PUNJAB SKILLS DEVELOPMENT FUND

TENDER DOCUMENT

"PROVISION OF THIRD PARTY SERVICES FOR THE EXECUTION OF COLLEGE CAMPAIGN IN PUNJAB"

<mark>July, 2017</mark>



Submission Date for Sealed Bids: 8^{th} August , 2017 (2:30 P.M)

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1- Background

Punjab Skill Development Fund (PSDF) is a not-for-profit company set up under the Companies Ordinance 1984 by the Government of the Punjab in collaboration with Department for International Development (DFID), UK. PSDF aims to provide skills and vocational training opportunities to the poor and vulnerable population of Punjab in order to improve their ability to find work or progress in their current employment or develop an enterprise. It also aims to up-skill those in low-skills-low-returns' jobs and enhance their earning potential.

2- Invitation to bids

Punjab Skills Development Fund (PSDF), a not for profit company, invites sealed bids / proposals for the hiring of Out of Home (OOH)/Brand Activation Firm to execute a college campaign in Punjab. The successful firm will execute the campaign in the selected districts of Punjab including Lahore, Rawalpindi, Multan, Sargodha and Gujranwala.

3- Instructions to Campaigning Firms

PSDF will follow Punjab Skills Development Fund's (PSDF) Procurement Rules 2016 for the entire bidding process. The selection of Campaigning Firm will be based on Quality & Cost Based Selection method. PSDF will adopt single stage two envelopes bidding procedure to call for proposals.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section "Technical Proposal" given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the highest ranked technically accepted bid, publically at a time, date and venue announced and communicated to the highest ranked Campaigning Firm in advance, within the bid validity period. The financial bids found technical proposal will be returned un-opened to the respective Campaigning Firms. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section "Technical Proposal" and "Financial Proposal" of the document.

The scope of activities will set the basis of technical approach to be adopted by the potential Campaigning Firms.

4- Conditions for eligibility

The successful Campaigning Firm, fulfilling the following criteria, will be considered as eligible Campaigning Firm for the bidding process of Designing and Printing Services;

- 1. A firm must be registered with a legal status.
- 2. Firm should have professional team of at least 10 professional campaigners with at least 2 years relevant experience* each.
- **3.** Campaigning Firm should have at least ten (10) years of local experience, with multinational and national organizations. Demonstrated experience with government / semi government / autonomous bodies would be an added advantage.
- 4. Must have at least 15 clients.
- 5. Must have NTN ,PST/GST (if applicable) Registration
- 6. Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required) Campaigning Firm should have its registered offices in Pakistan (particularly in Lahore, Punjab).
- 7. Must have turnover of minimum 150 million in the past one year.
 - * "Relevant experience" means experience of designing and developing of campaigns.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information (Form 'A')
Annex – B:	Eligibility Response Checklist
Annex – C:	Relevant Experience of the Organisation (Form 'B')
Annex – D:	Key Management Staff of Firm (Form 'C')

And also sign the declaration form at the end of document and attach with your other documents.

5- Scope of job

i. Assignment Objective

The basic objective of conducting the PSDF's College Campaign is to raise awareness about vocational & technical education amongst students enrolled in different colleges of the Punjab. Through the campaign, PSDF wants to achieve following objectives:

- 1. To make students aware that technical & vocational skills are a sustainable solution for earning a livelihood & trained workforce can have multiple employment opportunities.
- 2. To communicate the message that PSDF is there to support them, if , they want to learn new skills which would enable them to earn for their families through employment or commencing own enterprise.
- 3. To connect with potential trainees at the right time, in the right way and in the right place in order to motivate individuals to be committed to skills training.
- 4. To turn the idea into action, this makes it easier for the individual to believe in the idea, paving the way for him or her to adopt it.

For the attaining the objective, the PSDF wants to run a pilot in selected five districts of the Punjab - Sargodha, Gujranwala, Lahore, Multan and Rawalpindi. The list of the target districts is given in the

Annexure-G of the document. For the purpose, the PSDF has selected different colleges, owned by the provincial government, in the target districts where the selected firm would carry out the marketing campaign.

ii. Deliverables:

The selected firm will be required to carry out following tasks related to the campaign:

- 1. The said campaign will be carried out in the selected colleges of the target districts, managed by the provincial government. The PSDF will be responsible for obtaining the No Objection Certificate (NOC)/Permission from the relevant department/authority for smooth execution of the campaign. The target districts for the campaign are: Sargodha, Gujranwala, Lahore, Multan and Rawalpindi. The list of the target colleges is given in the annexure-G.
- 2. The PSDF Marketing & Communications Department will select ten trainees (five males & five females) who have completed their trainings and are actively working in the labour market or managing their own enterprises. These trainees will be used for showcasing success stories to inspire potential trainees from the target market. These graduated trainees will accompany teams during presentations and will visit the selected colleges and share their own experiences & stories with students.
- 3. The selected firm will be required to develop a presentation in partnership with the PSDF Marketing & Communications Department for students. Through the presentation, we will highlight the importance of skills sector for economy & a way to earn livelihood, information about PSDF, admission process and employment prospects after completion of training. The selected firm will share the final version of the presentation for PSDF approval
- 4. The selected firm will develop a training voucher (a paper form) for students. These vouchers will be distributed among students after the presentation. These vouchers will be used by students for admission in PSDF-funded courses and will carry a bonus/reward/incentive so that they can be used during admission. Through these vouchers, the PSDF Marketing & Communications Department wants to track those who were admitted because of the PSDF's College Campaign. The voucher will be shared with PSDF for approval.
- 5. The selected firm will develop an information flyer for students. The specifications of the flyer are given in the annexure-H. These flyers will be distributed among students during presentations. For the development of the flyer, the selected firm will work closely with the PSDF Marketing & Communications Department. The firm will share minimum three designs of the flyer with PSDF for approval. The flyer will be shared with PSDF for approval. After the approval, the firm will send it for printing.
- 6. The selected firm will be required to develop a poster for the campaign. The specifications of the poster are given in the annexure-H. The poster will be pasted on the notice boards of the selected colleges for reference and information of other students. The firm will share minimum three design of the poster with PSDF for approval. After the approval, the firm will send the poster for printing.
- 7. The selected firm will share its plan for visiting the selected colleges in the target districts with the PSDF Marketing & Communications Department at least five days before the start of campaign. The selected firm is requested to come up with a district-wise plan for the campaign.
- 8. After presentations, the firm is required to get students' contact information on biographical data sheet. The firm will be required to inject all the data in the PSDF Management Information System (MIS). For the activity, PSDF will provide login & password credentials

to the selected firm. All biographical datasheets will be PSDF property and will be returned to PSDF after injection of data.

iii. Qualifications

The interested firm wishing to be considered for the services described herein should have professional team of campaign developers

iv. Direct Reporting

The account manager or the focal person from the selected firm will report and work closely with the Assistant Manager Communications PSDF for queries or help needed during the course of assignment.

v. Time Frame and Level of Effort

The successful firm is supposed to complete the campaign in 45 calendar days after the award of contract or work order.

6- Terms of Reference

- a. The college campaign will be carried out in five target districts of the Punjab Sargodha, Gujranwala, Lahore, Multan & Rawalpindi.
- b. For presentations, PSDF will provide the NOC/permission from the relevant provincial institution/authority for smooth execution of the campaign.
- c. All the activities related to the campaign that include distribution of flyers, training vouchers, presentation delivery, showcasing poster on college noticeboard, getting bio-data information with complete setup of a stall within college premises of all selected districts will be carried out by the firm. A complete itenary plan has to be shared by the selected firm with PSDF. The list of these colleges is provided in the annexure-G.
- d. Brand ambassadors (graduate trainees of the particular district) will be accompanied at the colleges during the visit which will be arranged by PSDF.
- e. The firm shall develop a conversion mechanism of training vouchers distributed to the students who later opt for PSDF's training which will be a measure to the ROI (Return on Investment) and the effectiveness of 'Call to Action' of the overall campaign.
- f. The key objective of this campaign is maximum enrolments of students into PSDF-funded programs and voucher conversions is the only way to gauge it.
- g. At least three designs for the poster & flyer will be shared by the selected firm for approval from PSDF. The firm is required to complete every design in every aspect before sharing.
- h. Upon successful approval of the final designs from PSDF, the firm will send the collateral for printing and quantities are mentioned in the Annexure-H of the document.
- i. If the selected firm completely fails to provide the services within prescribed period of service delivery and doesn't comply with the reminders, the case of interested firm may be put to relevant authorities to declare the firm as "Black Listed".
- j. Payment of services will be made on the satisfactory completion. Payment mode will be finalized by mutual agreement of both parties i.e. PSDF and successful bidding firm.
- k. In case of any dispute regarding services; the decision of the PSDF shall be final & binding.

7- Guidelines

- a) Only short-listed firms fulfilling the eligibility criteria will be considered for technical and financial proposals. The financial proposal of technically qualified Campaigning Firms will be opened for further evaluation.
- b) All documents and information received by PSDF from applicants will be treated in strict confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in a separate sealed envelopes marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" as hard copy in a sealed envelope for 'Hiring of Campaigning Firm'. The envelope containing hard copy of technical proposal and hard copy of financial proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of technical proposal and financial proposal is 8th August , 2017 at 2:30 PM and will be publically opened on same day i.e.8th August , 2017 at 3:00 PM in the conference room PSDF Lahore Office, in the presence of the interested Campaigning Firms or their representatives who may wish to attend.
- g) Technical and financial proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the applicants.
- j) Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.
- k) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 28^{th th} July, 2017. For any other related information please contact the undersigned.

Postal Address Associate PR & Events Punjab Skills Development Fund 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore E-mail: omar.akhtar@psdf.org.pk Tel: 042-35752408-10 Fax: 042- 35752190

8- Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – E. Score will be awarded on the base of following details;

Technical proposal should contain following and any additional information and the **copies of all required documents** should be attached in technical proposal for evaluation.

Sr. No.	Category	Marks
1	Qualification of the Campaigning Firm	20
	(Qualification of Staff, Establishment of Firm, Firm Affiliations/Recognitions)	
2	Experience (General & Specific) of the Campaigning Firm	40

3	Financial Capability	15
4	Approach and Methodology	25
	Total:	100

9- Financial Proposal

Please refer to the annexure titled "Financial Proposal", attached as annexure - F.

10- Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost and the firm obtaining the highest combined score will be invited for negotiations.

11- Type of Contract

The type of contract will be based on lump sum bound with quality and time basis that includes but not limited to the scope of job and terms of references. PSDF has right to delete any district from campaign without assigning any reason.

12- Bidders Meeting

A bidders meeting will be held on 27th July, 2017, 03:00 PM at PSDF Lahore office for better understanding and consensus on proposal and execution of college campaign. PSDF Marketing & Communications team will be there in meeting to answer technical queries. Queries from participating bidders will be answered to clear any ambiguity regarding the required activity.

13- Declaration

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

14- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR of Rs. 5,000 (to be placed in financial proposal); all required information & documentary evidences may be delivered to **CEO**, **PSDF**, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore and submitted before 2:30 PM on 8th August[,] **2017**. Technical proposals will be publically opened on the same day i.e. 8th August, **2017** at 3:00 PM in the presence of Campaigning Firm's representatives who wish to attend the bid opening.

a- Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[*Date*] To Chief Operating Officer [Address mentioned in Data Sheet]

Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment] Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature Name and title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any Campaigning Firm, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned "**BID** (**TECHNICAL & FINANCIAL PROPOSALS**) **PROVISION OF SERVICES FOR COLLEGE CAMPAIGN".**

Annexures

Annex – A "Organization Information"

Form A: Firm Profile				
S #	Required Information	Response		
1	Legal name of the organization			
2	Year of Registration / Establishment of the Organisation			
3	National Tax Number, PST/GST			
4	Core business area/s of the organization			
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector OrganisationSection 42 CompanyPublic Ltd. CompanyPrivate Ltd. CompanyPartnership FirmOthers (Please specify)		
6	Name and designation of 'Head of Organization'			
	Mobile:			
	Phone/s:			
7	Email:			
	Fax:			
	Address of organization:			
	Website address:			
0	Name and designation of 'Contact Person':			
8	Phone/s:			

Mobile:	
Email:	
Fax:	

Annex – B "Eligibility Response Checklist"

Sr. No.	Necessary Eligibility Information	Respons	se/Elaboration
1	Mention the name of Registration Authority/s and provide a copy of proof of		Copies Attached
	registration to prove legal identity of your firm.		Copies Not Attached
2	Attach profiles/CVs of professional team of		Copies Attached
	at least 10 campaigning professionals with at least 2 years relevant experience* each. Attach CVs of professionals who will give presentations in the target schools.		Copies Not Attached
3	Campaigning Firm should have at least five (5) years of relevant experience with national and multinational organizations		Copies Attached
	preferably dealing with government / semi government / autonomous bodies. Attach proof of experience or copies or contracts or work order etc.		Copies Not Attached
4	Mention National Tax Number (NTN) and	National Tax	
	Punjab Revenue Authority (PRA) number	Number (NTN)	
	in the name of Organization and provide a copy of registration	PRA Number	
5	Attached firm profile representing its registered offices in Pakistan (particularly in		Copies Attached
	Lahore, Punjab) or attached declaration of office addresses at signed firm letter head.		Copies Not Attached
6	Attach list of 15 clients at least, with their		Copies Attached
	addresses.		Copies Not Attached
7	Attach copies of last year financial audit report to show turnover of minimum 30 million in the past one year.		Copies Attached
			Copies Not Attached

Annex - C "Relevant Experience"

Form 'B': Relevant Experience				
Sr. #	Required Information	(Please provide exa task title, organiza	ponse act information with ation, location/s and ation)	
1	Task Title and duration (The task title means the name of Campaigns carried out)			
2	Organization			
3	Duration of task completion			
4	Location/s (districts/tehsils)			
5	In case of skills training related please check the box	Relevant	Not Relevant	

Annex -	D	"Key	Management	Staff	Informa	tion"
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	Form 'C': Key Management Sta	aff Informatio	on (Sheet 1 ¹)	
Sr. #	Required Information		Response	
1	Name			
2	Position			
3	Firm Name			
4	Age			
5	Years of association with the firm			
6	Core professional area of work			
7	Assigned tasks in this firm			
8	Please name similar assignment undertaken by the individual			
10	Specific role of the individual in this activity			
	Please provide information on additional ex	perience in H	R cases	
	Position	Employer	Duration	
11			From	То
11				
	Educational	Qualification	5	
12	Degree/Diploma/Certificate	Year	Institution	Speciality
12				

¹Please mark the other two sheets as Sheet 2 and Sheet 3 respectively for each individual.

	1. Quali	ification		
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
1.1 (a)	A team of more than 10 campaigning consultants with at least 2 years relevant experience* each)	10	-	Copiesofeducationaldocumentsand
1.1 (b)	A team of at least 10 campaigning consultants with at least 2 years relevant experience* each)	7	-	experience letters are required
1.2 (a)	Campaigning Firm should have its registered offices in Pakistan (particularly in Lahore, Punjab) Islamabad, Multan, Karachi etc	10	-	Firm profile required representing its registered offices in Pakistan
1.2 (b)	Campaigning Firm should have its registered offices in Pakistan (particularly in Lahore, Punjab)	7	-	
	Sub Total		20	
* "Relev	ant experience" means experience of campa	igns of simild	ir nature	·
	2. General	Experience		
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
2.1 (a)	More than five (5) year's experience with national and multinational organizations respectively, and preferably dealing with government / semi government / autonomous bodies	10	-	Documentary evidence, experience letters or copies of contract or work order required
2.1 (b)		7	-	
	government / semi government / autonomous bodies			
2.2 (a)	government / semi government /	10	-	List of client required
2.2 (a) 2.2 (b)	government / semi government / autonomous bodies Campaigning Firm should have more	10 7	-	

Annex – E "Technical Evaluation Criteria"

Sr. No.	Description	Category Points	Grand Total Points	Documents Required		
	3. Specific Experience					
3.1 (a)	Campaigning Firm have designed and developed campaigns, if more than 10	20	-	Copies of contract or work order or		
3.1 (b)	If more than 7 but less than or equal to 10campaigns	15	-	detailed list of hired positions against		
3.1 (c)	If more than 5 but less than or equal to 7 campaigns	10	-	their organizations at signed company		
3.1 (d)	If more than 2 but less than or equal to 5 campaigns	5		letter head is required		
Sub Total			20			
	4. Financial C	Capability				
Sr. No.	Description	Category Points	Grand Total Points	Documents Required		
4.1 (a)	Firm's annual turnover is 200 million or greater	15		Provide last year tax returns of the		
4.1 (b)	Firm's annual turnover up to 180 million	13		firm or audit financial report of		
4.1 (c)	Firm's annual turnover up to 150 million	10		last year.		
	Sub Total		15			
5. Approach and Methodology						
Sr. No.	Description	Category Points	Grand Total Points	Documents Required		
5.1	Approach to Design and Develop College Campaign	10		Detailed Approach and Methodology is		
5.2	Methodology to Design and Develop College Campaign	15		required about Designing and Developing College Campaign		
Sub Total			25			
	Grand Total		100			

Annex – F "Financial Proposal"

Bid Price of Designing and Developing College Campaigns (inclusive of all direct & indirect				
taxes)				
Budgeting Heads	Cost inclusive of all taxes			
Cost of Designing & Presentation				
Cost of Stall and Printing				
Cost of Compete Campaign in Lahore				
Cost of Compete Campaign in Multan				
Cost of Compete Campaign in Sargodha				
Cost of Compete Campaign in Rawalpindi				
Cost of Compete Campaign in Gujranwala				
Any other related cost				
Taxes, Levies, etc.				
Grand Total Cost				

Annexure-G "List of Targeted Schools"

The list of the selected government colleges is given below:

Gujranwala		
Institute		
GGHSS AROOP		
GGHSS EMINABAD		
GHSS MANDIALA TEGHA GUJRANWALA		
GHSS ISLAMIA NO.1 EMINABAD		
GGHSS TATLAY AALI		
GGHSS RASOOL NAGAR		
GHSS GHAKHAR		

Sargodha		
Institute		
GHSS CHAK NO.82 NB		
GHSS CHAK NO.46 SB		
GHSS CENTRAL MODEL NST SARGODHA		
GGHSS CHAK NO.109 SB		
GGHSS CHAK NO.88 SB		
GGHSS HYDER ABAD TOWN		
GHSS BHABRA		
GGHSS NATIONAL PAF BASE SARGODHA		
GGHSS CHAK NO.133 SB		

Lahore		
Institute		
GGHSS DEV SAMAJ ROAD KRISHAN NAGAR		
GGHSS LADY MACLAGAN LODGE ROAD OLD		
ANARKALI		
GHSS MOZANG LAHORE		
GGHSS AWAN TOWN		
GGHSS VICTORIA INSIDE MORI GATE LAHORE		
GGHSS SAMANABAD		

GGHSS SHAHDRA TOWN, LAHORE		
GGHSS RAVI ROAD		
GHSS JALLO MORE LAHORE CANTT		
GHSS BEHARI COLONY MUSLIM CHOWK		
GREEN TOWN		
GGHSS ALLAMA IQBAL TOWN LAHORE (UMAR		
BLOCK)		
GGHSS PRACTISING TOWNSHIP		
GGHSS MINHALA KALAN		
GGHSS SINGH PURA		
GGHSS SHEIKH SARDAR MUHAMMAD GARHI		
SHAHU		

Multan

Institute

GGHSS SURJ MIANI MULTAN

GGHSS MOON LIGHT U-BLOCK NEW MULTAN

GGHSS PIRAN GHAIB MULTAN

GHSS SAMEEJABAD MULTAN

GHSS NUSRAT-UL-ISLAM NUSRAT ROAD OPP.

MISSION HOSPITAL MULTAN GHSS COMPREHENSIVE BOSAN ROAD

MULTAN

GHSS BHAINI BUDHLA ROAD MULTAN

GGHSS COMPREHENSIVE GULGASHT COLONY MULTAN

GGHSS CHAH BOHAR WALA RAILWAY ROAD

MULTAN

GHSS AILAM PUR NEAR ADDA BOSAN

Rawalpindi		
Institute		
GGHSS COMPREHENSIVE DHOK KASHMIRIAN		
GGHSS NO.1 BAGH SARDARAN RAWALPINDI		
CITY		
GGHSS SAGRI		
GHSS BASSALI		
GHSS CHOUA KHALSA		
GHSS LOCO SHED		
GHSS MUSLIM SAID PUR ROAD RAWALPINDI		
GHSS SAGRI		
GHSS ISLAMIA NO. 1 MURREE ROAD		
RAWALPINDI		

Total Training Locations = 50, whose bifurcation is given as:

District	No. of Training Locations / Colleges
Lahore	15
Multan	10
Sargodha	9
Rawalpindi	9
Gujranwala	7
Total	50

Annexure – H "Specification of Poster & Flyer"

Technical Specifications for Poster

Quantity = 200 Size = 19 X 29 Pages = Single Page 128gm Art Paper Printing: 5 Colours

Technical Specifications for Flyer

Quantity = 10,000 Size= A4 Pages = 135gm Art paper (two folds, 4pg) Printing: 5 Colours