



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



**BID DOCUMENT
FOR DATA ENTRY/PROCESSING & CONDUCTING
APTITUDE TEST OF CANDIDATES FOR THE TRAINING
PROGRAM UNDER BBSYDP [PHASE-III]**

Provincial Coordination Unit
Benazir Bhutto Shaheed Youth
Development Program,
Government of Sindh,
3rd Floor, State Life Building No. 3,
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ACRONYMS AND ABBREVIATION

ACRONYMS AND ABBREVIATION	COMPLETE VERSION
<i>BBSYDP</i>	Benazir Bhutto Shaheed Youth Development Program
<i>DCC</i>	District Coordination Committee
<i>DMC DMU-BBSYDP</i>	District Monitoring Coordinator, District Monitoring Unit- Benazir Bhutto Shaheed Youth Development Program
<i>DPC PCU-BBSYDP</i>	Deputy Provincial Coordinator, Provincial Coordination Unit Benazir Bhutto Shaheed Youth Development Program
<i>EOI</i>	Expression of Interest
<i>GOS</i>	Government of Sindh
<i>LOI</i>	Letter of Invitation
<i>MoU</i>	Memorandum of Understanding
<i>NGO</i>	Non Government Organization
<i>P&D</i>	Planning & Development Department
<i>PC-I</i>	Planning Commission –I
<i>PCU</i>	Provincial Coordination Unit
<i>PMU</i>	Program Management Unit
<i>PS</i>	Public Sector Government Department
<i>SC</i>	Steering Committee: The apex body of BBSYDP
<i>TC</i>	Technical Committee: the next lower body Steering Committee empowered to evaluate various proposals for trainings of the program and recover to Steering Committee for approval.
<i>TOR</i>	Terms of Reference
<i>Training Partners</i>	Public Sector Departments (Administrative Department of Government of Sindh; who facilitate the training under a MoU), Public Sector Government Department Institutes (Whose services are hired for training purposes under a contract)



NO.PCU/BBSYDP/BD/ME/2010-1
Dated: Karachi, December, 2010

M/s _____

LETTER OF INVITATION (LOI)

**SUBJECT: REQUEST FOR DATA ENTRY/PROCESSING & CONDUCTING
APTITUDE TEST OF CANDIDATES OF CANDIDATES FOR THE
TRAINING PROGRAM UNDER BBSYDP [PHASE-III]**

In response to the advertisement published in daily(ies) _____
dt: _____ for subject noted above.

The Procurement Committee (Services), in pursuance of SPPR 2010
has short listed the firms as follows:

The PCU is in need of your services for Data Entry/Processing &
Conducting Aptitude Test of Candidates For the Training Program Under BBSYDP
[Phase-III], in context of ToRs given in this document.

Provincial Coordinator
Provincial Coordination Unit
Benazir Bhutto Shaheed Youth Development Program,
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INSTRUCTIONS TO BIDDER

The below mentioned instructions are prepared in the light of SPPR 2010. This will provide the guidance to all the consultant firms to bring criteria for evaluation of quality & transparency for selection of firms.

1. INTRODUCTION OF THE PROGRAM:

The Government of Sindh has launched a mega initiative to alleviate poverty & unemployment through short & long term trainings to unemployed youth of Sindh. The program is aimed at:

- a) To develop human resources in Sindh through skill trainings for catering to the needs of Public & Private Sector in local and international job markets.
- b) To provide stipend to various categories of unemployed educated young trainees during training as a measure to address poverty.
- c) To provide quality trainings and certification per year to approximately 50,000 unemployed semi-literate and educated youth through the public and Private Sector institutions to increase their employability.
- d) To provide trained manpower linkage to the local and international job market and encourage self-employment.
- e) To facilitate microfinance credit to 10% - 15% graduated trainees of the program.

2. INVITATIONS:

- 2.1 The firms are hereby invited to submit a financial proposal for the services required for the assignment named above.
- 2.2 A brief description of the assignment and its objectives are given in the Terms of Reference, its scope & deliverables.

3. METHOD FOR SELECTION:

The selection method is determined by the Procurement Committee (S) in consideration of SPPR 2010, which is reproduced as follows: "Quality and Cost Based Selection Method":

- 3.1 The ToRs are well defined and quality is of prime consideration, while cost is a secondary consideration;
- 3.2 The firm which attains the highest combined weighted technical and financial score according to the criteria mentioned in the bidding documents shall be selected.

5. METHOD OF BIDDING:

Single stage –One envelope procedure

- a. Notice Inviting Tender and bidding documents of this method shall contain the following eligibility criteria;
 - i. relevant experience [min. three years' experience including Expertise in data entry/database processing/preparation/conducting/assessment of TEST OF CANDIDATES paper(s)];

- ii. turn-over of at least last three years;
 - iii. registration with income tax, sales or related registering body [if applicable]
 - iv. Availability of Regional/District level network in Sindh with adequate facilities,
 - v. must have annual turnover of min. 2M
 - vi. any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44;
- Status of assignment in the relevant field [Provincial/National] mentioning successful assignment(s)
- The firm must be registered with the Income Tax, Sales Tax and other professionally related registering bodies (where ever applicable)

- b. each bid shall comprise one single envelope containing the financial proposals and required information mentioned at clause (a) above;
- c. all bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.

6. SUBMISSION OF BIDS:

- 6.1 Bids shall be submitted on the place, date and time and in the manner specified in the tender notice and bidding documents and any bid submitted late due to any reason whatsoever, shall not be considered by the procurement committee;
- 6.2 Bidders shall be permitted to submit bids by mail or by hand.

6. CANCELLATION OF BIDDING PROCESS:

- 6.1 Procurement Committee may cancel the bidding process at any time prior to the acceptance of a bid or proposal;
- 6.2 Procurement Committee shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (1);
- 6.3 Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation.
- 6.4 The Procurement Committee shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds;

7. BID SECURITY:

- 7.1 The bidders shall furnish a bid security equal to 2.5% of the bid price which shall remain valid for a period of 28 days beyond the validity period of bids, in order to provide the Procurement Committee reasonable time to act, if the security is to be called;
- 7.2 Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.

8. BID VALIDITY:

- 8.1 The validity period, shall as specified in the bidding document and shall not be more than 90 days in case of National Competitive Bidding and 120 days in case of International Competitive Bidding;
- 8.2 Extension of bid validity may be allowed subject to approval of the competent Authority.

- 8.3 After obtaining such approval, the Procurement Committee, shall request in writing
- 8.4 All bidders to extend the bid validity period. Such a request shall be made before the date of expiry of the original bid validity period;
- 8.5 Such an extension shall not be for more than one third of the original period of bid validity;
- 8.6 In case the Procurement Committee fails to finalize the bid evaluation within the extended time, the bids shall stand cancelled and a fresh bidding process shall be initiated;

9. PERFORMANCE SECURITY:

- 9.1 The competitive bidding, require security in the form of pay order or demand draft or bank guarantee, equal to an amount of 5% of contract price;
- 9.2 The security shall be provided in an appropriate form and amount, as provided in the bidding documents;
- 9.3 Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance periods subject to final acceptance by the Procurement Committee.

10. OPENING OF BIDS:

- 10.1 The date for opening of bids and the last date for the submission of bids shall be the same, as given in the bidding documents;
- 10.2 Subject to provisions of Rule 18, in case, the two dates are different, the date and time, given in the bidding documents shall apply;
- 10.3 The bids shall be opened within one hour of the deadline for submission of bids;
- 10.4 All bids shall be opened publicly in the presence of all the bidders, or their representatives, who may choose to be present in person, at the time and place announced in the invitation to bid;
- 10.5 The Procurement Committee shall read aloud the name of the bidder and total amount of each bid, and of any alternative bids if they have been permitted, shall be read aloud and recorded when opened;
- 10.6 All bidders in attendance shall sign an attendance sheet;
- 10.7 All bids submitted after the time prescribed as well as those not opened and read out at bid opening, due to any procedural flaw, shall not be considered, and shall be returned without being opened;
- 10.8 The official chairing procurement committee shall encircle the rates and all the members of procurement committee shall sign each and every page of financial proposal;
- 10.9 The procurement committee shall issue the minutes of the opening of the tenders and shall also mention over writing or cutting, if any.

11. EVALUATION OF BIDS:

- 11.1 All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents;
- 11.2 For the purpose of comparison of bids quoted in different currencies, prices shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids specified in the bidding documents, as notified by the State Bank of Pakistan;

11.3 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of notice for invitation of bids.

12. CLARIFICATION OF BIDS:

12.1 No bidder shall be allowed to alter or modify his bid(s) after the expiry of deadline for the receipt of the bids;

12.2 Provided that the Procurement Committee may ask the bidders for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid;

12.3 Any request for clarification in the bid, made by the Procurement Committee, shall invariably be in writing. The response to such request shall also be in writing.

13. Discriminatory and difficult conditions - Save as otherwise provided, no Procurement Committee shall introduce any condition which discriminates among bidders. In ascertaining the discriminatory nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related.

14. Announcement of evaluation reports - Procuring agencies shall announce the results of bid evaluation in the form of a report giving reasons for acceptance or rejection of bids. The report shall be hoisted on website of the Authority and that of the Procurement Committee if its website exists and intimated to all the bidders at least seven (07) days prior to the award of contract.

15. Force Majeure - The conditions of contract shall stipulate that failure on the part of the parties to perform their obligations under the contract will not be considered a default if such failure is the result of an event of force majeure as defined in the contract.

16. ARBITRATION:

16.1 After coming into force of the contracts, disputes between the parties to the contract shall be settled by arbitration;

16.2 The procuring agencies shall provide for a method of arbitration in the contract, not inconsistent with the laws for the time being in force in Pakistan.

Note: All other conditions shall apply in accordance with the Sindh Public Procurement Rules (SPPR) 2010.

TERMS OF REFERENCE

General

- i. Data Entry of the received application forms & shortlisting of eligible candidates,
- ii. Preparation of data base and sharing it with the procuring agency,
- iii. Preparation for pre-TEST OF CANDIDATES arrangements for conducting TEST OF CANDIDATES for the selection of the eligible candidates for the training,
- iv. Prepare fool proof strategy and ensure smooth & peaceful conduction of TEST OF CANDIDATES, by keeping the transparency, sanctity and secrecy of the TEST procedure in 23 Districts of Sindh,
- v. Intimation about the TEST OF CANDIDATES to the candidates through reliable source of communication,
- vi. Preparation & providing soft and hard copy of the result on prescribed format,
- vii. Publication of result at the organization's website

Detail of Assignment

- i. Collection of Hardcopies of the forms from Provincial Coordination Unit [PCU] address given below,
- ii. Scrutiny and Evaluation of forms,
- iii. Preparation and Maintaining of database and sharing it with PCU-BBSYDP for identification of duplicates (if there is/are any)
- iv. Preparation of TEST OF CANDIDATES papers in accordance with the qualification of the candidates with the consultation of PCU-BBSYDP,
- v. Issue of Admit Card/Communication to the eligible candidates regarding the date/time of the TEST OF CANDIDATES
- vi. Making arrangements for the smooth, peaceful, undisputed and transparent conduction of TEST OF CANDIDATES throughout Sindh on the same day time [in consultation with the PCU]
- vii. Ensuring foolproof arrangements, secrecy, sanctity and transparency of the whole exercise including preparation, printing & safe custody of the TEST OF CANDIDATES papers,
- viii. Providing/arranging required stationery, reputable staff [invigilators/ superintendents], drinking water, cleanliness, electricity, fans, washroom and other components mandatory for examination friendly environment,
- ix. Ensuring well-organized seating arrangement, identification of actual candidate, documentation of attendance during the TEST OF CANDIDATES, collection of answer books/sheets,
- x. Preparation of flawless evaluation of answer books, preparation of authenticated result both in soft & hard and furnishing it to the PCU within 7 days of the conduction of the TEST OF CANDIDATES,

Addressing relevant queries/complaints within 30 days of the conduction of TEST OF CANDIDATES

1. FINANCIAL PROPOSAL:

In preparing the Financial Proposal, consulting firms may use standard format (Form- A).

4. AWARD OF CONTRACT

4.1 The contract shall be awarded to eligible/approved proposals from the competent forum & organization(s) by means of effective communication.

4.2 The selected consulting firm is expected to commence the Assignment on the date and at the location specified in the contract.

FINANCIAL PROPOSAL STANDARD FORMS

Form A

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Provincial Coordinator,
Provincial Coordination Unit
Benazir Bhutto Shaheed Youth Development Program,
Government of Sindh,
3rd Floor, State Life Building No. 3,
Dr. Ziauddin Ahmed Road, Karachi-Pakistan
Tel: +92(21) 99201005-7 Fax: +92(21) 99201004
Website: www.bbsydpsindh.gov.pk

Subject: **REQUEST FOR DATA ENTRY/PROCESSING & CONDUCTING
APTITUDE TEST OF CANDIDATES FOR THE TRAINING
PROGRAM UNDER BBSYDP [PHASE-III]**

We, the undersigned, offer to provide the services for **“Data Entry/Processing & Conducting Aptitude Test of Candidates for the Training Program under BBSYDP [Phase-III] in 23 districts of Sindh”** in accordance with your bidding document.

We are hereby submitting our proposals which include this Financial Proposal duly sealed envelope.

If negotiations are held during the period of validity of the Proposal [date], we undertake to negotiate on the basis of our technical and financial proposals, with PCU-Benazir Bhutto Shaheed Youth Development Program’s suggestions/ improvements/ amendments. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

We remain,

Yours sincerely,

**Authorized Signature:
Name and Title of Authorised Signatory:
Name of Firm:
Address:**

Form A

COST SHEET BY THE FIRM/ORGANIZATION

The consulting firm has to describe the amount of its bid for the assignment in accordance with the requirements of this bidding document.

S.No.	Description	Amount (Pak Rupees)
1.		
2.		
3		
4		
	Total Bid Amounts (Lump-sum)	

Total Amount of Financial Proposal = Rs.....

(Rupees)

Yours sincerely,

Authorized Signature:

Name and Title of Authorised Signatory:

Name of Firm:

Address:

Note: The consulting firm may also attach the costing sheet for better understanding of bid amount [with macro and micro level/ per unit cost], and the bid should be inclusive of all rent, rates and taxes.

[PROTO] DRAFT CONTRACT FOR HIRING SERVICES OF AN ORGANIZATION / FIRM FOR THIRD PARTY MONITORING & EVALUATION OF TRAININGS UNDER -----, THROUGH PCU-BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENT PROGRAM

between

**PCU-BENAZIR BHUTTO SHAHEED YOUTH DEVELOPMENTPROGRAM,
GOVT. OF SINDH, KARACHI**

and

M/s _____

Month and Year

DRAFT**CONTRACT FOR “DATA ENTRY/PROCESSING & CONDUCTING APTITUDE TEST OF CANDIDATES FOR THE TRAINING PROGRAM UNDER BBSYDP [PHASE-III]**

THIS CONTRACT, of consultancy for “**DATA ENTRY/PROCESSING & CONDUCTING APTITUDE TEST OF CANDIDATES FOR THE TRAINING PROGRAM UNDER BBSYDP [PHASE-III]**”

”is entered into an agreement with M/s _____

between

Provincial Coordination Unit - Benazir Bhutto Shaheed Youth Development Program, Govt. of Sindh having its principal office at 3rd Floor, State Life Building No. 3, Dr. Ziauddin Ahmed Road, Karachi-Pakistan with M/s _____ having its principal office located at _____ .

WHREAS, the Client wishes to have the consulting firm perform the services hereinafter referred to, and

WHEREAS, the consulting firm is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follow:

1. **Services**
 - i) The firm/organization shall perform the services specified in under the “Terms of Reference”, which is made an integral part of this Contract.
 - ii) The consulting firm shall provide the list of the personnel who will perform this assignment. The consulting firm shall submit to the Client the reports in the form and within the timeperiods mentioned in RFP.
2. **Term / Duration**

The consulting firm shall perform the services during the period commencing from _____ and finishing by _____
3. **Payment**
 - A. **Ceiling**

The parties are mutually agreed on the ceiling cost for this consultancy which is inclusive of all the rent, rates and taxes in an amount Rs. _____ (In words Rupees -----)

B. Schedule of Payments

The schedule of payments is specified below:

- (a) Mobilization Advance, upon signing of Contract @ 10% of the approved Cost
- (b) The balance amount will be released after 30 days of the successful completion of the task

4. Project Administration

A. Coordinator

The Client designates DPC (A&F/PO (Admn.)), PCU-BBSYDP as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the client and for receiving and forwarding invoices for the approval of the competent authority for payment.

5. Performance Standards

The consulting firm undertakes to perform the services with the highest standards of the professional and ethical competence and integrity, and promptly replace any employee considered unsatisfactory by the client.

6. Confidentiality

The consulting firm shall not during the term of this contract and within two years after its expiration, disclose any proprietary or confidential information relating to the services, this contract or the client's business or operations without the prior written consent of the client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the organization for the client under the contract shall belong to and remain the property of the client. The organization may retain a copy of such documents and software.

8. Consultant Not be Engaged

The consulting firm agrees that, during the term of this contract and after its termination, the consultant and any entity affiliated with the consulting firm, shall be disqualified from providing goods, works or services (other than the services and any continuation thereof) for any project resulting from or closely related to the services.

9. Assignment

The consulting firm shall not assign this contract or sub-contract any portion of it without the Client's prior written consent.

10. **Law Governing Contract and Language**

The Contract shall be governed by the laws of Govt of Sind and the language of the Contract shall be English.

11. **Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Government of Sindh.

FOR THE CLIENT

FOR THE ORGANIZATION

WITNESS NO.1

WITNESS NO. 1

WITNESS NO.2

WITNESS NO. 2

2. Bid Security Form (Bank Guarantee).

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

Beneficiary: *[insert: Provincial Coordinator Name and Address of BBSYDP]*

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]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

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 its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by BBSYDP during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

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 completion of the said training..

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

[signature(s)]

(Printed name and title)

(Printed name and title)

3. Contract Form

THIS AGREEMENT made the _____ day of _____ 2010 _____ between Provincial
Coordination Unit of BBSYDP
Govt of Sindh (hereinafter called “the Purchaser”) of the one part and [name of Bidder] of [city and country
of Contractor] (hereinafter called “the Contractor”) of the other part:

WHEREAS the Purchaser invited bids for certain Trainings viz., “ **Name of the Training**” and has
accepted a bid by the contractor for the said training/s 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.:
 - (a) the Training Schedule including forward linkages submitted by the Bidder;
 - (b) the Price Schedule.
 - (c) the Conditions of Contract;
 - (d) the Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the contractor as hereinafter
mentioned, the Contractor hereby covenants with the Purchaser to provide the said training/s in
conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the contractor 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 the
contract.

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

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

Signed, sealed, delivered by _____ the _____ (for the Contractor)

4. Performance Security Form

To:

Provincial Coordinator,
PCU-BBSYDP,
3rd Floor, State Life building,
Dr. Ziauddin Road-Karachi-Pakistan

WHEREAS *[name of Contractor]* (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 2010____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor’s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Contractor a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2010.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]