



Provincial Coordination Unit
Benazir Bhutto Shaheed

Youth Development Program
Government of Sindh



Pre-qualification Document for Training Institutes / Organizations for Private Sector

January 2010



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Institution/Organization Profile

Name of the Institution / Organization		
Address of the Institution/ Organization Phone, Fax, email		
Name of Owner / CEO / Director		
Administrative structure / Status		
Qualified Faculty	Full Time	Part Time / Temporary

Experience

Number of Years in the Training Field	
Number / Locations of Training Institutes in Sindh. (Attach district wise list).	
List of Organizations / Clients which Utilize Your Institute / Organization for Training of their Staff	

Training Programs and Relevant Information

Present Courses being run by the Institute/ Organization (Only mention those certificate or diploma courses which are registered with recognized certificate / Diploma awarding Board, University (National or International). Please use extra sheet if required.	Present Enrollment (Course-wise)



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Affiliation / Registration

Registration with recognized certificate / Diploma awarding Board, University (National or International).	Yes	No
Has the Institute/ Organization been pre-qualified by any Government department, if yes then list all such departments. Please use extra sheet if required.	Yes	No

Physical Infrastructure of Institute/ Organization

(Please specify each facility available with exact number / capacity. Use extra sheet, if required)

Number of Class Rooms with seating capacity	
Availability of Air conditioners / Fans / Lights etc	
Availability of Multimedia, Overhead Projector, White Board etc. in Class Rooms	
Availability of Library with relevant books / journals	
Backup Generator Facility and requirement of load for essential equipments / computers (Please specify capacity in KVA)	
Availability of Labs / Workshops / Equipment/ Computers/ Machines/ Plants relevant to Courses and proportionate to number of trainees	
Availability of adequate facilities for Drinking Water and Toilets for Boys & Girls	



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External Training Affiliation

List details of Affiliations your Institute/ Organization has locally or Internationally, if any. Please provide documentary evidence of any such affiliation and its acceptance by the Government.	
Forward linkages – Training Institutes’/ Organizations’ connectivity with relevant industry / sector for employment. Please provide details of linkages with Trade and Industry Associations or any other such organization / employer relevant to the training courses.	

On Job Training Facility

Through partner industrial/trade units or associations, if any. Please provide written commitments from industrial / trade units or associations, mentioning number of trainees and duration for OJT.	Yes	No
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Financial Capability

NTN No.	
GST Registration No.(If applicable)	
Annual Turnover of training cost during last three years.	



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Evaluation Criteria / Weightage for pre-qualification

(Only those Institutes/ Organizations are eligible for further evaluation which are registered with recognized certificate / Diploma awarding Board, University (National or International)

1. Technical Proposal		70
Faculty (Student-teacher ratio will be minimum 25:1. Marks will be given proportionate to this ratio.)	15	
Present Enrolment in Institute (1 mark for 100 students, maximum 5 marks)	5	
On Job Training Facility	10	
Class room Training Facilities	5	
Lab / workshop facilities (if required,)	10	
Forward Linkages for Placement	15	
Relevant Training Experience	10	
2. Financial Capability		30
Annual Turnover from of last three years (1mark for Rupees 2.00 million)		