

PUNJAB SKILLS DEVELOPMENT FUND



EXPRESSION OF INTEREST

PUNJAB SKILLS DEVELOPMENT
PROGRAMME 2019



FOREWORD

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company, established under the Companies Ordinance 1984 by the Government of Punjab, with the objective to provide funding to Organizations. PSDF funds vocational training and intends to improve income generation capacity of the residents of Punjab. PSDF uses competitive bidding method for engaging Training Providers through inviting proposals from shortlisted organizations and assessing these on the basis of quality and cost.

This scheme, namely “**Punjab Skills Development Programme - 2019**”, is funded by Government of the Punjab through financing from the International Development Association (IDA), a lending arm of the World Bank. The objective of this project is to shape the future wellbeing of vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income generation opportunities in Pakistan and beyond.

PSDF intends to engage multiple Organizations to provide skills and vocational training (hereinafter referred to as “Training Services”) to the residents of Punjab.

This document provides general information and basic eligibility requirements of organizations for provision of training services. Interested organizations who meet the eligibility requirements are invited to submit Expression of Interest (EOI).

EOI must reach the following address by **April 29th, 2019 by 5:00 PM**. Incomplete or late received EOI will not be evaluated.

Secretary Training Service Selection Committee
Punjab Skills Development Programme - 2019
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore
Punjab Skills Development Fund,

EXPRESSION OF INTEREST (EOI)

SECTION	CONTENTS	Score
DESCRIPTION OF PRODUCT	DEFINITIONS	
	INTRODUCTION	
	DATA SHEET / BRIEF SUMMARY OF PRODUCT	
EXPRESSION OF INTEREST FORM	PART A: INFORMATION ABOUT THE ORGANIZATION	
	PART B: ELIGIBILITY REQUIREMENTS	
	PART C: COURSES AND NUMBERS TO BE TRAINED	
	PART D: PAST EXPERIENCE AND CAPACITY OF THE ORGANIZATION TO DELIVER TRAININGS	80
	PART E: TEAM	20
	PART F: APPLICANT DECLARATION	
	PART G: EOI CHECKLIST	
Total		100

It is mandatory to achieve minimum 65 score to qualify for shortlisting.

Description of Product

Definitions

- a. "Board" means Board of Directors of Punjab Skills Development Fund, a company incorporated under section 42 of the Companies Ordinance 1984.
- b. "Client" means Punjab Skills Development Fund (PSDF).
- c. "Contract" means the contract signed by PSDF and Organization along with all attached documents thereto.
- d. "Data Sheet" means such part of the Instructions to Organizations used to reflect specific conditions.
- e. "Day" means calendar day.
- f. "Financial Proposal" means that part of the proposal which provides details about cost of the proposed training.
- g. "Organization" means a Formal / Vocational Training Institute registered / affiliated / accredited by an authority such as NAVTTC, TEVTA, Punjab Board of Technical Education (PBTE), National Training Bureau (NTB), City and Guilds, HEC or any other accredited / authorized national / international certifying body.
- h. "Government" means the Government of the Punjab.
- i. "IDA" means the International Development Association, a lending arm of the World Bank.
- j. "Instructions to Organization" means the document which provides shortlisted Organization with all information needed to prepare their proposals.
- k. "Letter of Invitation (LOI)" means a letter included as a section in the RFP to be sent to the shortlisted Organization.
- l. "PBTE" means the Punjab Board of Technical Education
- m. "Personnel" means temporary or permanent staff employed by the organization and assigned to perform the Services or any part thereof.
- n. "Professional Staff" includes management team, training and/or monitoring staff of Organization.
- o. "Proposal" means the entire set of documents consisting of Technical and Financial Proposals submitted by an organisation.
- p. "RFP" means the "Request for Proposal" prepared by PSDF for submission of Technical and Financial Proposals by Organizations.
- q. "Services" means one or more of the services specified in the Data Sheet and ancillary activities performed by the Organization in pursuance of the Contract.
- r. "Target Group" refers to potential candidates for admission who fulfil the eligibility requirements defined in the Data Sheet.
- s. "Technical Proposal" means that part of the proposal which provides information about the technical aspects of the proposed training.
- t. "Terms of Reference" (TOR) means the part of EOI which explains the scope of work, activities, tasks to be performed, respective responsibilities of the Client & the Organization and expected results and deliverables of the assignment.



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- u. “Trainee” means any eligible person who is selected for training by the Organization.
- v. “TTBP” means Trade Testing Board Punjab, an awarding body accredited by NAVTTC for assessment of Competency Based National Qualifications.
- w. “Vocational Training Provider” means either a public institution; or public/private institution; or private institution; or industry association; or academic institution, duly qualified to provide training, selected in accordance with the criteria set forth for the purpose.

INTRODUCTION

1. PSDF wishes to shortlist interested Organization who will be invited to submit proposals for training under the scheme.
2. Organization contracted under this scheme will be responsible for selecting & training the trainees and providing post-training support. They may select trainees from across Punjab.
3. Organization will be engaged following Quality and Cost Basis Selection (QCBS) methodology.
4. The purpose of this document is to provide orientation to enable organizations to evaluate their interest in tendering and conducting training and is not a guarantee of the actual conditions under which the training will be tendered or executed. Furthermore, it contains forms and list of required documents to be submitted.
5. Organization should familiarize themselves with the specified terms and conditions and take these into account in preparing their Proposals.
6. Organization shall bear all costs associated with the preparation and submission of their proposals, attending capacity building/pre-proposal conference, if any, and contract negotiations.
7. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the award of contract, without incurring any liability to the Training Provider.
8. This Expression of Interest is governed by the procedure approved by PSDF Board of Directors.
9. Only shortlisted applicants will be invited to submit technical and financial proposals.
10. All documents and information received by PSDF from applicants will be treated in confidence.
11. The documents submitted to PSDF will not be returned.
12. It is expected that the Training Providers will employ maximum number of trainees by establishing linkages with the industry.
13. All expenses related to participation in this Expression of Interest shall be borne by the organizations.
14. A hard copy of documents shall be submitted in a sealed envelope marked as “**EXPRESSION OF INTEREST: PUNJAB SKILLS DEVELOPMENT PROGRAMME - 2019**”. The envelope must be submitted at the specified address through *courier*.
15. The closing date for receipt of Expression of Interest and required documents is **29th April 2019**.
16. PSDF reserves the right to request submission of additional information from applicants in order to clarify any aspect of Expression of Interest, if required.
17. Priority sectors for conducting trainings under this scheme are: textile & garments, light engineering, auto parts, surgical instruments, cutlery, agricultural implants, pumps, sports and

fans, construction, pharmaceutical, Information and Communication Technologies (ICT) and food processing

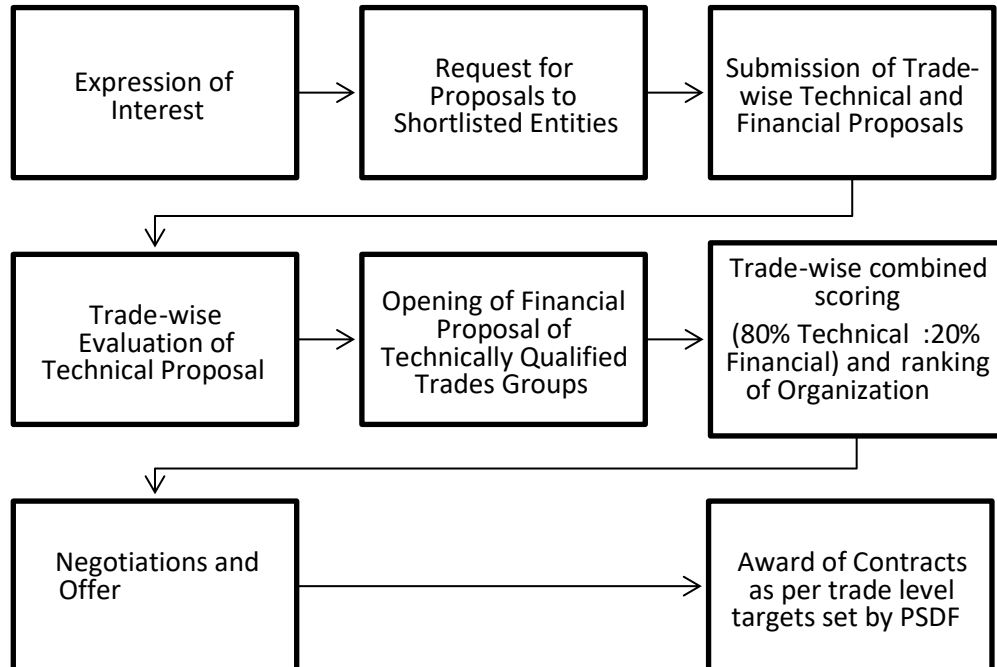
- List of available trades/courses under the respective priority sectors, for which approved curricula are available, are indicated in **Annexure A** and is subject to revision by PSDF.
 - Organizations may also propose a course in the above sectors not mentioned in the list subject to the condition that its curriculum approved by a competent authority is available.
 - Organization may also propose a trade/ course with approved curricula covering the skills requirements as mentioned in Annexure B. However, organization must arrange for testing and certification from an accredited body.
18. Courses of international certification, falling under the above-mentioned sectors and relating to the trades/ courses mentioned in Annexure A may also be proposed by organization affiliated with any accredited international testing & certification body.
 19. An organisation may propose training for multiple trades and at multiple locations. There is no restriction on the number of trainees to be proposed. However, no organisation will be awarded contract for number of trainees exceeding 10% of the approved target under this scheme.
 20. Each proposed training location must be registered / affiliated / accredited by the relevant authority.
 21. Terms of Reference for Organization will be as follows:
 - a. Mobilize the communities and select trainees from the target group for the proposed skills training as agreed to during negotiations.
 - b. Arrange the provision of properly equipped training facilities as per demand of curriculum and/or list mentioned in the curriculum. It includes machinery, equipment, tools, class room & lab / workshop furniture and other physical facilities (e.g. washrooms, back-up power, drinking water etc). In case of deficiency, arrange additional training facilities as per requirement.
 - c. Engage competent and qualified instructors and support staff as per qualification and experience mentioned in the curriculum.
 - d. Ensure provision of vocational training in approved skills / trades using the curriculum approved by relevant certification authority and following the agreed parameters.
 - e. Provide all learning aids, teaching materials, consumables, and additional facilities, as per demand of curricula, free of cost to the trainees (all costs on account of these items will be included in training fee which will be paid by PSDF).
 - f. Provide protective clothing (If required as per curriculum) and uniform to every trainee.
 - g. Make timely stipend payments to trainees in a transparent manner according to the notified rates as per Contract and maintain its record. PSDF may engage a third-party firm for disbursement of stipend directly to trainees. In such case stipend will be paid through that third party.
 - h. Establish a system for providing reports to PSDF within stipulated time through email or on a web-based data management system.
 - i. Establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers and place the trained

personnel on jobs. *Minimum Employment commitment expected from organization is 30% of the total trainees.*

- j. Facilitate and provide access to PSDF monitoring team for monitoring of training.
 - k. Maintain separate bank account and financial record relating to the PSDF assignment(s).
 - l. Assist any PSDF partner in carrying out a tracer study / evaluation of the trained persons.
 - m. Arrange testing and certification from a relevant accredited certification body if it is other than PBTE.
 - n. Assist PSDF in the arrangements of graduation ceremony; if graduation ceremony is arranged by PSDF at large scale (cost of such ceremony will be borne by PSDF).
 - o. Track and report employment of trainees for the first six months post-graduation. Failing to do so will have financial penalties being imposed on TPs for subsequent PSDF trainings
 - p. Display prominently banners / sign boards relating to the training, after approval by PSDF.
 - q. Any other obligation agreed in the Contract.
 - r. Organization will be responsible for certain deliverables, including progress reporting, as per requirement of the project.
22. PSDF reserves the right to verify any information provided by prospective bidders. ***False information/misstatement will lead to disqualification and rejection of the EOI and the organisation may also be blacklisted.***
23. PSDF reserves the right to cancel the call of EOIs without stating any reason.
24. An organisation may submit only **one EOI**, even if it is interested in providing training in multiple trades or at multiple locations. The organisation cannot be part of another EOI directly or indirectly. In case all or any of the owners/directors/members/trustees of an organisation¹ are also owners/directors/members/trustees of any other organisation(s), such organisations may submit only one EOI. **In case of participation in more than one EOI, the EOIs will be rejected.**
25. PSDF will evaluate the Expressions of Interest of only eligible organisations on the basis of i) past experience & capacity, ii) team profile, and iii) outreach mechanisms for the poor.
26. PSDF will charge evaluation cost from Organization, as the evaluation of proposals is being outsourced. Bank drafts in the name of "Punjab Skills Development Fund" must be provided.
- i. First Bank draft amounting to **Rs. 6,517 (Six Thousand Five Hundred and Seventeen)** should be submitted for evaluation of 'Eligibility' by every organization who is applying for this scheme.
 - ii. The second bank draft amounting to **Rs. 7,195 (Seven Thousand One Hundred and Ninety-Five Only)** for Evaluation of Responsiveness. If the organization has been declared ineligible, then second bank draft will be returned after the completion of procurement process of the scheme.
- EOI document will not be evaluated if above mentioned two Bank Drafts in favor of "Punjab Skills Development Fund" of above-mentioned amounts are not submitted along with EOI document.

¹ Excluding Public Sector organisations and entities registered under Companies Ordinance 1984.

27. The procurement cycle for the selection of training providers will include the following:



28. Any clarification requests must be made in writing or through e-mail and should be received no later than closing date of EOI Document submission.

For the purpose of clarification, the contact person is:

Faiza Akram
Management Associate Program Development
Email: faiza.akram@psdf.org.pk
Phone No. 042-111-11-77 33 Ext 121

DATA SHEET INSTRUCTIONS

Features	Proposed Parameters
Name of the scheme	Punjab Skills Development Programme – 2019
Time Schedule of the Training Services	All trainees enrolled under “ Punjab Skills Development Programme - 2019 ” must complete training by March 31 st , 2020. (Training to commence by October 2019).
Target Number of Persons to be enrolled for Training	Total enrolment target under the scheme is 14,000 (at least 18% of which will be females) PSDF may increase / decrease the set targets. Sector/ Trade wise, target varies.
Maximum Trainees per Organization	Maximum 10% of the approved target for the scheme per organisation.
Training Locations	Training location can be anywhere in Punjab and adjacent areas of Punjab.
Eligibility Condition	<p>This scheme is only for Formal / Vocational Training Institutes, defined as follows: <i>A technical / vocational training institute will be deemed to be formal if it is registered / affiliated / accredited by an authority such as NAVTTC, TEVTA, Punjab Board of Technical Education (PBTE), National Training Bureau (NTB), City and Guilds, HEC or any other accredited / authorized national/international certifying body. General education schools and colleges do not fall into this category.</i></p> <p>Organization must fulfil the following conditions:</p> <ol style="list-style-type: none"> 1. Must be registered with any Government authority or regulatory body. 2. Must have valid NTN / FTN in the name of the entity/ organisation 3. Must Provide financial statements of last one year issued by an ICAP licensed Chartered Accountant comprising of the following required documents. <ul style="list-style-type: none"> • Auditor report • Balance Sheet • Income & Expenditure Statement of Account • Cash Flow Statement • Notes to the Accounts <p>Note:</p> <ul style="list-style-type: none"> • Financial Statement must be signed by the Management of the Organization <p>Public/Government Institutions have exemption from the provision of financial information.</p>

	<ol style="list-style-type: none"> 4. Must agree to open a separate bank account (in the legal name of the organisation) for funds provided by PSDF. 5. Must agree to allow PSDF assigned auditors to check the accounts opened for PSDF funding, as and when required. 6. Must not be blacklisted by PSDF or any other organisation or faced contract cancellation or withholding of funds for contractual violations by PSDF in previous training schemes. 7. Must agree for monitoring by a Third Party contracted by PSDF <p>Notes:</p> <ol style="list-style-type: none"> 1) TEVTA institutes and PVTI VTI are eligible to submit EOIs individually, subject to the issuance of NOC from their respective Head Offices. 2) Government-run institutions must obtain NOC from their respective Controlling Authority to submit EOIs. 3) A university may submit only one EOI with the approval of Vice Chancellor. Departments of the same university are not allowed to apply separately.
<p>Target Group (Eligibility for Admission)</p>	<p>The trainees for the scheme can be from any district of the Punjab.</p> <ul style="list-style-type: none"> • A male or female, age 18 years or above • Must have CNIC with permanent or temporary residential address of Punjab • Must not have previously attended any course funded by PSDF and registered in PSDF database. • Must meet the entry requirements as specified in respective training curricula <p>Must not be enrolled in any other PSDF funded course at the same time.</p>
<p>Selection of Organizations</p>	<p>Organizations would be competitively selected through a public & private window, respectively.</p> <p>The public Organization would include <i>any institution that receives a regular budgetary allocation from the government on an annual basis.</i></p> <p>In the private window, all private, Public-Private Partnerships and not-for-profit Vocational Training Providers would be eligible to compete</p>

<p>Selection of Trades / Courses</p>	<p>a. Organizations are required to choose trades / courses from the list of courses specified in Annexure A (in case of courses for National Certification). Organizations may also propose a course in the priority sector not mentioned in the list subject to the condition that its curriculum approved by a competent authority is available.</p> <p>b. Organization may also propose a trade with curricula covering the skills requirements as mentioned in Annexure B.</p> <p>c. Organization must have relevant, valid registration/ affiliation / accreditation for the proposed courses from an authority such as NAVTTC, TEVTA, PBTE, City and Guilds, HEC or any other accredited / authorized national / international certifying body.</p> <p>d. Providers of Diploma / Degree level courses shall be considered as having delivered relevant training if contents of the proposed course are covered in the syllabus of the technology.</p> <p>e. An organisation may not propose a similar course with multiple certifications or of multiple durations.</p> <p>f. In case of international certification, at least a Level 2 Certificate / Diploma or higher level courses having demonstrably strong employment prospects, as well as having curriculum contents in line with corresponding National certification(s) (as mentioned in Annexure-A) in the respective Priority Sectors, may be proposed. The Organization may not propose the same course of multiple levels. In case of international certification, the training premises must be registered/ affiliated with the relevant testing & certification authority for the proposed trade(s)/course(s) before the closing date of EOI. The registration/affiliation certificate must also indicate the address of the institute, name(s) of course(s) as to appear on the certificate, and complete code number of the course.</p> <p>Note: The decision whether any course can be included in the scheme or not shall rest with PSDF and it may reject any proposed course which does not fit within the training framework announced by PSDF.</p>
<p>Testing and certification</p>	<p>a. Testing / certification from an accredited body is an essential requirement of the scheme.</p> <p>b. Organization will submit documentary evidence of its testing arrangements with the EOI, if these are other than PBTE. The testing agency must be accredited by the relevant regulatory body.</p> <p>c. Certificates could be issued by Trade Testing Board Punjab (TTBP), PVTC, universities or other recognized testing agencies.</p> <p>d. Organization from Punjab will not be allowed certification from Trade Testing Board or Board of Technical Education of any other province.</p>
<p>Employability</p>	<p>A minimum 30% Employment commitment is expected from the Organization out of the total. Organizations who will commit minimum of 30% employment commitment will be considered eligible for the scheme</p>

Recommended Duration of Training	<p>The recommended duration of training is as follows:</p> <ul style="list-style-type: none"> ✦ 3 Months (Min 360 conduct hours or as specified in the curriculum) ✦ 6 Months (Min 720 conduct hours or as specified in the curriculum) <p>In case of international certification, duration of training would be as per Guided Learning Hours (rounded to the nearest month) suggested by the respective certification authority.</p>
Minimum Conduct Hours	<p>Minimum conduct hours per week are 30 (6 days x 5 hours daily or 5 days x 6 hours daily). Extended conduct hours per week would be observed if total training hours mentioned in the respective curriculum are more than the Minimum Conduct Hours. In case of international certification, minimum conduct hours may be increased to a complete month.</p>
Allocation of Trainees	<p>Allocation of trainees to each priority sector will be done by considering the following factors.</p> <ol style="list-style-type: none"> 1. Contribution of the sector towards GDP; 2. Growth rate of the sector; and 3. Employment contribution of the sector.
Job Placement	<p>Organization would be required to establish and maintain a proper Placement Cell at the institute. The Placement Cell will be required to establish linkages of trained persons with the employers and place the trained personnel on jobs. Minimum Employment commitment expected from the training providers is 30% of the total trained trainees. Moreover, Organization will track and report employment of trainees for the first six months post-completion of training.</p>
Experience requirements for selection of trades / courses	<p>Criteria pertaining to past experience of training at the proposed training location may be relaxed in case of innovative² trades in the priority sectors of the scheme, or in case of newly established institutes. However, the past experience of Management staff shall be used as a substitute in such cases.</p>
Implementation of Training	<p>This scheme is for implementation of training in a formal manner and not in the form of attachment on work.</p>
Trainees per Class	<p>Up to 25 according to availability of work places in lab / workshop and other training facilities.</p>
Payment to Organization	<p>(a) Training Fee (b) Trainee Support Payments (c) Testing and Certification fees (on reimbursement basis).</p>
Training Fee	<p>The financial bid will be based on training fee inclusive of all expenditures. It will include but is not limited to:</p> <ul style="list-style-type: none"> • Trainers' remuneration • Consumable Training Materials • Training Manual & Stationery required for training

² The decision of PSDF about the innovativeness of the trade shall be final.

	<ul style="list-style-type: none"> • Protective clothing (If any) • Management & Reporting costs • Depreciation / Rentals of Machinery and Equipment etc. • Utilities & Miscellaneous items • Post training support to trainees (Job Placement)
Trainee Support	<p>Fixed Stipend</p> <ul style="list-style-type: none"> • @ Rs. 1,500 per trainee per month. • Payment of stipend will be made as per PSDF policy through the Organizations and will be linked to attendance. PSDF may engage a third party for payment of stipend directly to trainees. Uniforms and bags per trainee as per PSDF standard design & colour to every trainee. An amount of Rs. 1,600 per trainee (one-time cost) will be paid to the Organization for the purpose, who will provide uniforms and bag of acceptable quality to the trainees.
Testing Fee	<ol style="list-style-type: none"> 1. PSDF will pay the testing fee directly to PBTE under special arrangements. 2. In case of national certification, if the testing arrangement is proposed by the entity (other than PBTE), the negotiated testing fee will be paid by the Organization to the testing agency. The testing fee will be reimbursed by PSDF upon submission of paid invoices at agreed/negotiated rates. 3. No testing fee will be paid to those organisations which are legally Training Providers as well as certifying authorities such as HEC Recognized universities, PVTC and NTB. 4. For international certifications, organization (except Public Sector providers) would submit a written guarantee that they have sufficient funds to pay testing fees in advance. 5. In case of International certification, the trainee has to qualify both theoretical and practical exam of all the modules, only then a trainee will be considered pass. Reimbursement of registration, testing & certification fee will be done upon successful passing of exam.
Submission of Proposal	Shortlisted organizations will be requested to submit trade/course wise Technical and Financial Proposals. For each trade/course separate proposal will be required.
Training of Special Persons	Proposals for training of special persons (all types of disabilities) will be considered separately. Notwithstanding the minimum conduct hours specified above, the hours may be reduced for special persons.
Trainees' Selection	Organization should give preference to individuals with demonstrable poor socio-economic conditions, having minimum education level required to meet entry requirements.
Means of Communication	Formal communication between PSDF and Organization may be made through letter or email.



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Capacity Building / Pre- Proposal Conference	Capacity building / pre-proposal workshops would be conducted in order to guide the organizations for preparing the EOI Document effectively. The interested organizations should get them registered before by 'Registration Form for Capacity Building Conference' available on PSDF's website. Date and venue of the workshop will be shared through an email confirming the registration.
Any Special Condition	PSDF may relax one or more conditions of the EOI Document.
Imposition of Penalties	PSDF may impose financial penalties on Organization on account of any violations/ breach of Contract in line with PSDF's Business rules.
Submission of EOIs	EOI document must be submitted at the specified address through courier latest by April 29th, 2019 before 5:00 P.M

Annexure A
List of Trades / Courses

Trades / Courses	Duration of training (Months)		Source of Curriculum	
	3 Months	6 Months	3 Months	6 Months
Construction				
Auto CAD	3		TEVTA	
Aluminium Fabricator		6		NAVTTTC
Boring Man	3		TEVTA	
Building Painter	3		TEVTA	
Construction Machinery Operator	3		ILO	
Construction Management	3		RDI	
Elevator Technician	3		TEVTA	
Marble Cutting and in Lays		6		NAVTTTC
Marble Technician		6		CBT NAVTTTC
Marble Mosaic		6		NAVTTTC
Mason		6		CBT NAVTTTC
Material Technician	3		TEVTA	
Occupational Health and Safety in Marble		6		NAVTTTC
Pipe & General Fitter	3		TEVTA	
Pipe & Plate Fabricator	3		TEVTA	
Pipe & Structure Fabricator	3	6	TEVTA	TEVTA
Plumber	3	6	TEVTA	TEVTA
Plumber (Assistant) Level-2 CBT		6		CBT NAVTTTC
Plumber (Helper) Level-1	3		CBT NAVTTTC	
Plumber cum solar water heating technician (Assistant) Level-2		6		CBT NAVTTTC
Rigger	3		TEVTA	
Safety Inspector	3		TEVTA	
Scaffolding	3		TEVTA	
Shuttering Carpenter	3		TEVTA	
Steel Fixer		6		NAVTTTC
Tile Fixing and Cutting	3		TEVTA	
Welder / Construction Fabricator	3		TEVTA	
Cutlery				
Cutlery Designing	3		CIP	
Cutlery Polishing & Assembling		6		CIP

Trades / Courses	Duration of training (Months)		Source of Curriculum	
	3 Months	6 Months	3 Months	6 Months
Food Processing				
Chili Processing		6		NAVTTTC
Citrus Processing	3		NAVTTTC	
Dairy Technician		6		NAVTTTC
Elementary Food Preservation	3		TEVTA	
Food Processing & Preservation		6		IUB
Fruit Preservation, Packaging & Logistics		6		NAVTTTC
Fruits & Vegetable Processing		6		PMAS-Arid Agriculture University
Meat Handling & Processing		6		NAVTTTC
Meat Technology		6		TEVTA
Pine Nut Processing		6		CBT NAVTTTC
Seafood Processing		6		NAVTTTC
Information & Communication Technology (ICT)				
Computer Hardware Technician		6		NAVTTTC
Computer Network Technician		6		NAVTTTC
Fiber Optic Technician	3		NTB	
Computer Graphics (Print Media)		6		NAVTTTC
Graphics Designer (Print Media)		6		CBT NAVTTTC
Microwave Technician	3		NTB	
Mobile Phone Repairing	3	6	TEVTA	TEVTA
Mobile Application Development		6		TEVTA
Optical Fiber Cable Splicing	3		NFC IET	
Telecom Technician (Line & Mobile)	3		TEVTA	
Pharmaceutical				
Sterilization Operations	3		TEVTA	
Assistant Pharmacist		6		NAVTTTC
Water Treatment Procedures & Operations	3		TEVTA	
Surgical				
Filing	3			TEVTA
Fitting	3			TEVTA
Grinding	3			TEVTA

Polishing	3			TEVTA
Textile & Garment				
Apparel Supervisor		6		NAVTTTC
Auto Placket Operations Specialist	3		TEVTA	
Boiler Operator		6		NAVTTTC
CAD/CAM Computerized Pattern Designing		6		NAVTTTC
CAD/CAM Digital Embroidery Designing		6		Gift University
Computer Aided Design (CAD) Operator (Leather)		6		NAVTTTC
Computer Pattern Designing		6		NAVTTTC
Fabric Cutting Expert	3		TEVTA	
Fabric Dyeing Expert		6		TEVTA
Fabric Finishing Expert		6		

Fabric Inspector	3		TEVTA	
Fabric Printing	3	6	TEVTA	TEVTA
Fabric Product Development Specialist	3		TEVTA	
Fabric Quality Inspector	3		TEVTA	
Fashion Designing		6		NAVTTTC
Garment Washing Techniques	3		PRGTTI	
Hand & Machine Embroidery		6		NAVTTTC
Hand Embroidery	3		TEVTA	
Hand Knitting		6		NAVTTTC
Home Textile Product Maker		6		NAVTTTC
Industrial Engineering		6		NAVTTTC
Industrial Stitching Machine Operator	3	6	TEVTA	TEVTA
Knitting Machine Mechanic		6		NAVTTTC
Knitting Machine Operator	3		TEVTA	
Leather Garments Stitcher		6		NAVTTTC
Leather Gloves Pattern Maker		6		NAVTTTC
Leather Gloves Stitcher		6		NAVTTTC
Machine & Hand Embroidery		6		TEVTA
Machine Embroidery	3		TEVTA	
Merchandising Management Techniques		6		NAVTTTC
Pattern Drafting and Cutting (Hoisery)		6		NAVTTTC
Pattern Drafting and Grading		6		CBT NAVTTTC

Quality Control in Garments		6		NAVTTTC
Screen Printing		6		NAVTTTC
Sizer / Sizing Machine Operator	3		TEVTA	
Sportswear Stitcher		6		NAVTTTC
Stitching Machine Mechanic		6		NAVTTTC
Textile Printer		6		NAVTTTC
Textile Sales & Marketing	3		TEVTA	
Warper / Warping Machine Operator	3		TEVTA	
Weaver / Weaving Machine Operator	3		TEVTA	
Light Engineering				
Building Electrician (Assistant) cum offgrid solar PV system installation (Level 2)		6		CBT NAVTTTC
Building Electrician (Assistant) cum offgrid solar PV system installation (Level 3)		6		CBT NAVTTTC
Close Circuit TV (CCTV) Technician	3		Telecom Foundation	
Domestic AC Mechanic		6		CBT NAVTTTC
Domestic Electrician		6		CBT NAVTTTC
Electrical/Electronic Technician		6		NAVTTTC
Electrician		6		TEVTA
Electronic Home Appliance Technician		6		NAVTTTC
Electronics Equipment Repair		6		TEVTA
Home Appliances Repair	3	6	TEVTA	TEVTA
HVACR	3	6	TEVTA	TEVTA
Industrial Electrician	3		TEVTA	
Instrument Technician	3		TEVTA	
Motor Winder	3	6	TEVTA	TEVTA
PLC (Programmable Logical Control)	3		TEVTA	
Automobile Electrician		6		CBT NAVTTTC
Auto Mobile Mechanic		6		CBT NAVTTTC
Boiler Operator		6		NAVTTTC
CAD/CAM Operator		6		NAVTTTC
CNC Machine Operator	3	6	TEVTA	TEVTA
Die and Mould Technology		6		NAVTTTC
Electric Wiring	3		TEVTA	
Electrician				
Fitter General / Bench Fitter	3		TEVTA	



Skills For Success

Gear Manufacturing	3		TEVTA	
General Electrician		6		NAVTTTC
Home Appliances Repair		6		TEVTA
HVACR		6		TEVTA
Industrial Electrician	3		TEVTA	
Industrial Fitter	3		TEVTA	
Injection Molding Machine Operator		6		TEVTA
Machinist		6		CBT-NAVTTTC
Milling Machine Operator	3		TEVTA	
Millwright	3		TEVTA	
Motorcycle Mechanic		6		NAVTTTC
Mould Making and Casting		6		TEVTA
Multi Welder 3G SMAW+6GGTAW		6		NAVTTTC
Rickshaw Mechanic		6		NAVTTTC
Tractor Mechanic		6		TEVTA
Turner		6		CBT-NAVTTTC
Welder	3	6	TEVTA	TEVTA
Welder (SMAW,MAG,MIG & SAW)		6		NAVTTTC
Welder / Construction Fabricator	3		TEVTA	
Welder(Gas & TIG)		6		NAVTTTC

Annexure B: Indicative List of Skills Required³

<u>Mechanical</u>	
<u>Occupation</u>	<u>Skills</u>
CAD	Sketching; 3D Solid Modeling; Generation of part and assembly drawings; Surface modeling techniques; Assembly of different parts
JIG and Fixture Design	Understand briefly the theoretical concepts of jigs and fixtures; Design the checking fixture on CAD software; Understand and practically perform the calibration of checking fixtures
Plastic Injection Mould Design	Plastic injection mould and materials; Injection, ejection and cooling systems; How to select proper mould base; Assembly and drafting of the mould components; Polishing techniques; How to calculate the cost mould; How to analyze mould on CAE software
Sheet Metal Die Design	Identify briefly the process layout of any sheet metal part; Design the dies on CAD software; Calculate the blank size on CAE Software; Calculate the estimated cost
<u>Surgical & Cutlery</u>	
<u>Occupation</u>	<u>Skills</u>

³ Skills for which no approved curricula are available.



Skills For Success

<p>Die Maker</p>	<p>Reading and Understanding of drawings; Principles of Blanking and/ or Piercing Dies; Elementary Blank Dies and Pierce Dies; Bending; Screw Holes and Dowel Holes; Punches; Punches Mounted in Punch Plates; Die-Block Constructions; Strippers and Stock Guides; Shedders and Knockouts; Nest Gages; Pushers; Die Stops; Stock Material Utilization and Strip Layouts; Die Sets; Automatic Feeds; Cutting Stroke Adjustment; Die Fitting & Alignment; Measurement; Material Remover</p>
<p>Hammer Man / Press Man / Shot Blasting Machine Operator</p>	<p>Construction of machine & its operations; Material Feeding; Material Remover; Sheet Cutting Optimization; Lubrication; Cutting Stroke Adjustment; Measurement; Edge Length and Thickness Control; Machine Maintenance; Die Fitting & Alignment;</p>
<p><u>Surgical & Cutlery</u></p>	
<p><u>Occupation</u></p>	<p><u>Skills</u></p>
<p>Copy Milling Machine Operator</p>	<p>Construction of Machine; Machine Setting; Machine Operations; Machine Maintenance; Offsetting / Chamfering</p>

Heat Treatment & Material Testing	<p>Introduction to Heat Treatment; Classification of Heat Treatment Facilities; Types of Heat Treatment Processes; Salt Bath Process Equipment; Operational Controls; Process Flow of Heat Treatment; Quality Controls in Heat Treatment; Maintenance Techniques of Heat Treatment Equipment; Material Testing; Health & Safety</p>
Riveting	<p>Types of Rivets; Rivet materials; Calculation of rivet size; Riveting tools; Riveting procedure;</p>
Electrolytic Polishing	<p>Introduction to Electrolytic Polishing; Specimen Preparation; Safety Precautions; Electrolytic Equipment; Electrolyte Solutions; Etching; Electrolytic Etching; Passivation;</p>
Laser Marking Machine Operator	<p>Construction of Laser Marking Machine; Handling and Operation of Laser Marking Machine; Designing; Marking on different types of Materials; Safety Precautions</p>
Handle Making (Cutlery)	<p>Edge length and thickness control; Riveting; Fitting; Alignment</p>

Garments		
Process	Occupation	Skills
Dyeing	Dyeing Machine Operator	<p>Knowledge of Manual Winches, Soft Flows and High Temperature Pressure Machines; Fabric Loading and Unloading; Knowledge of different fabrics and blends; Chemical and Dye Dosing; Machine Washing and Boil Out; Machine Maintenance</p>

	Lab Technician	Knowledge of Dyes and Chemicals; Knowledge of Lab Apparatus; Knowledge of different fabrics and blends; Knowledge of Lab Dyeing Machines; Read, understand and compare Pantone Shade Book; Cleaning and maintenance of lab machines and apparatus
<u>Garments</u>		
<u>Process</u>	<u>Occupation</u>	<u>Skills</u>
	Finishing Machine Operator	Knowledge of different fabrics and blends; Hydro Extractor and Continuous Squeezing Machine Operations; Vertical and Horizontal Dryer Operations; Stenter Operations; Compactor Operations; Raising Machine Operations; Machine Maintenance
Embroidery	Embroidery Machine Operator	Introduction to Textile Embroidery; Digital Embroidery Introduction; Digital Embroidery Machine Parts; Introduction to CAD/CAM Digital Embroidery Designing; Machine Operations & Maintenance; Applique Cutting & Finishing
Laundry/ Washing	Laundry / Washing Machine Operator	Washing Machine Operations; Steam / Drying / Oven Operations; Scraping; Spraying

<u>Meat & Dairy Processing</u>	
<u>Occupation</u>	<u>Skills</u>
Milker / Parlor Operator	Operation & Maintenance of Parlor; Hygiene; Maintain Operational Records
Parlor Technician	Repair & Maintenance of Milking Parlor
Milk Quality Control Officer / Technician	Milk Quality Judgement; Milk Testing; Quality Control Measures; Milk Grading; Maintain Operational Records; Hygiene



Skills For Success

Boiler Operator	Boiler Machine Operations; Boiler Machine Maintenance / Repair;
Chiller Operator	Chiller Machine Operations; Chiller Machine Maintenance / Repair; Milk Storage; Hygiene
De-creamer	Decreaming Machine Operations; Milk Quality Judgement; Hygiene
Milk Product Maker	Machine Operations; Milk Quality Judgement; Mixing & Cooking Ingredients; Hygiene
Quality Control & Testing of Dairy Products	Milk Quality Judgement; Milk Testing; Quality Control Measures; Milk Grading
	Machine Operations; Milk Quality Judgement; Milk Storage; Hygiene
<u>Meat & Dairy Processing</u>	
<u>Occupation</u>	<u>Skills</u>
Butcher	Halal Hygienic Slaughtering; Carcass Cutting; Carcass Handling & Storage; Deboning Line Operations; Meat Processing & Preservation; Meat Packaging; By-Product Processing; Waste Management; Quality Assurance

<u>Construction</u>	
<u>Occupation</u>	<u>Skills</u>
False Ceiling Installer	Types of false ceilings; Materials used for false ceilings; Structural design and installation; Types of suspension methods; Cleaning & Maintenance; Electrical Installation; Compliance with Health & Safety regulations

Annexure C

EOI Evaluation Criteria - Punjab Skills Development Programme 2019		
Financial Capacity		20
Total Asset Value	5 Marks for Total Asset value of Rs.5 Million or more, If less than 5 Million, Marks proportional to that will be awarded accordingly.	5
Net Assets	5 Marks for Net Assets of 2 Million and above, If Less, marks proportional to that will be awarded accordingly.	5
Annual Revenue / Turn Over	5 Marks for Annual Revenue/Turnover of Rs. 1 Million or more. If Less, Marks proportional to that will be awarded.	5
Cash in Hand	5 Marks for Cash in Hand of Rs. 500 K or more. If less then marks proportional to that will be awarded accordingly.	5
Past Experience of Training		10
Past experience of implementing the training in Same/Similar Course	Max 10 Marks will be awarded for 25 trainees and above. Marks proportional to that will be awarded.	10
Availability of Tools & Equipment		30
Availability of Equipment	Fully equipped workshops / labs available.	30
	Partially equipped workshops / labs available with minor deficiencies.	25
	Partially equipped workshops / labs available with major deficiencies	10
	Workshop / lab will be established after award of contract.	5
Placement Strategy		10
Enrolment Strategy		10
Management Team		10
Management team- Relevant Qualification	Masters / bachelor's Degree (16 years of education)	5
	Diploma/ Bachelors (14 Years of Education)	4
	Relevant Certificate	3
	Otherwise	0
		5
Management Team- Relevant Experience	1 Mark for each year of relevant Work Experience. Maximum of 5 marks will be awarded. Score Proportional to years of relevant work experience will be awarded	5
Instructors		10
Instructors- Relevant Qualification	Masters / bachelors Degree (16 years of education)	5
	Diploma/ Bachelors (14 Years of Education)	4
	Certificate/Diploma	3
	Otherwise	0
		5



Skills For Success

Instructors- Relevant Experience	1 Mark for each year of relevant Work Experience. Maximum of 5 marks will be awarded. Score Proportional to years of relevant work experience will be awarded	5
		10
<ul style="list-style-type: none">• Best of two Trainer CVs will be evaluated. Each CV will be awarded 10 Marks and rounded off to 5. Total Marks for the trainer's CV will be 10.• If Trainer or Project Manager has Maximum Qualification of Matric then full Marks against qualification will be awarded only if it has minimum 10 years of experience.		