



GOVERNMENT OF GILGIT-BALTISTAN  
INFORMATION TECHNOLOGY DEPARTMENT  
GILGIT BALTISTAN

No. Sec-IT-3(11)/2022-Skills Dated 06-01-2023

**REQUEST FOR PROPOSAL (Revised)**

1. Information Technology Department Government of Gilgit-Baltistan, intends to launch Advanced Digital skill development Programs on various technologies i.e. **Mobile Application Development, MERN Stack Development, Game Development & Modeling and Cloud Solutions Architecture**) through customized and tailored made programs in Gilgit and Skardu in order to enhance skill level and employability of youth of Gilgit-Baltistan to match international demands.
2. IT Department GB wishes to engage interested and qualified bidders to submit their proposals to conduct the desired training on a single stage — two envelopes procedure as per PPRA (Pakistan) rules (<http://ppra.org.pk>), bidding will be carried out by adopting Rule 36(b) of PPRA 2004 “Single-stage Two-Envelopes procedure” and selection will be made following the Quality and Cost Based Selection (QCBS) Procedure.
3. The bid shall comprise of a single package containing two separate sealed envelopes. Each envelope shall separately contain one Original and two Copies of the financial proposal and the technical proposal.
4. The bids shall be submitted not later than **24<sup>th</sup> January 2023 11.00 AM.** at the address given below. The bid will be opened on same day **24<sup>th</sup> January 2023 at 01:00 PM,**
5. As per PPRA rules 2004/PEC at least 2% call deposit (CDR) of bid amount from any schedule bank including KCBL in the name of Secretary IT, GB may be attached with the Technical Bid/Tender. In case CDR not found attached with Technical Bid the firm/contractor will be declared as “Non-responsive”. Successful bidders will have to submit 10% performance security of total bid price in the name of Secretary IT, GB within 7 days after bid acceptance in the prescribed way given in RFP.
6. The tender documents including detailed Request for Proposal must be obtained from the undersigned during office hours on payment of non-refundable amount of Rs. 2000/- (Two Thousand) before the closing date and time by presenting written request for issuance of RFP document or can request through email on following emails. [info@gbit.gov.pk](mailto:info@gbit.gov.pk), [ehsan.karim@gbit.gov.pk](mailto:ehsan.karim@gbit.gov.pk), [sadafshaheen91@gmail.com](mailto:sadafshaheen91@gmail.com) & [kumailabbas14@gmail.com](mailto:kumailabbas14@gmail.com) In case of online download, please submit a bidding fee worth Rs. 2000/- (Two Thousand) in the name of the Secretary Information Technology Gilgit-Baltistan.
7. Valid **NTN & GST** Registration Certificates required for collection of the tender documents.
8. The Information Technology Department, GB reserves the right to reject all the proposals as per PPRA Rules or cancel the bidding without assigning any reason.
9. For any query related to this tender, please feel free to contact the undersigned.
10. Advertisement is also available in detail on [www.gbit.gov.pk](http://www.gbit.gov.pk) & [www.ppra.org.pk](http://www.ppra.org.pk)

(KUMAIL ABBAS)  
Deputy Secretary (IT),  
Information Technology Department GB,  
Mehboob Manzil No. 3 Near CM Secretariat, River View Road  
Chinar Bagh, Gilgit.  
(Tel: 05811-960457)



INFORMATION TECHNOLOGY DEPARTMENT  
GILGIT BALTISTAN

BIDDING DOCUMENT  
Single Stage — Two Envelopes Bidding

Specialized Digital Skills Development Program

**For, Mobile Application Development, MERN Stack Development,  
Game Development & Modeling and Cloud Solutions Architecture**

6<sup>th</sup> January, 2023

REQUEST FOR PROPOSALS

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**1 INVITATION TO BIDS**

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**Specialized Digital Skills Development /Training Program**

1. Information Technology Department of GB invites potential bidders to bid for the "Specialized Digital Skills Development Program" on various technology tracks i.e. "Mobile Application Development, MERN Stack Development, Game Development & Modeling and Cloud Solutions Architecture " on a single stage - two envelopes procedure as per PPRA rules (<http://ppra.org.pk>).
2. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal (Prices must be mentioned with all applicable taxes otherwise bid will be rejected) and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
3. The bid shall be submitted no later than **11:00 AM, 24-01-2023** at the address given below

Deputy Secretary (IT)  
Information Technology Department GB  
Mehboob Manzil Near CM Secretariat, Chinar Bagh Gilgit

All bids received in time will be opened in the presence of Bidders' representatives who choose to attend at **01:00 PM, 24-01-2023**. Any bid submissions received after this date will be rejected.

4. The bid shall remain valid for **120 days extendable up to 60 days** the date of bid opening prescribed above. Accordingly, bids shall be valid **12:00 PM, 24-05-2023**
5. A Bid Security/Bid bond is required and acceptable in the shape of a Bank Guarantee/Bank Draft/Pay Order/Demand Draft/Banker's cheque/CDR only, issued from any scheduled bank operating in Pakistan, as 2% of the project value, in the favor of IT Department GB of Pakistan.

The bid security must be valid for One Hundred and Twenty (120) days, the bid security should not expire  
**12:00, 24-05-2023**

6. Electronic Procurement will not be permitted. Late Proposals will be rejected. The Technical Part will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below on **01:00 PM, 24-01-2023**
7. Technical Bids will be opened by a committee on the same day i.e. **02:00 PM, 09-01-2023** in the presence of bidders or their authorized representatives who wish to attend the bid opening process. Financial Bids of only technically qualified bidders shall be opened on a date/time to be announced subsequently. Financial bids of bidders that may not qualify technically shall be returned unopened.
8. The tender documents including detailed Request for Proposal must be obtained from the undersigned during office hours before the closing date and time by presenting written request for issuance of RFP document.

9. Valid NTN / GST Registration Certificates and AGPR Vendor Number required for collection of the tender documents.

10. For any query related to this tender, please feel free to contact the undersigned.

Deputy Secretary (IT)

Information Technology Department GB

Mehboob Manzil Near CM Secretariat Chinar Bagh Gilgit

Phone: 05811960457

[info@gbit.gov.pk](mailto:info@gbit.gov.pk), [ehsan.karim@gbit.gov.pk](mailto:ehsan.karim@gbit.gov.pk) & [kumailabbas14@gmail.com](mailto:kumailabbas14@gmail.com)

7 ENCLOSURE(S):

*{If appropriate, insert: "Addendum No. (insert: number of the addendum) to the bidding documents," and/or "Memorandum for {name of Bidder as taken from the top of this invitation} of "Changes Required Pursuant to Bid Evaluation," or state: "There are no enclosures"}]*

## 2. INTRODUCTION

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Information Technology Department Government of Gilgit-Baltistan (GB) intends to launch Specialized Digital Skills Development Program (on various technologies Mobile Application Development, MERN Stack Development, Game Development & Modeling and Cloud Solutions Architecture) through customized Intensive training at Gilgit & Skardu in order to enhance skills level to match international demands.

IT Department GB aims at running pilots on “Specialized Digital Skills Development Program” on short medium- and long-term basis. The purpose of this tender is to provide high-level key requirements for the “SPECIALIZED TRAINING” evaluation process and ultimately the selection process.

IT Department GB wishes to engage interested and qualified bidders to submit their proposals to conduct the desired Intensive trainings

### 2.1 Preparation of Proposal

#### 2.1.1 Bidding Process

For said assignment, IT Department GB being a public sector organization has to follow PPRA’s Procedure of Open Competitive Bidding Rule — “Single Stage — Two Envelopes Bidding Process “as per said procedure which is reproduced as under:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- (iv) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the \*\*\*\*most advantageous bid shall be accepted.



(x) If the outer envelope is not sealed and marked, the Evaluation, Purchaser will assume no responsibility for the bid's misplacement or premature opening.

(xi) Bids submitted through telegraph, telex, fax or email shall not be considered.

i. **Technical Proposal**

1. While preparing Technical Proposal, bidding firm(s) are expected to examine the Tender Documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
  2. The technical proposal should provide the information using the detailed specifications guide or special instructions provided with each component of the scope of work section.
  3. To establish the conformity of the items required through this TENDER Document, the Vendor shall furnish as part of its Technical Proposal, a detailed description of the Bidder's proposed items conforming in all material aspects with the Technical Requirements both *overall* as well as in regards to the performance of each proposed item.
4. Please note that the technical proposal shall not include any financial information.

ii. **Financial Proposal**

1. While preparing the financial proposal, bidder(s) is expected to take into account the requirement and conditions of the invitation documents.
2. The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The IT Department GB will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent.

**b. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of his bid and IT Department GB will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

**c. Language of Bidding**

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

**d. Confidentiality**

**i. General**

1. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
2. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other person
3. Any attempt by a Bidder to influence IT Department GB in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.

**ii. Use of Contract Documents & Information; Inspection and Audit by IT Department GB**

The bidder shall not, without IT Department GB's prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of IT Department GB in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The bidder shall not, without IT Department GB's prior written consent, make use of any document or information related to IT Department GB functions and procedures except for purposes of performing the Contract.

All documents shall remain the property of IT Department GB and shall be returned (all copies) to IT Department GB on completion of the Bidder's performance under the Contract if so required by IT Department GB.

The Bidder shall permit IT Department GB to inspect their accounts and records relating to the performance of the services and to have them audited by auditors appointed by IT Department GB, if so required by IT Department GB. IT Department GB can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

**e. Bid Validity**

1. Bid shall remain valid and open for acceptance for a period of **120 days** from the specified date of tender opening extendable up to 60 days.
2. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder

agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of IT Department GB

**f. Amendment of Bidding Documents**

1. At any time prior to the deadline for submission of Bids, IT Department GB may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
2. The amendment shall be part of the Bidding Documents, and will be notified in writing through fax or letter by courier or shall be made available on the IT Department GB's website to all prospective bidders who have received the Bidding Documents, and will be binding on them.

**g. Clarification(S) / Queries of Tender**

1. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from:

IT Department GB

Contact person:

Deputy Secretary

Tel: 05811960458

Email: [kumail.abbas@gbit.gov.pk](mailto:kumail.abbas@gbit.gov.pk), [ehsan.karim@gbit.gov.pk](mailto:ehsan.karim@gbit.gov.pk),  
[sadaf.shaheen@gbit.gov.pk](mailto:sadaf.shaheen@gbit.gov.pk) & [info@gbit.gov.pk](mailto:info@gbit.gov.pk)

2. Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come either through E-Mail/Fax or Courier on the address mentioned above. Telephone enquiries may not be entertained. All inquiries about the tender made to IT Department GB and IT Department GB's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry. Bidders who have purchased bidding documents, may send their questions seeking in clarifications. Such enquiries must reach the above-mentioned officers not later than 7 days prior to bid closing date.

**h. Suggestions & Omissions**

The Bidder should likewise notify to the above of any suggestions or omissions in the RFP. Purchaser will, at their sole discretion, will incorporate such suggestions / omissions.

**i. Sealing, Marking and Transmission of the Bid**

1. Detailed “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” should be submitted in one original and two copies of each in separate envelope. The envelopes containing Technical and Financial Proposals shall be properly sealed, stamped and marked as follows:

a) “**TECHNICAL PROPOSAL**”

Bid against Tender Notice No. Sec-IT-3(11)/2022-Skills

Do not open before time specified in the tender document / advertisement

Please Note:

Technical Proposal should also be submitted in a soft copy (USB) as well.

**b) "FINANCIAL PROPOSAL"**

Bid against Tender Notice No. Sec-IT-3(11)/2022-Skills

Do not open before time specified in the tender document / advertisement

"FINANCIAL PROPOSAL"

Bid against Tender Notice No. Sec-IT-3(11)/2022-Skills

Do not open before time specified in the tender document / advertisement

2. If the envelope is not marked as instructed above, IT Department GB will assume no responsibility for the misplacement or premature opening of the bid.

**j. Deadline for Submission of Bids**

3. The original bid, together with the required copies must be delivered to IT Department GB at the address specified in section 1 not later than **12:00 pm, 09-01-2023**
4. A total of at least fifteen (15) days would be given for submission of bids. Once the tender is floated, first seven (7) days would be allocated for vendor queries and clarifications. Bidders would then be expected to submit their bids within the rest of days. Any bids received after the bid submission deadline would be marked late and cancelled at the sole discretion of IT Department GB.
5. IT Department GB may, at its own discretion, extend the deadline for the submission of Bids by amending the Bidding Documents, in which case all rights and obligations of IT Department GB and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
6. The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "LATE".
7. If the envelopes are not marked as instructed above, IT Department GB will assume no responsibility for the misplacement or premature opening of the bid.

**k. Bid Opening**

The Technical Bids will be opened publicly by the Tender Opening Committee in the presence of Bidder's representatives who wish to attend the bid opening at New Dates to be entered the time and date already communicated.

**l. Modifications and Withdrawal of Bids**

1. Bidder may modify or withdraw their bid after submission, provided that written notice of the modification or withdrawal is received by IT Department GB prior to the prescribed deadline for submission of bids.
2. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
3. No bid shall be modified subsequent to the deadline for submission of bids.

4. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

**m. Bid Bond/ Bid Security**

1. The bidder shall furnish with the "FINANCIAL" bid, as part of their bid, a bid bond for an amount equivalent to 2% of the bid amount in Pak Rupees as per specimen at "Section 5.1".
2. The bid bond shall be in the form of a Bank draft / Pay order / Bank Guarantee must be issued by a Pakistani Scheduled Bank. The bid bond shall be valid for 120 days counting from the day of the bid opening *extendable* up to 60 days.
3. Any bid not accompanied by the requisite Bid Bond shall be rejected as non-responsive. The bid bond of unsuccessful bidders will be returned. The bid bond of the successful bidder shall be discharged after requisite 10% of the total contract amount Performance Bond / Bank Guarantee / Bank Draft / Pay Order/ valid insurance guarantee from qualified to issue this guarantee as per rules has been furnished and the contract has been signed.
4. The bid bond will be forfeited in case:
  - i. A bidder withdraws its bid during the period of bid validity.
  - ii. Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

**n. Responsiveness of the Bids**

1. The Technical Portion of the bid proposal must be accompanied with the certificate declaring that a bid bond of appropriate amount is enclosed with the financial proposal.
2. The Bid must be prepared in the English Language.
3. The Bid must be unconditionally valid for 120 days from the date of Bid Opening further extendable to 60 days
4. The bid must be accompanied with the duly signed and stamped "Standard Forms" given at Section 3 and Section 4 of this document.
5. Bids should only be submitted by hand through authorized representative of the bidding firm/company or by courier so as to reach at assigned address before bid opening date & time.
6. Duly filled in signed and stamped declarations sample provided at "Section 4.16" and "Section 4.17" on the letter head of bidder should be accompanied with the bid proposal, failing which the Bid may be considered as non-responsive.
7. The IT Department GB will evaluate and compare only the substantially responsive bids.
8. Bids determined to be substantially responsive will next be checked for any material error in computation.

**o. Performance Guarantee**

1. Within fifteen (15) days of Contract signing, the successful bidder shall furnish to IT Department GB, Bank Guarantee/insurance security bound of qualified insurance security provider in favor IT Department GB of amounting to 10% of the Bid value
2. The Bank Guarantee of the banks that are blacklisted by Government of Pakistan for issuing Bank Guarantees will not be acceptable.
3. The performance guarantee shall be valid for thirty (30) days after the completion of training.
4. The cost incurred for establishing the Bank Guarantee or any extension thereof shall be to the account of the bidding firm.
5. The Performance Guarantee will be discharged after completion of Intensive training, the Performance Guarantee must be as per format attached at Section-5.2“and must be either from a Pakistani scheduled bank or Karakoram Cooperative Bank Limited (KCBL) Gilgit-Baltistan or qualified insurance company
6. The proceeds of the Performance Guarantee shall be payable to the IT Department GB as compensation for any loss resulting from the contractor's failure to complete its performance obligations under the contract according to the satisfaction of IT Department GB.

**p. Eligibility and Qualification Requirements**

1. To be eligible for award of contract, bidders will have to provide satisfactory evidence to IT Department GB of their eligibility and meet the minimum criteria detailed in Section 2.19.2 of this document.
2. The bidder should be competent to provide training the Items as mentioned in the “TERMS OF REFERENCE” at Section-3.
3. Bids submitted by a Consortium or Joint venture of two or more parties as partners, and their nominated sub-contractor, shall comply with the following requirements'
  - i. Bids submitted by a Consortium or Joint venture of two or more parties as partners, including their nominated sub-contractors, necessarily require qualifying eligibility criteria by any of the partner or combined.
  - ii. The bids, and in case of a successful bid, a Form of Agreement shall be signed so as to be legally binding on all partners.
  - iii. One of the partners shall be nominated, as being in-charge and its authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
  - iv. The bid bond/ bid security i.e. equivalent to 2% of the bid amount in the shape of Bank draft / pay order / bank guarantee must be submitted by lead bidder or the partner in charge.
  - v. The Lead Bidder shall be authorized to incur liabilities and receive instruction for and on behalf of any and all partners of the Consortium or Joint venture, and Nominated sub-contractors, and the entire execution of the contract including payment shall be done exclusively with the Lead Bidder or Partner in-charge.
4. All partners of the Consortium or Joint venture shall be jointly and severally responsible for the execution and completion of the contract in accordance with the contract terms and conditions. A relevant statement to this shall be included in the authorization mentioned under above 2.16(iii), as well as in form of bid and the form of Agreement (in case of successful bid). A copy of the agreement entered amongst the Consortium or Joint venture shall be submitted with the bid.
5. In case of a Consortium or Joint venture, a copy of the agreement(s) between the bidder and the partnering firm(s) is required to be submitted.

q. Clarification of Bids

1. To assist in the examination, evaluation and comparison of Bids IT Department GB may at its own discretion, ask the Bidder for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.
  - a. Bidders may be requested to provide sample for evaluation or demonstrate its features to IT Department GB during evaluation stage, at no extra cost.
  - b. IT Department GB reserves the right to communicate with any of the reference sites mentioned by the bidder, if required, with notifying the lead bidder.

r. General Terms and Conditions

1. After opening the bids, IT Department GB will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
2. IT Department GB will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, CV's of staff, MoU(s) if any, whether the documents have been properly signed, and whether the bids are generally in order.
3. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way IT Department GB's right or the bidders' obligation under the Contract.
4. A bid determined to be non-responsive will be rejected by IT Department GB and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. IT Department GB may waive any minor deviation and or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
6. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
7. The evaluation of the bids will take into accounts, in addition to the bid price, the following factors:
  - i. Reliability and efficiency of the offered services/solution
  - ii. Financial standing of the Bidder
8. There are two categories of Training (details given at (Category-I: 3.4.2.2), (Category-II 3.4.2.3), the vendor has to provide complete training content and price separately of a single category, multiple categories and / or all categories for which they are bidding:

**s. Proposal Evaluation**

**i. General Conditions**

1. Bidding firms shall not contact the IT Department GB on any matter relating to their proposal from the time of submission of the technical and financial proposal to the time the contract is awarded. If a firm wish to bring additional information to the notice of the IT Department GB, it should do so in writing at the address indicated in the (Section 2.7)
2. Evaluators of technical proposal shall have no access to the financial proposals until the technical evaluation is concluded.
3. The Tenderer is allowed to bid for complete services in any of the specified Lot(s)
4. Any effort by a bidder to influence IT Department GB in its decisions on Proposal evaluation, Proposal comparison or contract award will result in the rejection of the Bidder's Proposal and forfeiture of Bid Bond.
5. A Bidder that is under a declaration of ineligibility by IT Department GB in accordance with bidding instructions, at the date of the deadline for bid submission or thereafter, shall be disqualified.
6. Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
7. Any bidder intends to participate in more than one category must submit separate technical and financial detail against each category.



Sr. #	Evaluation Factor	Evaluation Aspects	Points	Max. Points
1	Experience in running Intensive training on the required technologies	More than 1 years	4	15
		Two years	8	
		3 years and More than 3 years	10	
2	Number of people trained in the past 3 years on the required technology.	More than 20	3	5
		More than 30	4	
		More than 50	5	
3	Number of Trainers on the required technologies	More than 5	3	5
		More than 10	5	
4	Qualification and certification (Udemy, Coursera etc) of Project Director and Trainers	Experience of PD 2 Years' experience in relevant training domain=3, More than 2 = 5	3	15
		Qualifications of PD Degrees in relevant technology BS = 1, MS = 2,	2	
		Qualification of Trainers International Certifications (Udemy, Coursera etc. 1 Marks for each certification of each trainer	5	
		Projects of Trainers, 1 = each projects in relevant training domain	5	
5	Average Annual Revenue (last 3 years) of the Bidder's firm/company. Audit report to be attached	Rs. 20 m or more	3	5
		Rs. 30 m or more	4	
		Rs. 50 m or more	5	

6	<p>Demonstration of ability to fully perform such Intensive training/training requirements through a clear and well explained Presentation/ Proposal having complete outline of course modules and complete execution plan</p> <p>Suitability &amp; Relevance of Course Contents, Delivery Methodology and Training facilities</p>	<p>Minimum on Standard Course Contents &amp; Delivery Methodology to be proved through prevailing course modules, existing working LMS and available content in the shape of audio and videos etc. Demonstration of tracking of trainees and proper monitoring and evaluation of the trainings</p>	15	30
		<p>Maximum on Enhanced/Extended Modified, Industry-Specific Methodology &amp; Approach, combining the International Best Practices for quality. Having experience and demonstration of delivering of these modules through international platforms like Udemy, Coursera etc. or equivalent. Demonstration of tracking of trainees and proper monitoring and evaluation of the trainings</p>	30	
7	<p>Accreditation with Local and International certifying bodies such as ISO, CMM I etc.</p>	<p>Minimum 3</p>	3	5
		<p>5 or More than</p>	5	
8	<p>Number of global IT certifications (Cisco Microsoft etc.) contracted facilitated and delivered in the past.</p>	<p>Minimum 30</p>	3	5
		<p>More Than 50</p>	5	
9	<p>Provide internship/ jobs to trainees in each domain for a period of minimum 3 months after completion of training with industry or organizations or Universities. Certificate/ undertaking to be submitted for providing such internship/job after completion of the training.</p>	<p>Minimum 10 trainees and above</p>	4	10
		<p>Minimum 20 trainees and above</p>	5	
		<p>Minimum 40 trainees and above</p>	6	
		<p>Minimum 60 trainees and above</p>	8	
		<p>Minimum 100 trainees and above</p>	10	
11	<p>D) Proven Industry Linkages though letter of recommendations certifying that they need people equipped with these training domains and these have a market value.</p> <p>II) Moreover, proof that previously trained people from these organizations/ trainers are working on these domains in industry or online market</p> <p>III) Trainers and other staff of organization/ firm are working in industry or line market in these domains themselves</p>	<p>1 Mark to each letter of recommendation or certificate from Industry. 05 marks</p>	5	10
		<p>1 mark for each industry linkage through previous trained people or Through faculty/ trainer of the firm or service provider</p>	5	
<b>Total Maximum Points</b>				<b>100</b>

Minimum marks required for technical qualification are 50% in each category/lot. The bidders are required to submit evidence in the form of copies of contract, letters of completion issued by client or similar valid document.

Firms scoring minimum of 50% in technical evaluation will be shortlisted against relevant category/lot and hence referred to as 'Responsive Bids'. The overall evaluation criteria will be based on **70% Technical and 30% financial** of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

ii. **Minimum Evaluation Criteria / Mandatory Qualification Criteria**

Before submitting the request, the bidding organization may ensure that they are meeting the following minimum eligibility criteria:

- Proof of Experience of conducting high impact trainings
- The Project Director, trainers and assistant trainers/ instructor must have degrees in relevant technology domain and/ or International certifications from reputable platforms like Udemy, Coursera or reputable universities
- Minimum Annual Turnover (Joint average of last 3 years of Lead Bidder/JV/Subcon)
- Minimum number of Full Time Trainers each domain (any member of JV and /OR subcon): 01
- The firm must be incorporated in Pakistan and adhere to all legal requirements to operate in Pakistan, having Valid Tax compliance certification (NTN & STN) & SECP registration.
- Have proof of industry linkages

iii. **Technical Evaluation**

1. This tender will be Single Stage - Two Envelops bidding procedure. Preliminary evaluation of technical bids will be done as per the information provided by the bidder as requested in Section 2 against each category/lot separately.
2. Detailed technical evaluation will be done for firms who qualify the preliminary evaluation. These firms will be asked to provide sample or give demonstration of features for the proposed high impact skills training solution. The service provider will submit the requisite proposal/ presentation elaborating its plan
3. IT Department GB's Evaluation Committee on the parameters given in the tender appendixes will make the technical evaluation. Ratings for the technical evaluation will be as per parameters given as Eligibility Criteria given with the SCOPE OF WORK.
4. The evaluation shall be on the basis of bidder responsiveness to the Terms of Reference. The IT Department GB will apply an evaluation criterion and point system to evaluate the technical criteria. A proposal shall be rejected at this stage if it does not respond to important aspects of the Term of Reference. If the missing parameters/technical features are a scored technical feature, the relevant score will be set at zero
5. The IT Department GB will notify the bidding organization/ firm of the rejection of their technical proposal indicating that their financial proposal if any will be returned unopened after completing the selection process.
6. The IT Department GB will notify in writing to the organization/ firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.

7. On opening the financial proposal i.e., in the presence of the bidding firm(s) representatives who wish to attend, the IT Department GB will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.

iv. **Financial Evaluation**

Financial Proposals of the technically qualified bidders only would be opened and, evaluated / compared on the following basis:

1. The financial proposals shall first be checked for any error of computation and arithmetic errors will be corrected.
2. If a bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
3. Items and Services that are required but have been left out or are necessary to correct minor deviations of the proposal will be added to the total proposal price using costs taken from the highest prices from other responsive proposals for the same item and Services, or in the absence of such information, the cost will be estimated at prevailing list prices.
4. For the purpose of evaluation / comparison of bids, total lump sum cost with all applicable taxes will be considered.
5. Total evaluated financial cost of each responsive bidder shall be the basis of merit ranking of the Financial Proposal of the bid.

**2.1.1 Technical -Cum- Financial Evaluation:**

As per process technical and financial evaluation will be held separately. Initially those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to deliver all services listed in “Scope of Work” that each category and also technically qualify as per criteria and the judgment based on their profile ;

In addition, the following Evaluation Factors will be applied:

- (a) Brand Rating of offered Trainings in the industry
- (b) Future Roadmap and Refresh Courses
- (c) Portfolio of trainings in multiple disciplines
- (d) Industry collaboration and Linkages
- (e) Certifications
- (f) International collaboration and linkages
- (g) Success rates of already imparted trainings
- (h) Detail of similar executed projects

t. **IT Department GB's Right to Accept or Reject any or All Bids**

1. IT Department GB reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for IT Department GB's action.
2. IT Department GB may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which

has, accrued or will accrue thereafter to IT Department GB.

3. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, IT Department GB shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit (bid bond amount).

**u. Disclaimer to the Evaluation Process**

At any point of time, IT Department GB reserves the right to alter the evaluation and selection process without any intimation to the bidder and the decision of the IT Department GB will be final in awarding of contract.

**v. Payment Schedule**

The Purchaser shall pay the Contract Price to the Supplier according to the categories and in the manner specified below.

Within each such category, the contract implementation schedule may trigger pro-rata payments for the portion of the total contract price for the category corresponding to the services actually delivered at unit prices and in the currencies specified in the price schedules of the Contract Agreement.

Sr. No.	Work to complete	Payment Percentage
1.	Mobilization advance (against advance unconditional bank guarantee)	15% (10% + 5%)
2.	Submission of Project Plan, Selection of trainees, venue finalization and Training Resource Mobilization on the training venues in Gilgit-Baltistan	15%
3.	Completion of 33% months/duration of training	20%
4.	Completion of 66% months/duration of training	20%
5.	Completion of 100% months/duration of training	20%
6.	Completion of Contract	10%

For Services supplied, the Purchaser will pay the Supplier in PKR (at the exchange rate prevailing at the day of payment). Any taxes payable in the Purchaser's Region at the time of bidding shall be included in the quoted price and shall be the responsibility of the firm.

**w. Bid Prices**

1. All items in the Project Scope must be listed and priced separately in the Price Schedules. The proposal must clearly state the methodology and cost of each training Normal **price and optional price** separately.
2. IT Department GB reserves the right to increase / decrease quantity of items and right to accept or reject any or all bids of the tender by assigning the reason(s), thereof
3. There are two categories of Training, the vendor has to provide price separately inclusive of all applicable taxes of a single category, multiple categories and / or all categories for which they are bidding; otherwise, the bid would not be considered.
4. Bid prices can be quoted in any convertible currency, however payment shall be made in PKR.  
At the exchange rate prevailing at the day of payment

**x. Award Criteria**

1. IT Department GB will award the contract to the successful bidder, whose proposal has been determined to be substantially responsive and has been determined to be the highest evaluated proposal, after considering all factors and who meets the requisites requirements as per “Scope of Work”, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
2. IT Department GB will notify by fax/letter by courier, the successful bidder of its intent to enter into a contract. The contract shall be executed only after all necessary management approvals have been obtained.

**y. Change of Scope**

At any time prior to the deadline for submission of bids, IT Department GB may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Tender. Amendments will be provided in the form of Addenda to the Tender and will be sent in writing by courier, cable, facsimile, or electronic mail to all prospective Bidders that have received the Tender Document and will be binding on them. Bidders are required to immediately acknowledge receipt of any such addenda, and it will be assumed that the amendments contained in such addenda will have been taken into account by the Bidder in its bid.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, IT Department GB may, at its own discretion, extend the deadline for submission of bids, in which case IT Department GB will notify all the bidders.

**z. Liquidated Damages on Late Performance**

If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required items/services, the Bidder shall promptly notify IT Department GB in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, IT Department GB shall evaluate the situation and may at its own discretion, except for cases of Force Majeure, extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

Liquidated damages will be deducted from contract price as per following schedule.

- a) 1<sup>st</sup> 50 days beyond agreed delivery time — 0.2% per day of the total contract value
- b) 2<sup>nd</sup> 50 days beyond agreed delivery time — 0.4% per day of the total contract value.
- c) Delay beyond 100 days will result in termination of the contract by IT DEPARTMENT GB., Forfeiture of Performance Guarantee, and claim additional Risks & Costs to the extent of getting the work completed by alternate vendors.

### aa. Fraud & Corruption

The IT Department GB requires that the procuring entities as well as bidders, suppliers, and contractors and their sub-contractors under the IT Department GB contracts, shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In this context, the Purchaser; (a) defines, for the purposes of this provision, the terms set forth below as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b) "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- e) "Obstructive practice" means:
  - i. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - ii. Acts intended to materially impede the exercise of the IT Department GB. Inspection and audit rights provided for under sub clause (a) below.
  - iii. will reject bid(s) if it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
  - iv. Will sanction a firm or individual, including declaring ineligible, for a stated period of time, to be awarded a IT Department GB. financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a IT Department GB financed contract.

The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:

- a) give or propose improper inducement directly or indirectly,
- b) distortion or misrepresentation of facts,
- c) engaging in corrupt or fraudulent practice or involving in such act,
- d) interference in participation of other competing bidders,
- e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,
- f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price,
- g) Contacting the Purchaser with an intention to influence the Purchaser with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the notification of award of contract.



PPRA on the recommendation of the Purchaser may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including the following grounds and seriousness of the act committed by the bidder:

- a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,
- b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information,

A bidder declared blacklisted and ineligible by IT Department GB. and PPRA, shall be ineligible to bid for a contract during the period determined by these stakeholders. The Supplier shall permit SLC to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by IT Department GB, if so required by the PPRA.

**bb. Conflict of Interest**

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of this Bid; or
- d) have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
- e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of a | I Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or a Bidder or
- f) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

**cc. Reference Site Visit**

1. During the period of training contract, it is the responsibility of the bidder to facilitate IT Department GB to visit the training venue in both the cities (Gilgit and Skardu) where the bidder will provide trainings. IT Departments or its nominated representative will visit the venue for witnessing the trainings on the spot when required
2. Short listed vendors may be called to demonstrate its features to IT Department GB.
3. IT Department GB's Management to affirm functional and technical requirements are met. This activity shall be at the bidder's own risk. The costs of demonstration and visiting the site or sites shall be borne by the Bidder.

**dd. Arbitration**

Any disputes or differences arising out in connection with this assignment which cannot be amicably settled within 15 days between the IT Department GB and the Bidder shall at the request of any party be finally settled by arbitrators, each party will appoint one such arbitrator, arbitrators so appointed before commencing any proceedings will jointly appoint an umpire. Arbitration proceedings shall be conducted under the provisions of Arbitration Act 1940 or any statute which replaces extends or modifies and Government of GB the same. The venue of any such arbitration shall be mutually determined, Pakistan. The Laws of Islamic Republic of Pakistan will govern the contractual relationship between the bidder(s) and the IT Department GB.

**ee. Force Majeure**

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

The terms of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify IT Department GB in writing of such conditions and the cause thereof. Unless otherwise directed by IT Department GB in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**ff. Notification of Intention to Award**

1. The Purchaser shall notify the concerned Bidder whose bid has been selected in accordance with bidding guidelines within seven 7 days of the selection of the bid, in writing that the Purchaser has intention to accept his/her bid and the information regarding name, address and bid amount of the selected bidder shall be given to all other bidders using the “Letter of Intention”.
2. If no bidder submits an application pursuant to bidding instructions within a period of seven days of providing the notice, the Purchaser shall accept the bid selected prior to the expiry of bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.

**gg. Signing of Contract**

Within fifteen (15) working days after notification to the successful bidder regarding acceptance of his bid and submission of Bank Guarantee, the contract incorporating all agreements between the parties will be signed.

### 3 TERMS OF REFERENCE

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#### 3.1 Project Overview

IT Department GB is responsible for creating enabling environment and imparting adequate training education to IT graduates so that they are able to be employable for Domestic and Export consumption.

Hence, in order to achieve this mission, IT Department GB is looking to impart specialized digital trainings program to youth of Gilgit-Baltistan so selected

The below sections outline the detailed training requirements and high-level scope the expected outputs of the proposed high end digital program.

#### 3.2 Training Objectives

IT Department GB intends to execute an Intensive training/training to University Teachers, IT Graduate, and Professionals the experience of specialized Training Development Programs and develop their skills using world-class course work and methodology. IT Department GB aims that this Intensive Training/training programs will enable these students and professionals to conduct or be part of execution of such Intensive Training in the future. The selected bidder should have experience based on the market knowhow in successful model regions preferably like Silicon Valley of California and other technology centers.

The core objective of the specialized Training/training programs is to prepare the specialized Training program participants for software development and training jobs in these disciplines:

1. Mobile Application Development
2. MERN Stack Development
3. Game Development and Modeling
4. Cloud Solutions Architecture

Bidders should provide detailed weekly course work outline for each of the subjects with comprehensive detail.

#### 3.3 Intended Benefits

Through a successful SPECIALIZED TRAINING, IT Department GB aims to achieve following benefits:

1. Enable the trained resources for high performance delivery in the fields mentioned above
2. These jobs are projected to be offered by international and Domestic firms, Government Departments, Institutions who will:
  - (A) Expand their current operations in Pakistan
  - (B) New businesses will be motivated to bring their development work to Pakistan ad
  - (C) Take many of these skilled resources to their home base as employees
3. Domestically these resources should also be able to find jobs both in the public and private sectors. Currently, many of these jobs have been exported to foreign-based companies.

### 3.4 Scope of Work

#### 3.4.1 Training Scope

- a. Training Service Provider should provide a model course work, methodology and detailed work breakdown structure to be followed as a guideline in the field Mobile Application Development, MERN Stack Development, Game Development & Modeling and Cloud Solutions Architecture, The Training Service Provider will provide Facilitation in development of course video lectures, assignments, and quizzes.
- b. The training venue will be Gilgit and Skardu. However, IT Department may reduce the no of venues
- c. Each training track should be supervised by highly qualified instructors with assistant instructors, for the duration of the fully immersive training **4 months** after selection of the trainees and start of training. Service Provider will be responsible for Onboarding highly skilled trainers from academia and industry. The trainers hired shall have requisite degrees and certifications in the relevant domains and requisite experience
- d. The Training Service Provider shall perform Oversight of the project.
- e. The Training Service Provider shall provide Facilitation of faculty members to travel to Gilgit Baltistan (designated venues) for imparting technical training and evaluations.
- f. The Training Service Provider will be responsible for Onboarding technology partners like Google, IBM, CISCO, etc. to offer the solutions –
- g. The Training Service Provider will be responsible for Onboarding industry partners and collaborators for intern placement and job interviews - Facilitation for internship placement
- h. Training student teacher ratio in each technology and each city will be determined mutually.
- i. The Training Service Provider will arrange a visit to the training facilities and training space/ venue prior to start of training and give proper assessment and feedback about necessary arrangements for the trainings at designated venues so that the same may be prepared accordingly by IT Department GB well before start of the training
- j. The Training Service Provider will be responsible for Selection process of trainees including tests and interviews. The Training Service Provider must also clearly define pre-requisites such as a BS degree in Computer Science, or relevant discipline and basic programming skills that may be sufficient for candidates to qualify for Intensive Training in each training module/ domain.
- k. Training Service Provider will train a total of up to 600 trainees in a year from a total of 4 disciplines as referred in section 3.2. However number of trainee may increase/ decrease on the basis of requirement and eligibility of trainees. The selection process & final selection of trainees will be defined by the Training Service Provider. Proper pre- evaluation criteria for selection of trainees will be defined by the Training Service Provider with the consultation of IT Department GB.
- l. Training Service Provider will develop or use an existing comprehensive fully functional Learning Management System (reporting, assessment, content, and tracking) for the training and have to provide the training through LMS for course development, assignments, Q&A, and progress monitoring
- l.a. Training Service Provider must complete all activities including Admission Portal, LMS, Student Shortlisting, and visit to training venue and get it prepared by IT Department within one month after award of contract.
- n. Training Service Provider will provide 2 years' backend technical support with LMS access after the completion of Intensive Training including (Career counselling, Content & technical support). Contractor will provide portal access for tracking and

placement of Intensive Training graduates to IT Department GB. Tracking of successful students with respect to their job placement and career growth will be responsibility of service provider which will be shared with IT Department GB

- o. service provider will regularly share progress reports and analytics with GB Government and will regularly update IT Department GB for course management
- p. The initial training contract will spread for one-year extendable subject to satisfactory performance. After completion of one training cycle i.e. 4 months' evaluation will be carried out to gauge the efficacy of the training. At least 50% of the trainees should get jobs or online work after completion of each module
- q. During training session, the Training service provider shall ensure of visit of relevant industry people and experts to sensitize and educate the trainees about market trends and situation

#### 3.4.2 TRAINING SUBJECTS

There are four trainings categories/Lots as follows:

1. Mobile Application Development
2. MERN Stack Development
3. Cloud Solutions Architecture
4. Game Development & Modeling

#### Category – I / LOT I Mobile Application Development

- Java Basics and overview
- Java Basics and overview – Part 2
- UI in Java (SWT)
- First Android App
- Basic Android concepts
- IntelliJIDEA / Android Studio / Permissions /Working with files/ Working with the network
- Userfeedback / Raw camera usage / Services
- 2D Graphics
- 3D Graphics
- Web Services
- Google External Libraries

#### Category-II / LOT –II MERN Stack Development

##### 3.4.2.2 MERN Stack Development

This highly immersive hands-on course should cover the following as a minimum:

#### **MERN**

- Introduction and Installation
- Client Server Architecture
- NodeJS Basics
- Express Basics
- MongoDB Introduction
- AP Development with Express
- React Intro
- React State, Lifecycle and Events of a Component
- Redux, Axios, Redux Saga and React Router
- Project

### Category-III/ Lot III Game Development & Modeling

#### **3.4.2.3 Game Development & Modeling**

This highly immersive hands-on course should cover the following as a minimum:

- Introduction to Game Development
- Introduction to Unity Engine
- Introduction to Unity Scripting
- Essential coding concepts
- Unity Editor Window and Tips / Tricks
- Unity GUI and Canvas Components
- Map Designing, Lighting and Camera
- Introduction to 3D Modeling
- Introduction to 3D Animations
- Animation Overview in Unity
- Game Physics
- Game AI
- Input System & Mobile Development

### Category-IV/ Lot IV Cloud Solutions Architecture

#### **3.4.2.4 Cloud Solutions Architecture**

This highly immersive hands-on course should cover the following as a minimum:

- Cloud Computing
- Cloud computing service providers
- Cloud computing architecture
  - Front-End
  - Back-End
  - Application
  - Service
  - Storage
  - Management
  - Security
- Benefits of cloud computing Architecture
- Cloud computing components
  - Hypervisor
  - Management Software
  - Deployment Software
  - Network
  - Cloud Server
  - Cloud Storage





### 3.6 Acronyms

<b>Acronyms</b>	<b>Description</b>
High Impact Training	Train Software Graduates in High Level Software Development Areas
IT Department GB	Information Technology Department Gilgit Baltistan
SME	Subject Matter Expert
GB	Gilgit Baltistan

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4 BIDDING FORMS

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4.1 Technical proposal - Submission Acknowledgement

(Location, Date)

(Name and address of Client).

We, [M/S. Title of Firm/company] offer to provide **Specialized Digital Skills Development Program** in accordance with your Request for Proposal dated [Date]. We are hereby submitting our Proposal, which includes this technical proposal, and financial proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of our proposal. Our technical proposal is binding upon us subject to the modifications resulting from contracts negotiations.

We understand that you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

(Authorized Signature)

Name and Title of Signatory:

Name of Firm:

Address

#### 4.2 Financial proposal - Submission Acknowledgement

(Location, Date)

(Name and address of Client).

Dear Sir / Madam,

We, the undersigned, offer to provide Specialized Digital Skills Development Program in accordance with your Request for Proposal dated [Date], and our Proposal (technical and financial proposals) of dated: \_\_\_\_\_

Our attached financial proposal is attached on the provided format.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. [date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

(Authorized Signature)

Name and Title of Signatory:

Name of Firm:

Address:

### 4.3 Financial Proposal Form

Itemized Financial Quote for Normal Physical mode must be submitted separately against each category/lot as per following sample Financial Proposal Template; wherein the segmentation of each service/item explicitly be mentioned: IT Department GB reserves the right to increase / decrease quantity of items and right to accept or reject any /all bids the tender by assigning the reason(s), thereof

Itemized cost of Physical mode of training:

Mention below Name of Training Module/ Category/ Lot out of ((i) Mobile Application Development, ii) MERN Stack Development (iii) Game Development & Modeling and (iv) Cloud Solutions Architecture) \* **please note that cost of training for each category/ lot must be given separately and it is mandatory to fill the column of per trainee price/ cost**

Name of Module \_\_\_\_\_

No.	Service / Item	Price (PKR) Per Trainee (Mandatory to fill)	No. of Trainees up to 200 in each lot/ module **	Total Price (PKR)
1	All Inclusive Price per Students, to include following;		Up to 200	
A	Operation & Management Cost including cost of travels, boarding, and lodging cost of trainers and other staff at venues during training period			
B	Cost of selection of trainees through online portal or any other method to be done by service provider			
C	Tools / Platform			
D	Learning Management System including license fees			
E	Course Content and Material including course video lectures, assignments and quizzes etc.			
F	Applicable Tax(es)			
	<b>Total Price Inclusive of Applicable Tax(es)</b>			

\* Financial proposal in each module/ category ((i) Mobile Application Development (ii) MERN Stack Development (iii) Game Development & Modeling and (iii) Cloud Solutions Architecture) may be given separately

\*\***Number of trainees may increase or decrease after enrollment. Number of trainees in each year and in each category/ lot will be upto 200 (Maximum limit). However, number of beneficiaries/ trainees may increase/ decrease, after enrollment, pre-selection of trainees by service provider based on test/interview and on the basis of budgetary provision by the government. The government has discretion to increase / decrease the number of trainees in each lot fixed above, which cannot be challenged.**

#### 4.4 General Information Form

All individual firms and/or each partner of a Joint Venture that are bidding must complete the information in this form. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

Where the Bidder proposes to form a JV, the following information should also be supplied for the JV Partner(s), together with the information in Forms 4.5-4.15. Joint Ventures must also fill out Form 4.5.2a. on **stamp paper**.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners'	
Name	Nationality
2.	
3.	
4.	
5.	
To be completed by all owners of partnerships or individually owned firms.	

This information may not be available from the Intensive Training Company.

**4.5 General Information Systems Experience Record**

Name of Bidder or partner of a Joint Venture:
---

All individual firms and all partners of a Joint Venture must complete the information in this form with regard to the management of Information Systems contracts generally. The information supplied should be the annual turnover of the Bidder (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to U.S. dollars at the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications. This form may be included for Subcontractors only if the Invitation to Bid clauses explicitly permit experience and resources of (certain) Subcontractors to contribute to the Bidder's qualifications.

JV and / OR sub-contractor permitted experience.

The above concept can be modified evaluation factors and responsibilities and open up more space for smaller player to big players. We need to focus on creating a situation that practically big players pay more pivotal role of training and promising of backend technical support for next two years but have less risk in joining hands with domestic or smaller players due to stringent legal framework of the origins.

A brief note on each contract should be appended, describing the nature of the Information System, duration and amount of contract, managerial arrangements, purchaser, and other relevant details.

Use a separate page for each partner of a Joint Venture, and number these pages.

Bidders should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Annual turnover data (applicable activities only)	
Year'	Turnover
1.	
2.	
3.	
4.	
5.	
Commencing with the partial year up to the date of submission of bids	

#### 4.6 Bidding Firm's Project References

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied			Quantity
Narrative Description of Project:			

## 4.7 Joint Venture Summary (Stamp Paper)

Names of all partners of a Joint Venture

1. Partner in charge

2. Partner

3. Partner

4. Partner

5. Partner

1. Etc.

Total value of annual turnover, in terms of Information System billed to clients;

Annual turnover data (applicable activities only; PKR)					
Partner	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge					
2. Partner					
3. Partner					
4. Partner					
5. Partner					
6. Etc.					
Totals					



#### 4.8 Particular Systems rollout Experience Record

Name of Bidder or partner of a Joint Venture
--

On separate pages, using the format of Form 4.5, the Bidder is requested to list contracts of a similar nature, complexity, and requiring similar information technology and methodologies to the contract or contracts for which these Bidding Documents are issued, and which the Bidder has undertaken during the period. Each partner of a Joint Venture should separately provide details of its own relevant contracts. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award.

#### 4.9 Details of Contracts of Similar Nature and Complexity

Name of Bidder or partner of a Joint Venture:
---

Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Purchaser	
3.	Purchaser address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one)  <div style="text-align: center;">           Prime Supplier            Management            Contractor            Subcontractor            Partner in a Joint Venture         </div>	
6.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts)  <div style="display: flex; justify-content: space-around;"> <span>Currency</span> <span>Currency</span> <span>Currency</span> </div>	
7.	Equivalent amount PKR  Total contract: PKR_,      Subcontract: PKR_,      Partner share: PKR_;	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide Explanation).	
10.	Contract was completed _____ equivalent under/over original (if provide explanation).      contract amount      over,	
11.	Special contractual/technical requirements.	
12.	Indicate the approximate percent of total contract value (and PKR amount) of Information System undertaken by subcontract, if any, and the nature of such Information System.	



**4.11 Summary Sheet: Current Contract Commitments / Work in Progress**

NOT APPLICABLE

Name of Bidder or partner of a Joint Venture:
---

Bidders and each partner to a Joint Venture bid should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Purchaser, contact address/tel./fax	Value of outstanding Information System (current PKR equivalent)	Estimated completion date	Average monthly invoicing over last six months (PKR/month)
1.				
2.				
3.				
4.				
5.				
etc.				

#### 4.12 Financial Capabilities

Name of Bidder or partner of a Joint Venture:
---

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker		
	Address of banker		
	Telephone	Contact name and title	
	Fax	Telex	

Summarize actual assets and liabilities in U.S. dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in U.S. dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual: Previous five years			Projected: Next two years	
	3	2	1	1	2
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
Revenue					
5. Profits before taxes					
6. Profits after taxes					

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts.

Source of financing	Amount
1.	
2.	
3.	
4.	

Attach audited financial statements — including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

## 4.13 Candidate Summary

Name of Bidder:
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Position		Candidate	
		Prime	Alternate
Candidate information	Name of candidate	Date of birth	
	Professional qualifications		
Present employment	Name of Employer		
	Address of Employer		
	Telephone	Contact (manager / personnel officer)	
	Fax	Telex	
	Job title of candidate	Years with present Employer	

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/Relevant technical and management experience

#### 4.14 Technical Capabilities

Name of Bidder:
-----------------

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.





#### 4.16 DECLARATION on OATH

*[Name of the Seller/Supplier]* hereby solemnly declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

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

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

*[the Seller/Supplier]* accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

**4.17 GENERAL DECLARATION**

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or Mitigating in any manner or kind of litigation with IT Department GB
  
- Wrong declaration to above fact will be liable to legal proceedings including but not limited to confiscation of Bid Bond / Performance Bond & Blacklisting of Firm (the Principal) and also Local Agent

Sign / Name: \_\_\_\_\_

Principal's Name / Address: \_\_\_\_\_

\_\_\_\_\_

Designation: \_\_\_\_\_

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

Stamp: \_\_\_\_\_

Sign / Name: \_\_\_\_\_

Local agents Name / Address: \_\_\_\_\_

## 5 BID SECURITY DOCUMENTS

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### 4.1 BID SECURITY (BANK GUARANTEE)

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[insert: **Bank's Name, and Address of Issuing Branch or Office**]

**Beneficiary:** [insert: **Name and Address of Purchaser**]

Date: [insert: date]

BID GUARANTEE No.: [insert: **Bid Guarantee Number**]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- a) has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- b) having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

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[Signature(s)]

{Note to Bidders: Instructions on amount and currency can be found in the Section 2.13. Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint Ventures as provided in the same section.}

**4.2 Performance SECURITY (Performance BOND)**

Issuing  
 Authority: Date  
 of Issuance:  
 Date of Expiry:  
 Claim Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_)

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. \_\_\_\_\_ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

- 1.If the Contractor commits a default under the Contract;
- 2.If the Contractor fails to fulfill any of the obligations under the contract;
- 3.If the Contractor violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this \_\_\_\_\_ day of 20 \_\_\_\_

**GUARANTOR**

Signature \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

[Note for Bidders: Instructions on amount and currency can be found in the Section 2.US. Joint Ventures need to also ensure that their Bid Bond meets the requirements for Joint Ventures as provided in the same section.]