities through NAVTTC programmes. The recommendation to enhance the female enrollment in TVET sector and potential employable trades for female training, with geographical distribution.</p> <p>4. Gender gap of technical skills for employability and impact of NAVTTC executed programmes to bridge the gender gap.</p> <p>5. Report on improving engagement with industry and other stakeholders.</p> <p>6. Share global best practices and comparison of various TVET practices of similar countries and suggests effective ways and means to bridge the gap between demand and supply of skilled workforce</p> <p>7. Proposals and evaluation for digitalization and green skills.</p> <p>8. Recommendation for best TVET entrepreneur model for Pakistani TVET graduates.</p> <p>9. Feedback of chambers of commerce, their demands, desired skill level, compatibility of NAVTTC skilled work force with chamber and industry needs.</p>	within four months from award of the contractor as communicated by NAVTTC.

		<p>10. 30 High employment trades both at national and international level.</p> <p>11. Prospects and opportunities for NAVTTC funded skilled work force for employment abroad.</p> <p>12. Success stories of transformation of trainees by NAVTTC executed programs.</p> <p>13. Third party to seek feedback from trainees, employers, industry, chambers of commerce and consulting the relevant data for analysis.</p> <p>14. Findings/Recommendations/Suggestions.</p> <p>15. Other relevant work assigned in the contract signed.</p> <p>16. Sample size is 100% of target population i.e trainees, trainers, training partners, employers/industry, and respective chambers of commerce.</p> <p>17. Collection of data through physical surveys incorporating indicators but not limited to as mentioned in NAVTTC Monitoring tools (Monitor, trainer, principal/coordinator, trainee proforma) <b>Annex.II, Section-13</b>, and employment status proforma Annex-III, Section-14 and any other survey forms/questionnaire as suggested by third party firm and approved by DG(P&amp;D)NAVTTC.</p> <p>18. Ten copies of the report be submitted to NAVTTC.</p>	
6.	Final tracer study, impact evaluation of NAVTTC executed programmes on basis of data collected through physical surveys. The report should be synthesis of entire exercise incorporating baseline	<p>1. Impact evaluation report of the NAVTTC executed programmes through data analytics, surveys, research, and other means of feedback and data collection. The report must incorporate pre-training and post training stories, employment, income, data, experiences etc. Capture data of self employed through innovative methods, especially for freelancers. Report on effectiveness of NAVTTC implemented programmes through baseline, first, and final Tracer studies of all the pass-out trainees of NAVTTC executed programs. To assess usefulness and limitations of the program. Geographical coverage, gender balance, offered trades, duration, contents, employability etc. The Sample size is 100%.</p> <p>2. Sector specific demand and supply analysis of Pakistani skilled workforce vis-a-vis national</p>	within six months from award of the contract or as communicated by NAVTTC.

<p>tracer study, mid-term tracer study, Monitoring &amp; Evaluation, process evaluation, market analysis, trends, employment of NAVTTC trainees both at national and international level, empowerment, contribution to national economy. The report should cover all the deliverables detailed in this Section i.e Section 5.</p>	<p>and international job market for high tech &amp; conventional training program. Identify the High employment trades, self-employment trades and high earning trades.</p> <ol style="list-style-type: none"> <li>3. combined impact evaluation of NAVTTC programmes.</li> <li>4. Batch wise and combined Pre-training and post training impact on trainees.</li> <li>5. Batch wise and combined Employment status, types of employment, average waiting time to get job, free-lancing, self business entrepreneurs data of passed out trainees etc.</li> <li>6. Top trends in employment and compatibility/usefulness of NAVTTC funded programs to these trends.</li> <li>7. Impact on female enrolment, empowerment, employability, gender gap.</li> <li>8. Impact on capacity of Training partners, facilities, trainer qualification, industrial linkages.</li> <li>9. Success stories of trainees of transformation.</li> <li>10. Analysis of demand and supply gap</li> <li>11. Feedback of chambers of commerce, their demands, desired skill level, compatibility of NAVTTC skilled work force with chamber and industry need.</li> <li>12. Prospects and opportunities for NAVTTC funded skilled work force for employment abroad.</li> <li>13. 30 High employment trades both at national and international level</li> <li>14. Monthly income ranges for high-tech and conventional trades.</li> <li>15. Trades with low employment prospect and reasons for the low level.</li> <li>16. Impact evaluation of all deliverables as mentioned in this section.</li> <li>17. Analysis, finding and Recommendations for future programs</li> <li>18. Other relevant work assigned in the contract signed.</li> <li>19. Employment status data of all trainees of NAVTTC executed programmes and other relevant feedback/data of training partners, trainers, principals/coordinators, employers, industry and other stakeholders be collected through but not limited to NAVTTC monitoring tools(Annex-II Section 13), Employment Status proforma (<b>Annex-III, Section-14</b>) and any other survey forms and questionnaire as suggested by</li> </ol>	
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		<p>third party firm and approved by DG (P&amp;D) NAVTTC.</p> <p><b>20.</b> The sample size for the exercise is 100% of the target population i.e all trainees of NAVTTC executed programmes, trainers, training partners, trainers,principals/coordinator, industry, and respective chambers/stakeholders.</p> <p><b>21.</b> One Hundred (100) copies of the report be submitted to NAVTTC.</p>	
7.		The exact and final requirements of each deliverable will be provided in the Contract signed between parties.	

**Section 6:**  
**Returnable Bidding Forms / Checklist**

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This section serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form C: Bidder Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Technical Bid Proposal Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Name & Designation of Authorized Representative:**

**Signature:**

**Date:**

**Form A:****Bid Submission Form**

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NAVTTTC-(TENDER DOCUMENT Reference No.)		

We, the undersigned, submit our Bid for the award of contract to supply the goods and related services required for Tracer Studies, Third Party evaluation, Monitoring and Evaluation, Impact evaluation and Data Collection, in accordance with your Invitation to Bid (TENDER DOCUMENT). We hereby submit our Bid, which includes this Technical Bid proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Organization in Pakistan;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the NAVTTTC, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the NAVTTTC.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the NAVTTTC.

We offer to supply the goods and related services in conformity with the Bidding documents, including the NAVTTTC General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should NAVTTTC accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form B: Joint Venture/Consortium/Association Information Form**

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NAVTTC-(TENDER DOCUMENT Reference No.)		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)		[Complete]

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to NAVTTC for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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



**Form C: Bidder Information Form**

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address &amp; Branch Offices</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>No. of Technical Staff</b>	
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person that NAVTTC may contact for requests for clarifications during Bid evaluation (Only Lead Bidder)</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

**Please attach the following documents:**

1. Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured.
2. Certificate of Registration of the business.
3. Principal's Authorization Letter in favor of Bidder to participate in this Tender.
4. A proofing document confirms the offered warranty for two (02) years, excluding the part of normal deterioration, supported by the manufacturer's certificates.
5. A proofing document confirming supply of same or similar items of this magnitude by Principal to various clients/ customers in countries in region and/ or globally.
6. Proven records of delivery capacity of no less than 1 Project of similar value and complexity in which delivery and services are to be extended in various cities across the country.
7. Full detailed description of the specifications of the proposed items in addition to catalogues clearly showing the proposed specs responding to the technical requirements.
8. Supporting photos of the proposed items.
9. Duly signed Confirmation of Availability of spare parts at the manufacturer for at least 4 years, supported by the manufacturer's confirmation.
10. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (2 years).

**Note: To be filled in by each partner in case Bid is submitted as a JV/ Consortium/ Association**

**Form D: Qualification Form**

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NAVTTC-(TENDER DOCUMENT Reference No.)		

If JV/Consortium/Association, to be completed by each partner.

**Previous Relevant Experience**

Please list all Projects successfully completed in the last 3 years, covering following aspects;

- Previous similar projects/ assignments.
- Similar activities performed in different cities across Pakistan.
- Support Services Contracts in hand with SLA for the supplied goods.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by NAVTTC.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

**History of Non-Performing Contracts**

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

**Financial Standing**

Annual Turnover for the last 3 years	Year	PKR
	Year	PKR
	Year	PKR

<b>Latest Credit Rating (if any), indicate the source</b>	
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<b>Financial information</b> (in PKR equivalent)	<b>Historic information for the last 3 years</b>		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**Form E: Technical Bid Proposal Form**

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NAVTTC-(TENDER DOCUMENT Reference No.)		

The Bidder's Bid should be organized to follow this format of the Technical Bid Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same may be viewed as non-responsive.

**SECTION 1: Qualification, capacity and expertise**

- 1.1 Bidder's general organizational capability: management structure, financial stability and project financing capacity, project management controls, extent of work to be subcontracted (if so, provide details).
- 1.2 Bidder's relevance of specialized knowledge and experience on similar engagements done in the region/country. Bidder should submit a detailed description of the projects executed (quantities, value, beneficiary)
- 1.3 Manufacturer's strengths covering the regional/ global market presence, hi-tech products portfolio, manufacturing capacity, R&D activities resulting in national and international patents, quality control and assurance practices, and international certifications in relevant areas.

**SECTION 2: Management Structure and Key Personnel**

- 2.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of project describing relationship of key positions and designations.
- 2.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to scope of goods and/or services.

Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	□ Name of institution: [Insert] □ Date of certification: [Insert]
<b>Employment Record/Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position and location of employment.]</i>
	[Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

---

Signature of Personnel

---

Date (Day/Month/Year)

## **SECTION 7:**

### **Scope of Supply and Technical Specifications**

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 7.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized controlled and delivered.
- 7.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 7.3 Detailed Implementation plan, including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.



## **SECTION 8.:**

### **Warranty and Support Services**

This section should demonstrate the Bidder's responsiveness to the post-delivery or after-sale warranty and support services of the goods/services supplied, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements. All important aspects should be addressed in sufficient detail along with a proposal for establishing a Maintenance Contract for at least 03 years.

- 8.1 A detailed description of how the Bidder will provide the Warranty claims to the users, keeping in mind the span and complexity of the project in context of local conditions and project environment.
- 8.2 Explain whether any services or work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed subcontractors and how everyone will function as a team.
- 8.3. All terms and conditions given in RFP are integral part of contract agreement.

## **Section 9**

### **Annex – I:** **Integrity Pact**

The Pre-Qualified Bidders will be required to submit the below text on stamp paper after filling in the details and duly signed as well as stamped, as part of their RFQ Proposal.

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC**  
**PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORK IN CONTRACTS**  
**WORTH RS. 10.0 MILLION OR MORE**

(To be filled by the bidder as a part of technical proposal)

Contract Number: \_\_\_\_\_

Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

\_\_\_\_\_ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Pakistan) through any corrupt business partner.

Without limiting the generality of the forgoing, \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or 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 nature 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 consultant fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatever from Government of Pakistan, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ 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 Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ accept 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 Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

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

\_\_\_\_\_  
[Buyer]

[Seller / Supplier]

## Section 10

### FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2022 between National Vocational & Technical Training Commission (NAVTTTC) (hereinafter called —**the Purchaser -1**) of the one part and *[name of Supplier]* of *[city of Supplier]* (hereinafter called —**the Supplier-2**) of the other part: (hereinafter also referred to collectively as the “Parties” and individually as a “Party”).

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [Title of Procurement and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called —**the Contract Price**).

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - i. General Conditions of Contract;
  - ii. Special Conditions of Contract;
  - iii. Request For Proposal (RFP)/Bidding Documents
    - a. Specifications /Requirements
    - b. Supplier’s Bid (Bid Form & Price Schedule submitted by the bidder)
    - c. Notification of Award/ Acceptance Letter
    - d. Performance Security
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of this Agreement.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by this Agreement.

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with the respective laws the day and year first above written.

Signed, sealed, delivered by the (for the Purchaser)

**Witness1:**

**Witness2:**

Signed, sealed, delivered by the (for the Supplier)

**Witness1:**

**Witness2:**

## Section 11

### GENERAL CONDITIONS OF CONTRACT (GCC)

1. **Definitions:** Boldface type is used to identify the defined terms
  - a. **The Contract** is the agreement between the Purchaser and the Supplier / Service Provider to execute, complete, and maintain the supplies, services and other work as specified in the Form of Contract or in other sections of the Contract.
  - b. The Purchaser means the organization purchasing the Goods, services and other works as named in Form of Contract.
  - c. **The Supplier** is a person or corporate body whose bid to carry out the Supplies / services / work has been accepted by the Purchaser and is named in the Form of Contract.
  - d. **The Supplier's Bid** is the completed document (RFP/Invitation for Bids together with attachments) submitted by the Supplier to the Purchaser.
  - e. **The Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
  - f. **Days** are calendar days; **months** are calendar months.
  - g. **A Defect** is any part of the Supplies, services and work not completed in accordance with the Contract.
  - h. **Specification** means the Specification of the Supplies included in the Contract and any modification or addition made or approved by the Purchaser.
  - i. **The Site** is stated in SCC: where supplies, services and work are to be made at Supplier's expenses.
2. **Scope:** The Supplier would provide supplies as stated in the Schedule of Requirements or any other requirements pursuant to GCC, during the period of the contract.
3. **Communications:** Communications between Parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered to addresses specified in Form of Contract
4. **Language and Law:** The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan and other requirements as listed at SCC
5. **Performance Security:**
  - 5.1 Within twenty one (21) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Purchaser the performance security in the amount specified in SCC.
  - 5.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
  - 5.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be an unconditional bank/Insurance guarantee issued by a scheduled bank/ SECP registered Insurance Company located in the Purchaser's country, in the form provided in the bidding documents or as per Clause 2 of Special Conditions of the Contract (SCC).
  - 5.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days after the completion of the Contract fulfilling all the obligations.
6. **Payments:** The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
  - 6.1 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Job completed and upon fulfillment of other obligations stipulated in the Contract.
  - 6.2 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier. (unless funds are not received from Government, in which case he will be informed).

**7. Taxes:** The Supplier is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan. Production of Sales Tax Invoice would be mandatory for receiving payments under contract.

**8. Price Adjustment:** Prices charged by the Supplier for Job delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid.

**9. Change Orders:**

9.1 The Purchaser may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

- a. Quantities of articles, equipment/services and their specifications;
- b. the place of delivery/work and services.

9.2 If any such change causes increase or decrease in the cost of, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

**10. Amendment:** Subject to GCC Clause 9, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Parties.

**11. Warranty:** As specified in the SCC.

**12. Inspections & Tests:**

12.1 The Purchaser or its representative shall have the right to inspect and/or to test the quality of the supplies and services, to confirm their adherence to the Contract Specifications at no extra cost to the Purchaser. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

12.2 The inspections and tests may be conducted at point of delivery/services/ work or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Purchaser.

**13. Supplier's Risks:** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment/services) are Supplier's risks.

**14. Liquidated Damages:** Subject to GCC Clause 16, if the Supplier fails to deliver goods as specified in the Contract timely, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed performance for each week until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC clauses.

**15. Quality:** No variation in matter and material etc. from specifications/requirements will be allowed. In case of delayed/unsatisfactory performance or non-performance, Purchaser shall impose a suitable penalty which may lead to the termination of the contract in part or in full. The Purchaser will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments. The name of such Supplier can also be posted on website of the NAVTTC for information of all Procuring Agencies.

**16. Force Majeure:** Either party may terminate this Contract by giving a thirty (30) days notice to the other in case of Force Majeure.

"Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances. This may include; but is not limited to, War, Riots, mega Storm, mega Flood, confiscation or any other relevant action by Government agencies. such as Wars and acts of God such

as earthquakes, mega floods, fires, etc.

**17. Termination:**

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

- (a) if the Supplier fails to deliver any or all of the Goods, services and work assigned to him within the period(s) specified in the Contract; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices, as defined at Rule 19 of PPR 2004, in competing for or in executing the Contract.
- (d) if the Supplier becomes bankrupt or otherwise insolvent

17.2 **Termination for Convenience** .The Purchaser, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

**18. Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to Grievances Redressal Committee and then arbitration in accordance with the Arbitration Act of 1940. However such proceedings cannot initiate till 45 days of the notification of disagreement. The decision of arbitrator shall be final and will have to accept both Parties. Both parties shall be bound to exercise above mentioned remedial forums prior to exercising right of court of law for justice.

**19. Arbitration :** In the event of any question, dispute or difference arising under the contract agreement in connection therewith, as to matters arising pursuant to this Purchase Order/Work Order/Contract, (except as to matters, the decision to which is specifically provided under the contract agreement) the same shall be referred to the sole arbitration of the ED NAVTTC, Government of Pakistan, (hereinafter referred to as the said officer), whose decision will be final. The ED NAVTTC may nominate a senior official to be the Arbitrator; if he is unavailable for any reason, or he may request arbitration of some other person appointed by the Board/Government (Ministry of Federal Education and Professional Training).

**20. Extension of Contract:** Fifteen days before the expiry of the contract period, NAVTTC may renew or extend this contract, in its sole discretion as per its SOPs.

## SPECIAL CONDITIONS OF CONTRACT (SCC)

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

### 1. Definitions (GCC Clause 1)

GCC 1 (i)—The Purchaser's site is: General Administration Section, National Vocational & Technical training Commission, Plot # 38, Kirthar Road, Sector H-9, Islamabad.

### 2. Performance Security/guarantee (GCC Clause 5)

Performance Bank Guarantee @ 10% of Contract Value, Rs. /- in shape of Bank/Insurance Guarantee is to be provided as per Rule 39 of Public Procurement Rules 2004.

### 3. Payment (GCC Clause 6)

Full (100 %) payment in Pak Rupees of the items supplied, services and work against each purchase order will be made upon receipt of invoices/delivery challan, after supply of the items, subject to issue of completion and satisfactory certificates by the Purchase/Technical Committee and subject to submission of the Performance Security (Bank/insurance Guarantee) as specified at GCC Clause 5 and SCC Clause 2.

### 4. Warranty (GCC Clause 11)

The supplier will provide full support during the warranty period including replacement of all or partial supplies and removal of defect in work/services done till the satisfaction of the Purchaser and associated parts and components replacement without any cost to purchaser in case of damaged and under specifications of supply etc.

### 5. Liquidated Damages (GCC Clause 14)

Subject to GCC Clause 14 herein, if the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under this Contract deduct from the Contract Price, as liquidated damages, a sum equivalent to **2.5 percent** of the purchase order for each week of delay until actual delivery or performance, up to **a maximum 10% deduction of contract value**. Once the maximum is reached, the purchaser may terminate this Contract.

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Section 13  
Annexure- II ,  
**NAV TTC Monitoring Tools (for guidance)**

 <b>Monitoring and Evaluation Tool 1 - General Tool</b> <i>(To Be Filled By Monitor)</i> <input type="checkbox"/> 1st visit <input type="checkbox"/> 2nd visit <input type="checkbox"/> 3rd visit		 <b>NAV TTC</b>
1. Program	<input style="width: 90%;" type="text"/>	Date of visit <input style="width: 90%;" type="text"/>
2. Project	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
3. Name of Institute:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
4. Trade	<input style="width: 90%;" type="text"/>	Duration (Months) <input style="width: 90%;" type="text"/>
5. Shift	<input style="width: 40%;" type="text"/> Batch <input style="width: 40%;" type="text"/>	Start Date <input style="width: 90%;" type="text"/>
		Completion date <input style="width: 90%;" type="text"/>
6. Name of Project Coordinator:	<input style="width: 90%;" type="text"/>	7. Project Coordinator Contact: <input style="width: 90%;" type="text"/>
8. Is the classroom / workshop spacious enough for the student to sit comfortably? Classroom: <input type="checkbox"/> Yes <input type="checkbox"/> No Workshop / Lab / Practical: <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. Is the overall atmosphere of the class / workshop conducive to learning? Classroom: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Workshop / Lab / Practical: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <small>( 1: Excellent, 2: very Good, 3: Good, 4: Satisfactory 5: Poor)</small>		
10. How did you find the hygiene/cleanliness of the overall location? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
11. How is student attendance carried out? <input type="checkbox"/> Biometric <input type="checkbox"/> Attendance Register		
12. What measures does the administration take to avoid proxy attendance? <input style="width: 90%;" type="text"/>		
13. Total students Enrolled for this course: <input style="width: 40%;" type="text"/> 15a. Drop outs: <input style="width: 40%;" type="text"/>		
14. How many students are present at the time of visit? <input style="width: 90%;" type="text"/> <span style="color: green;">(Monitor to do head count of the Trainees)</span>		
15. Does the head count match with the count of attendance register/Biometric record? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">(Cross check head count with the attendance record)</span>		
16. If no what is the variation? <i>(put the number)</i> <input style="width: 90%;" type="text"/> <span style="color: green;">(Leave blank if there is no variation)</span>		
18. How many students are present as per Biometric/Register <input style="width: 90%;" type="text"/>		
17. Reason for drop out <input type="checkbox"/> Non Payment of Stipend <input type="checkbox"/> Stipend was not enough <input type="checkbox"/> Dissatisfaction with the course <input type="checkbox"/> Due to personal reason		
18. What were trainees busy doing at the time of visit? <input type="checkbox"/> Studying in class <input type="checkbox"/> Practical in workshop <input type="checkbox"/> Other, please specify		
19. Data entry status in PMMS ? <input type="checkbox"/> Not yet Started <input type="checkbox"/> Partially entered <input type="checkbox"/> Completed		
20. What was the condition of furniture and fittings of the class room? <input type="checkbox"/> Good <input type="checkbox"/> Moderate <input type="checkbox"/> Poor		
21. Is adequate material provided to students for training? Course material <input type="checkbox"/> Yes <input type="checkbox"/> No Consumable material <input type="checkbox"/> Yes <input type="checkbox"/> No Tools and equipment <input type="checkbox"/> Yes <input type="checkbox"/> No		
22. Were due safety precautions taken before the start of practical? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable (For courses like plumbing / electrician, UPS repair etc. )		
23. Is the institute Accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No		
24. Is there any complaint register exist? <input type="checkbox"/> Yes <input type="checkbox"/> No		
25. Accounting SOPs followed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
26. Other Issues		
27. Recommendations after discussion with Coordinator/Trainer & Trainees		
28. Anything required to be follow-up.. Take pictures of complaint register. <span style="float: right;">Take pictures of workshop</span> Take pictures of class room. <span style="float: right;">Take pictures of NAVTTC billboard.</span>		



### Monitoring and Evaluation Tool 1 - Coordinator/ Principal

☐ 1st visit ☐ 2nd visit ☐ 3rd visit



- 1 Project  Date of visit
- 2 Name of Institute
- 3 Coordinator/Principal's Name:
- 4 CNIC:
- 5 Contact#  5. Qualification  Experience
- 6 For how many year working with this institute
- 7 Are you Owner or Employee
- 8 How may NAVTTC Sponsored course completed
- 9 Funds received  Expenditure
- 10 Library facility available? ☐ Yes ☐ No
- 11 e-learning facility available? ☐ Yes ☐ No
- 12 Status of PMMS(Fully implemented/partialy/not )  Stage Completed
- 13 Status of Biometric Attendance(Functional/partialy/not )
- 14 Detail of industrial linkages (Trade-wise)
- 15 Plan of On Job Training?



## Monitoring and Evaluation Tool 1 - Trainer



☐ 1st visit ☐ 2nd visit ☐ 3rd visit

	<b>Project</b>	<b>Date of visit</b>
<b>1</b>	<b>Name of Institute</b>	<b>Trade</b>
<b>2</b>	<b>Trainer's Name:</b>	<b>3. Trainer CNIC:</b>
<b>4</b>	<b>Trainer's Contact#</b>	
<b>5</b>	<b>Qualification</b> (Formal) _____ (Professional) _____	
<b>6</b>	<b>Experience</b> (Training) _____ (Industry) _____	
<b>7</b>	<b>For how many year working with this institute</b> _____	
<b>8</b>	Which curricula are you following?	
	<input type="checkbox"/> NAVTTC Standard Curriculum <input type="checkbox"/> TEVTA Standard Curriculum <input type="checkbox"/> Tailored / Self-made Curriculum <input type="checkbox"/> NTB <input type="checkbox"/> Other, please specify	
<b>9</b>	<b>TLMs Received ?</b>	
	<input type="checkbox"/> Before start of Training <input type="checkbox"/> Within 15 days after start of training <input type="checkbox"/> 1st Month <input type="checkbox"/> 2nd Month	
<b>10</b>	<b>Are you satisfied with the contents of curriculum?</b>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs improvement	
<b>11</b>	<b>Are you satisfied with the duration of course?</b>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Too long <input type="checkbox"/> Too short	
<b>12</b>	<b>Is adequate material provided to students for training?</b>	
	<i>Course material</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Consumable material</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Tools and equipment</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>13</b>	<b>What is the structure of the course in terms of time allocated to classroom study versus practical work?</b>	
	<input type="checkbox"/> 70% Classroom 30% Practical <input type="checkbox"/> 60% Classroom 40% Practical <input type="checkbox"/> 50% Classroom 50% Practical <input type="checkbox"/> 40% Classroom 60% Practical <input type="checkbox"/> 30% Classroom 70% Practical <input type="checkbox"/> 20% Classroom 80% Practical <input type="checkbox"/> Other, please Specify	
<b>14</b>	<b>What is your recommendation for time allocation - classroom versus practical?</b>	
	<input type="checkbox"/> 70% Classroom 30% Practical <input type="checkbox"/> 60% Classroom 40% Practical <input type="checkbox"/> 50% Classroom 50% Practical <input type="checkbox"/> 40% Classroom 60% Practical <input type="checkbox"/> 30% Classroom 70% Practical <input type="checkbox"/> 20% Classroom 80% Practical <input type="checkbox"/> Other, please Specify	
<b>15</b>	<b>In your view, how useful is this course in helping the trainees to earn their livelihood?</b>	
	<input type="radio"/> Highly Useful <input type="radio"/> Fairly Useful <input type="radio"/> Useful <input type="radio"/> Not Useful <input type="radio"/> Least Useful	



## Monitoring and Evaluation Tool 1- Trainee



تاریخ \_\_\_\_\_

1	ادارے کا نام	_____
2	کورس	_____
4	نام	_____
6	جنس	_____
8	ولدیت	_____
10	ایڈریس	_____
11	تعلیم	_____
	پرائمری	<input type="checkbox"/>
	مڈل	<input type="checkbox"/>
	میٹرک	<input type="checkbox"/>
	انٹر میڈیٹ	<input type="checkbox"/>
	گریجوایشن	<input type="checkbox"/>
	کوئی اور	<input type="checkbox"/>
12	کوئی ٹیکنیکل یا ووکیشنل تربیت حاصل کی؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/> ماضی کردہ تربیت کی تفصیل _____
13	اس ٹریننگ سے پہلے کیا کرتے تھے؟	بیروزگار <input type="checkbox"/> ملازمت <input type="checkbox"/> خود روزگار/اپنا کام <input type="checkbox"/>
14	کیا نصاب فراہم کیا گیا؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/> کیا نام تمہیں کیا گیا؟ _____
16	کیا کورس سیشن پلان / لیسن پلان کے مطابق پڑھایا گیا؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/> کیا کورس نام تمہیں کے مطابق پڑھایا گیا؟ _____
18	کیا کورس کو آڈینٹ نے پابندی سے معائنہ کیا؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/> کیا آپ انسٹرکٹر کے سکھانے کی صلاحیت سے مطمئن ہیں؟ _____
20	کیا بچے نے آپ کی کارکردگی جانچی؟	ہفتہ وار <input type="checkbox"/> پندرہ روزہ <input type="checkbox"/> ماہانہ <input type="checkbox"/>
21	کیا آپ درج ذیل سے مطمئن ہیں؟	
	تربیت میں استعمال ہونے والا سامان	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
	نصاب کا مواد	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
	اوزار اور سامان	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
	ادارے کا مجموعی طور پر ماحول	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
22	کیا استعمال کی اشیاء / اوزار اور سامان فراہم کیا گیا؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
23	کلاس روم اور ورکشاپ پر ٹیکنیکل [عملی کام] میں تناسب	پریکٹیکل 40% کلاس روم 40% <input type="checkbox"/> پریکٹیکل 30% کلاس روم 50% <input type="checkbox"/> پریکٹیکل 20% کلاس روم 80% <input type="checkbox"/> پریکٹیکل 70% کلاس روم 30% <input type="checkbox"/>
24	کیا ادارہ میں نصاب کے مطابق پڑھایا جا رہا ہے؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
25	کیا آپ کو ریفرنس مواد اور نوٹس فراہم کئے گئے؟	ہاں <input type="checkbox"/> نہیں <input type="checkbox"/>
26	کورس مکمل کرنے کے بعد کیا پروگرام ہے	ملازمت <input type="checkbox"/> خود روزگار/اپنا کام <input type="checkbox"/> بیرون ملک <input type="checkbox"/> مزید کورس / تربیت حاصل کرنا <input type="checkbox"/>
27	کیا آپ تربیت کے معیار سے مطمئن ہیں؟	مطمئن <input type="radio"/> کافی مطمئن <input type="radio"/> مکمل طور پر مطمئن <input type="radio"/> غیر مطمئن <input type="radio"/> کافی غیر مطمئن <input type="radio"/> مکمل طور پر غیر مطمئن <input type="radio"/>

دستخط \_\_\_\_\_

## Section 14

## Annexure-III- Employment Status Proforma

The Employment status of all the trainees of NAVTTC executed programs may be obtained but not limited to following format.

Name Of Trainee	CNIC	Gender	Disability (Yes/No)	Province	District	Institute	Course Name/Batch Name	Trade Name	Course Type 1.High-Tech 2.Conventional 3.RPL 4.Apprenticeship	Are You Employed? (Yes/No)	Employment Type: 1. Government job 2. Private job 3. Business 4. Freelancing	What is your job title	If you are unemployed, what is the reason?  1. Job not available 2. Lack required skills 3. Lack required experience 4. Lack of information about job 5. Household responsibilities 6. Not allowed by family 7. Further studies	How many times have you applied for the job?