

**Punjab Skills Development Fund**

**Tender Document**

---

**Background Verification Services  
(Educational and Professional experience)**

**December, 2017**



**Submission Date for Sealed Bids: December 22nd, 2017**

**Submission time for Sealed Bids: 11:00 AM**

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

Phone: +92-42-35752408-10

Fax: +92-42-35752190

<b>1</b>	<b><u>Table of Contents</u></b>	<b><u>Page No</u></b>
	<b>1-Background: -</b>	<b>2</b>
	<b>2-Invitation to bids: -</b>	<b>2</b>
	<b>3-Instructions to bidders: -</b>	<b>2</b>
	<b>4-Conditions for eligibility: -</b>	<b>3</b>
	<b>5-Scope of Job/Work: -</b>	<b>3</b>
	<b>6-Terms of Reference: -</b>	<b>4</b>
	<b>7-Guidelines:</b>	<b>5</b>
	<b>8-Condition of Tender: -</b>	<b>5</b>
	<b>9-Confidentiality: -</b>	<b>6</b>
	<b>10-Financial Evaluation: -</b>	<b>7</b>
	<b>11-Submission of Bids</b>	<b>7</b>
	Call Deposit Receipt (CDR)	7
	Cover Letter for the Submission of I Proposal	7
	<b>Annexures</b>	<b>8</b>
	Annex – A (Organization Information)	8
	Annex – B (Relevant Experience)	9
	Annex –C (Financial Proposal)	10
	Annex –D (Declaration)	10
	Annex –E (Cover Letter)	11

## **1- Background: -**

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors.

PSDF's vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market. PSDF initiated its operations for the residents of four districts of southern Punjab and in year 2013, PSDF's geographical coverage was expanded to ten additional districts.

PSDF is not an implementing agency rather a fund and engages private, public and not-for-profit sector training service providers to deliver quality trainings in various trades. PSDF interventions are designed to stimulate market for skills-provision where training institutions would compete effectively through a competitive bidding process.

## **2- Invitation to bids: -**

Sealed bids/proposals are invited from company /firms (hereafter called as bidders) for the services of employee's educational documents and last work experience verification for PSDF. All interested and eligible bidders are requested to go through this Tender and provide the required information and supporting documents mentioned in the Bid document.

## **3- Instructions to bidders: -**

The selection of Background Verification Services (Educational and Professional experience) firms/companies will base on Least cost selection methods through Single Stage Two Envelopes bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and eligibility check list proposals. The envelopes shall be marked as "Financial Proposal" and "Eligibility check list documents Proposal".
- b) In the first instance, the "eligibility check list" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall eligibility check list documents proposal in a manner prescribed in section - 4 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- c) During the eligibility check list no amendments in eligibility check list documents shall be permitted.

- d) After the evaluation and approval of eligibility documents, PSDF shall open Financial Proposals of the Responsive organization, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids found of non-responsive shall be returned un-opened to the respective bidders.
- f) Bidders those found eligible and qualify in eligibility will be short-listed for financial bid opening.
- g) Contract shall be awarded on least cost selection method.
- h) Company/organization information shall be submitted as specified in annexure A.

#### **4- Conditions for eligibility: -**

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of Background Verification Services;

- a) The firm/company must have local presence, an office in Pakistan. Registered with relevant Authority (Provide Evidence)
- b) The firm/Company must have worked (Declaration on signed letter head) with public and private organization with a minimum of 03 years' experience at least with 3 clients. Documentary proof (copies of contract or purchase orders) should be furnished.
- c) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- d) Provide National Tax Number (NTN), Income Tax,
- e) Methodology framework must be in written form indicating how organization will carry out the work & Procedure.

**Note:** Kindly fill all annexures (A for organization Information, B for relevant experience) required to meet the above qualification criteria and attach all supporting documentary evidences, as mentioned in each annexure. Any, company/firm fail to provide information as per the aforementioned, "Eligibility Criteria" shall be dis-qualified from the Tender. Please sign the declaration form (Annexure D) and attach the same with your documents.

#### **5- Scope of Job/Work: -**

- a) PSDF will raise the service order for the services of approved Background verification and the successful bidder will verify educational documents and last experience for all the employees working for PSDF.
- b) Bidder will keep all the documents, handed to them initially, safe and make sure they do not lose original documents. It would be the bidder's responsibility to ensure that the originals are handed over with a formal sign of receipt. Furthermore, bidder will maintain privacy of all the documents provided.

- c) Bidder will contact the required educational institutes and the employers to verify the information and they would be required to document every detail for PSDF and present it to PSDF.
- d) Bidder would also be required to prepare equivalence of educational documents through HEC and in addition to HEC, any other government body e.g. Lahore Board etc. if required, from where the equivalence or attestation needs to be done.

## **6- Terms of Reference: -**

To provide Background Verification services, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required services with agreed delivery time i.e. 45 days. A penalty at the uniform rate of 0.05% (Per day) of the value of each case of verification will be involved in case of delay.
- b) Following will be the deliverable of the Background Verification Services:
  - I.Verified information from respective educational institutes and employers, both, public or private.
  - II.Proof of no foul play in the educational and employment documents. I-e 45 days.
- c) Successful bidder will be bound to provide the services within agreed timelines after issuance of service order.
- d) Income tax, GST & PST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- e) In case of any dispute regarding services and methodology, the decision of the PSDF shall be final & binding.
- f) The payment for background verification services will be made as per the terms and conditions agreed in the contract.
- g) An agreement shall be drawn between PSDF and the Bidder, before the commencement of services.
- h) All the data, documents and reports produced by the firm for the said services shall be the property of the Client.
- i) The firm shall not share and use any data, document and reports for any other purpose or job without the explicit written approval of PSDF. (Need Declaration)
- j) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore.

## 7- Guidelines:

- a) Only short-listed firm/ Company fulfilling the eligibility criteria will be considered for Financial Evaluation.
- b) All documents and information received by PSDF from applicants will be treated in strictest confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this bidding document shall be borne by the firm/Company.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “Eligibility documents” and “FINANCIAL PROPOSAL” for ‘Background Verification Services’. The envelope containing hard copies of Eligibility check Documents and financial proposal shall be received on the postal address given below. Documents should be in a binding form and every page must be signed and stamped.

### Postal Address:

#### **Procurement Department**

Punjab Skills Development Fund  
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore  
E-mail: Procurement@psdf.org.pk  
Landline: +92-42-35752408-10  
Fax: +92-42-35752190

- a) The closing date and time for receipt of bidding proposal is December 22,2017 at 11.00 A.M.
- b) Unsealed proposals received thereafter, will not be accepted.
- c) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand the aspects of Proposal, if required.
- d) PSDF reserves the right to verify any information provided by the bidders.
- e) Questions about this proposal can be made only in writing, a letter or an e-mail and must be asked by or before date- December 14,2017. Please contact Procurement Department for any other related information, if required.

## 8- Condition of Tender: -

Services of successful bidder shall be secured in accordance with the PSDF’s Procurement Policy subject to the following conditions:

- a) The PSDF reserves the right to award or not to award this contract.
- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No tender document shall be accepted, if not properly sealed and marked.
- d) The PSDF shall enter into a formal contract with the successful Bidder.

- e) The PSDF reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.
- f) The PSDF has the right to visit the business premises to verify the information provided in the tender documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- h) Bids received after closing time and date will NOT be considered.
- i) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.
- j) Any change of information provided in the tender document that may affect delivery should be brought to the PSDF's attention as soon as possible, failure to comply may result in the contract being terminated.
- k) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.

## **9- Confidentiality: -**

- (i) In consideration of the Company agreeing to allow the Bidder to access the Confidential Information, the Bidders agrees to keep in strict confidence all Confidential Information received and shall:
  - (a) only use the Confidential Information for preparing a Proposal; and
  - (b) Not disclose to any other person or entity any Confidential Information, or that discussions are taking place between the parties concerning the Confidential Information or a Proposal.
- (ii) The Bidder:
  - (a) may make Confidential Information available only to those of its officers or employees ("Personnel") having a "need to know" in order to prepare the Proposal; and
  - (b) Shall ensure that each of the personnel to whom Confidential Information is disclosed strictly complies with the terms of this Request, and shall take all steps available to enforce the obligations of confidentiality in this section 9.
- (iii) The Bidder agrees to use the same degree of care, but no less than a reasonable degree of care, to protect against the unauthorised disclosure of Confidential Information as it uses to protect its own confidential information. The Bidder agrees to disclose Confidential Information only to its Personnel who are bound by obligations of confidentiality no less restrictive than the provisions of this section 9.
- l) The Bidder acknowledges that provisions of this section 9 are intended to impose an immediately binding legal obligation on the Bidder and the obligation to maintain the confidentiality of the

Confidential Information shall continue whether or not the Bidder' Quotation is accepted by the Company.

#### **10- Financial Evaluation: -**

- a) The Financial Proposals of only eligible bidders qualified specifications will be opened in the presence of all the Bidders participated in the tender.
- b) All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet.

Please provide information regarding Financials in "*annexure – G*".

#### **11- Submission of Bids (Eligibility and Financial Proposal): -**

Complete bid containing Eligibility Documents and Financial proposal along with CDR, all required information and documentary evidences may be submitted before **dated December 22,2017 at 11.00 A.M** Eligibility check list documents proposals will be publicly opened on the same day i.e. **December 22,2017 at 11.30 A.M** in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after awarding the business to successful bidder.

#### **Call Deposit Receipt (CDR)**

**CDR of Rs. 5,000 (Five Thousand Rupees)** in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and must be enclosed in financial bid.

#### **Cover Letter for the Submission of I Proposal**

A cover letter as specified in *annexure I* shall be submitted with the proposal.

**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 bidder, 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 "Background Verification Services".

**Annexures**

**Annex – A (Organization Information)**

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
	General / Punjab Sales Tax Number	
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 Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify)
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
	Address of printing set up	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

**Annex – B (Relevant Experience)**

Relevant Experience		
Sr. #	Required Information	Response  (Please provide exact information with organization name, location/s and duration)  Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Types of services provided in the calendar year	i.
		ii.
		iii.
		iv.
		v.
3	Time required to deliver those services.	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					

4					
5					

**Annex –C (Financial Proposal)**

Services	Quantity	Unit Price of background verification service charges (without tax) *	Unit Price with Taxes (if any, also mention tax type and percentage) **	Total Price of Service with taxes (if any)
Educational Verification	70-90			
Employment History (Last Experience)	70-90			

**\*Service charges must not include the fee to be paid to HEC or any authority /organization etc, its will be made separately upon producing actual receipt.**

**\*\*Since the services to be provided in the provisions of Punjab only Punjab Sales Tax will be Applicable.**

**PSDF has the right to increase or decrease quantity**

- Financial bid evaluation will be done based on lowest Cumulative offered bid price of Background Verification Services given in Financial Bid Form.

**Annex –D (Declaration)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the 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: -	
Signatures: -	
Date and Place: -	

**Annex –E (Cover Letter)**

[Firm letterhead]

[Date]

To  
Chief Executive Officer  
Punjab Skills Development Fund  
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore  
**Re:** Proposal in respect of Background Verification Services

Dear Sir,

We offer to provide the Services for Background Verification Services in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our Proposal 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 delivery of 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: