

Minutes of Pre-Bid Meeting

Hiring of Textile Industries / Establishments for Training under Economic Empowerment Initiatives for Rural Females in Textile Sector – (2025-26)

Punjab Skills Development Fund

Date: October 23, 2025

The Pre-Bid Meeting for “Tender - Hiring of Textile Industries / Establishments for Training under Economic Empowerment Initiatives for Rural Females in Textile Sector – (2025-26)” was held on Thursday, October 21, 2025, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on and submission of bids on EPADS portal

Eighteen (18) prospective bidders attended the pre-bid meeting:

1. Mr. Noushad Zia Siddiqui from Beacon Impex (Pvt.) Limited
2. Mr. Hafiz Muhammad Waqas from Interloop Limited
3. Mr. Shafiya Chaudhry from Upstandards
4. Ms. Syed Ali Ibrar from Masood Textile Mills
5. Mr. Ibrahim Saleem Chaudhry from KCDC Textile & Vocational Institute
6. Mr. Shahid from Ombre Apparel
7. Mr. Aleem from Samad Apparel
8. Mr. Saim Khan from Shahkam Industries (Pvt.) limited
9. Ms. Tayyaba Ashfaq from Swisspo Sports MFG Co. (Private) Limited
10. Mr. Umar Ghafoor from US Apparel & textiles
11. Mr. Rizwan from Master Textile Mills Limited
12. Mr. Shahid from Alpha Knitting (Pvt.) Limited
13. Ms. Nazia from Qutab Star Enterprises
14. Mr. Nauman Ali Craz Fusion Textile (Pvt.) Limited
15. Ms. Qurat ul Ain from PRGTTI Lahore
16. Mr. Atif from Punjab textile
17. Mr. Kamran Khushi from Mr. Fabrics
18. Ms. Rabia from Marks Sports International Sialkot

PSDF team provided a brief introduction of the tender document’s instructions and requested the prospective bidders to ask any queries they may have.

Following questions were asked during the meeting by the representatives:

1. **Question:** Is it necessary for a participating industry/establishment to have a revenue of 80 million?

Reply from PSDF Team: Yes, to meet the eligibility criteria, the participating industry/establishment must have a minimum revenue of 80 million.

2. **Question:** Will all provided training facilities be visited by the third-party?

Reply from PSDF Team: Yes, the third-party firm will visit each training facility mentioned by prospective industry/establishment in their technical bids.

3. **Question:** Does the program restrict enrolment strictly to matric-qualified trainees, or is there flexibility for those below matric?

Reply from PSDF Team: Trainees qualification shall be as specified in the curriculum. Only individuals meeting those specified qualifications are to be considered for training.

4. **Question:** Could you clarify the required class size? If the maximum number of trainees per class is 25, what is the minimum allowed?

Reply from PSDF Team: As stated in the bidding document, the minimum class size is ten (10) trainees. Final trainee allocations may be adjusted based on the bidder's training capacity and the findings of PSDF's third-party evaluator during field visits. PSDF also reserves the right to increase or decrease the number of allocated trainees and to distribute the targets by district as needed.

5. **Question:** If we manage to place 90% of the trainees, will we still be eligible for the full 40% placement-linked payment?

Also, will the placements be considered formal or self-employment, and what is the process?

Reply from PSDF Team: As per the bidding document, achieving 100% placement is required to qualify for the full 40% placement-based payment. In cases where the industry/establishment achieves 90% placement, PSDF will disburse the payment on a pro-rata basis in line with the verified placement percentage.

Also, both formal and self-employment are acceptable, and the procedures for each are explained in detail in the tentative business rules provided with the bidding document.

6. **Question:** Is it permissible to submit a single combined bank draft for evaluation of technical bid, with each amounting to PKR 15,500 per applying lot? And will PSDF refund the amount corresponding to the unawarded lots?

Reply from PSDF Team: At the time of bid submission, submission of combined bank drafts for evaluation of technical bid, with each amounting to PKR 15,500 per applying lot, is permissible.

Moreover, any refund of bank drafts to unsuccessful bidders, if applicable, will be at the sole discretion of PSDF. The final decision regarding such refunds will be communicated to bidders accordingly.

7. **Question:** Do industries/establishments need to submit hard copy of bids at PSDF office?

Reply from PSDF Team: No, bids must be submitted exclusively through the **EPADS Punjab portal**. However, following documents are required to be submitted both electronically and in hard copy:

- i. The **first bank draft** amounting to **Rs. 10,900 (Rupees ten thousand, nine hundred only)** shall be submitted for evaluation of eligibility by every Textile Industry/Establishment (Independent Bidding Industry/Established or Lead Partner) who is applying for the project.

- ii. The **Second bank draft** amounting to **Rs. 9,900 (Nine thousand and nine hundred rupees only)** shall be submitted for evaluation of responsiveness of bids by every Textile Industry/Establishment (Independent Bidding Industry/Established or Lead Partner) who is applying for the project.
- iii. The **Third bank draft** amounting to **Rs. 15,500 (fifteen thousand and five hundred rupees only)** shall be submitted trade-wise/lot-wise for evaluation of technical bid in which the textile industries/establishments (Independent Bidding Industry/Established or Lead Partner) are applying for.
- iv. **Bid Security** as mentioned in Section-III. - 3.2 - Trade-Wise/Lot-Wise Data in the form of a pay-order or demand draft favouring Punjab Skills Development Fund shall reach to PSDF.
- v. Original **Affidavit** as per **form 8.5** for **non-blacklisting**.
- vi. In case of consortium, **consortium agreement** between Consortium Partner (Formal Training Institute) & the Lead (Industry/Establishment) as per format provided in **Section XI**.

8. Question: Is submission of the complete financial statement mandatory?

Reply from PSDF Team: Yes, as specified in the bidding document, bidders are required to attach complete copy of Audited Financial Statements (2022 – 23/ 2023 – 24 / 2024 – 2025) OR Tax Returns of the Last Financial Year (2022 – 23/ 2023 – 24 / 2024 – 2025) OR Exports verifiable from any other document.

9. Question: Kindly confirm the applicable mechanism in the case of a consortium, particularly with respect to registration requirements with PSDA/NAVTTTC.

Reply from PSDF Team: Kindly see **clause no. 6 and notes of eligibility criteria** where it clearly specifies that with consortium agreement, provision of valid trade wise registration certificate issued PSDA/ NAVTTTC to the Consortium Partner (Formal Training Institute) is required.

Moreover, in case of **in process** registration, please attach complete in-process application along with the paid receipt issued PSDA/ NAVTTTC to the Consortium Partner (Formal Training Institute) and payment shall be made to awarded TSPs upon provision of valid/active registration with PSDA/NAVTTTC.

10. Question: Kindly confirm whether the payment under the contract shall be made to the Lead Partner or to the respective Consortium Partner?

Reply from PSDF Team: Payment under the contract shall be made to the Lead Partner in case of consortium.

11. Question: Will the third-party evaluators be visiting the training institute or industry?

Reply from PSDF Team: The third-party shall conduct visits to the facility where the training is going to be conducted. The evaluation will include verification of the training

venue, available equipment, and related infrastructure to ensure compliance with the prescribed standards and requirements of training program.

- 12. Question:** Can bidders whose registration with NAVTTC/PSDA is presently under process be considered eligible and permitted to participate in the bidding process?

Reply from PSDF Team: Kindly see **clause no. 6 and notes** of eligibility criteria.

- 13. Question:** Kindly clarify the awarding and training mechanism. For instance, if the training duration is three (03) months with an overall target of one hundred (100) trainees per lot, and the prospective bidder possesses the capacity to train fifty (50) trainees per batch, can two (02) batches be conducted to fulfil the allocated target? Additionally, please specify the permissible number of batches and the overall timeframe within which the assigned target is required to be achieved.

Reply from PSDF Team: The total duration for completion of the assigned training target is twelve (12) months and PSDF shall ensure that the overall targets are fully achieved by **June 2026**. The number of batches to be conducted shall be determined based on the training provider's capacity, institutional readiness, and demonstrated performance during the training period.

Furthermore, as project continuation may be subject to satisfactory performance, PSDF reserves the exclusive right to determine the number of batches to ensure achievement of the contractual targets within the prescribed period. Any extension or adjustment to the batch plan shall remain at the sole discretion of PSDF.

- 14. Question:** Considering that all documents related to eligibility were already uploaded during the registration process on the EPADS portal, are bidders required to resubmit these documents under the eligibility criteria of the current bidding process?

Reply from PSDF Team: Yes, because the documents uploaded during EPADS registration were solely to the purpose of registration on the said platform.

For the current PSDF's bidding process, bidders must submit all required documents again as per the **criteria** specified in the bidding document. PSDF will evaluate bidders based on the completeness and accuracy of the documents submitted for this process.

- 15. Question:** Is it acceptable if the training institute is located approximately 20 km away from the industry?

Reply from PSDF Team: Yes. There is no restriction in this regard, provided the distance does not affect trainee participation or overall training program.

Clarification Regarding Apparel Supervisor Lots on EPADS

It is informed that there was a typographical error on EPADS. Please note the following clarification:

- Industries interested in applying for **Apparel Supervisor – Sialkot** are requested to submit their bids under **Lot No. 2** as per the bidding document.
- Industries interested in applying for **Apparel Supervisor – Lahore** are requested to submit their bids under **Lot No. 3** as per the bidding document.

Afterwards, the procurement team inquired as to whether there were any other queries. All the representatives replied that the queries have been addressed successfully and confirmed that they don't have any further queries and provided detailed tutorial of bid submission of EPADS portal.

Furthermore, PSDF team requested to ensure the submission on the **EPADS portal** by the submission deadline i.e., October 30, 2025 on & before 03:00 p.m. and if you have other queries regarding the Tender Document, you may ask before clarification deadline i.e., October 23, 2025 at 05:00 p.m.

At last, the meeting concluded with a vote of thanks and no further questions/objections on the tender document were raised by the prospective bidders.

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On behalf of PSDF
Procurement