

Minutes of Pre-Bid Meeting

Hiring of Training Service Provider in Consortium with Overseas Employment Promoter for International Placement of Graduates (Round- II)

Punjab Skills Development Fund

Date: April 10th, 2025,

Question 1: If an institute operates in two sectors, can it apply for both?

Response: Yes, if an institution is registered in two sectors and holds valid registration certificates from the relevant TVTA body as mentioned in the bidding documents, it may apply for both sectors. At the evaluation stage, the institute must submit separate financial proposals for each sector.

Question 2: Can OEP/TSP charge service fees, visa processing fees, or medical fees from trainees?

Response:

- OEP may charge a **nominal** service fee, which must not exceed one month's salary equivalent. Offer by the international employer.
- Medical, protectorate, and visa stamping fees will be covered by PSDF and paid directly into the trainee's account upon verification by the Operations & Monitoring Team.
- Each trainee must submit an affidavit confirming that PSDF has not charged any service, visa, medical, or protectorate fees

Question 3: Can PSDF accept demand letters sent via email?

Response:

- A demand letter from the employer is mandatory.
- PSDF reserves the right to verify the demand letter directly with the employer without prior notice to the OEP/ TSP.
- If the letter of the demand is found to be fake or unverified, the contract will be terminated, and the TPS may be blacklisted.

Question 4: Is only NAVTTC certification acceptable for overseas employers?

Response:

- No, both **PSDA** and **NAVTTC** registration certificates are acceptable for trainees.
- Training must be conducted only at the location specified in the registration certificate.
- The successful bidder must obtain PSDF approval before commencing training, based on the demand letter and a valid registration certificate for the relevant trade.

Question 5: Can a TPS sign a multi-consortium partnership with an OEP?

Response:

- No, only **one TSP** and **one consortium partner (OEP)** are permitted.
- The consortium agreement must include a valid registration certificate, and the applied sector's trade must be mentioned in it.
- If a sector's trade is applied for but not listed in the consortium agreement, the bid may be rejected.

Question 6: Can multiple OEPs be used to fulfill demand?

Response:

- No, only **one consortium partner (OEP)** is acceptable.
- Multi-consortium partnerships are not allowed.
- The demand letter must be issued in the name of the OEP.

Question 7: Least Cost Selection Method

Key Points:

- The total trainee target under this procurement is **2,350 trainees**.
- The **Rank 1 bidder** (lowest cost) will be awarded the contract.
- If the Rank 1 bidder's proposed trainee number is less than the target, subsequent bidders will be offered contracts at the same price until the target is met.
- **Cost Per Trainee Per Month (CTM)** will be paid on a pro-rata basis based on training duration. If training lasts less than a month, payment will be adjusted accordingly.



On behalf of PSDF
Procurement