



**GIK INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

**(PROCUREMENT DEPARTMENT)**

**Pre-Qualification of Trainers for Delivery of Trainings & Workshops Under project entitled “Entrepreneurship via Establishment & Strengthening of Incubation Centre at Educational Institutions”**

**Pre-Qualification Documents**

No. GIKI/PD/Incubation-888/22

**Issued By:**

**Assistant Director (Procurement)**

GIK Institute, Topi, Swabi

Email. [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)

Phone. 0938-281026, Ext. 2444



## **GIK INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

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### **TERMS OF REFERENCE**

The Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIK) is a Non-Profit Organization working under Government of Pakistan. The Institute aspires for the leadership role in pursuit of excellence in engineering, sciences and technology. The Institute is to provide excellent teaching and research environment to produce graduates who distinguish themselves by their professional competence, research, entrepreneurship, humanistic outlook, ethical rectitude, pragmatic approach to problem solving, managerial skills and ability to respond to the challenge of socio-economic development to serve as the vanguard of techno-industrial transformation of the society.

#### **I. INTRODUCTION**

The Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIK) is one of the most prestigious engineering institutes of Pakistan. GIK is known the world over for setting a standard of excellence in the field of engineering. Over the years, the institute has produced bright, innovative graduates employed at some of the most respectable firms all over the world. The Institute aspires to be a center of excellence in engineering sciences and technology, which acts as an effective agent of change and a model for others to emulate. It is autonomous and independently chartered and is funded by the private sector. It strives to attract faculty of outstanding talent and ability to provide the students a supporting and enabling environment. It hopes to produce graduates who distinguish themselves by their professional competence, humanistic outlook and ethical rectitude, pragmatic approach to problem-solving, and organizational and managerial skills. Given these attributes, they should be able to respond adequately to the needs of Pakistan and be the vanguard of their techno-industrial transformation.

The Institute with support and funding from Directorate of Science and Technology (DoST) Government of Khyber Pakhtunkhwa has set up a state of the Art Incubation facility called The Catalyst, to empower the youth of the region by converting their ideas into start-ups, and create an entrepreneurial ecosystem in the region, The facility is Pakistan's first and only residential incubator offering services unmatched by any incubator in the country, including, stipend for each team member, free accommodation on campus, training and workshop on various aspect of building a sustainable venture and access to all the resources and facilities of the Institute, The Catalyst Seeks Proposals for pre-qualifying resource persons for conducting trainings/workshops/seminars on topics related to entrepreneurship.



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#### II. TRAINING COURSES

Following trainings will be covered:

1.	Startup pitch training/Communication for start-ups
2.	Design thinking
3.	Business model canvas
4.	Business proposal writing
5.	Market Research /Customer segmentation
6.	Branding and Marketing
7.	Digital Marketing
8.	Financial modelling for Start-ups /Investment Readiness
9.	Business Logistics and Supply chain management
10.	Intellectual property Laws
11.	Team building and HR management
12.	Pricing Strategies/ Product Launch/Positioning
13.	Growth hacking
14.	Company Formation and its legal Aspects
15.	Taxation
16.	Venture Capital Basics
17.	Any other training designed for start-ups

#### III. INVITATION FOR PRE-QUALIFICATION

Pre-qualification of trainers for delivery of training, advice & guidance to Start-Ups and Students.

1. The Catalyst GIK Incubator is intended to pre-qualify and engage the services of Trainers for the delivery of training courses to Start-Ups and Students.
2. Trainers shall be pre-qualified as per the Evaluation Criteria specified in the pre-qualification document.
3. Pre-qualification is open to the individual/firms / Trainers / Consultants who have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
4. Proposals for pre-qualification must be submitted on prescribed format as provided in these documents. Any Proposal not prepared according to the prescribed format shall be rejected.
5. The Applicants should submit details of their most relevant assignments of similar projects for technical evaluation using the prescribed format.
6. The Proposal for pre-qualification must be delivered, in a sealed envelope, through registered mail / courier service at the below-mentioned address not later than **July 08, 2022, before 1100 hours**, clearly marked "Pre-Qualification Proposal for Selection of Trainers for Delivery of training, advice & guidance to Start-Ups and Students.
7. The received proposals will be opened on the same day at **1130 Hours**.

**Assistant Director (Procurement)**  
**GIK Institute, Topi.**



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#### IV. INSTRUCTIONS TO APPLICANTS

##### 1. Definitions:

- i. "Agreement" means the Contract Agreement signed by the Client and the Applicant and all the attached documents.
- ii. "Applicant" means Trainers/firms/Individual applying for the pre-qualification.
- iii. "Client" means GIK Institute, with whom the selected Applicant signs the Agreement for the Services.
- iv. "Government of Pakistan" means the Government of Pakistan and all its associated departments, agencies, autonomous / semi-autonomous bodies, boards, universities, and similar other organizations.
- v. "Relevant Experience" means the experience of providing training / consultancy in respective field as an expert / consultant / trainer or practitioner.

##### 2. Preparation & Submission of Proposals:

- a. The Applicants may apply against any number of **Training Courses** as mentioned under Heading II of Pre-qualification document i.e., "Training Courses" for delivery of training, advice, and guidance"
- b. The received Proposals will be evaluated as per the evaluation criteria given at section V of the pre-qualification document.
- c. The qualification and past experience of the applicant must match with the Training Course applied.
- i. Proposal for pre-qualification (one original and one copy) must be received in sealed envelopes by registered mail / courier to:

**Assistant Director Procurement,  
GIK Institute Topi  
E: [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)  
P: 0938-281026, Ext. 2444**

Proposals must be clearly marked "Pre-Qualification Proposal for Selection of Trainers for Delivery of Training, Advice and Guidance".

The name and mailing address of the Applicant shall be clearly marked in the left corner of the envelope.

- ii. The Proposals shall be prepared in the English language and as per the format described in pre-qualification documents.
- iii. The Proposals must respond to all questions and provide complete information as indicated in pre-qualification document. Any lapse in provision of essential information on standard templates may result in rejection of the Proposal.



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- iv. The clarification meeting, if necessary, to be held, shall be intimated accordingly well before last date of submission of Proposals.
- v. Applicant shall bear all costs associated with the preparation and submission of his /her pre-qualification document. The Client is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to pre-qualification intimation, in accordance with the prescribed rules / regulations without thereby incurring any liability to the Applicants.

### **3. Eligibility Criteria / Mandatory Requirements for pre-qualification:**

- i. Pre-qualification is open to individual/firms / Consultants who have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
- ii. The Applicant must be registered with relevant tax authorities (FBR/KPRA), have valid Tax Number and be on active taxpayer's list.

### **4. Evaluation of Proposals:**

- i. The Client will evaluate and pre-qualify the Applicants in accordance with the evaluation criteria specified in the Pre-qualification documents.
- ii. The Client will notify each Applicant submitting the Proposal for prequalification whether or not it has been pre-qualified through email.

### **5. Updating Pre-qualification Information:**

- i. The Client at any stage of the selection proceedings, having credible reasons for or prime facie evidence of any defect in Applicant's capacities, may require from Applicant to provide information concerning to his / her professional, technical, legal or managerial competence whether already pre-qualified or not.
- ii. Applicants shall be required to update the information concerning their professional, technical, financial, legal or managerial competence used for the prequalification at any subsequent stage as may be required by the Client to ensure their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification.

### **6. Client's Right:**

- i. The Client can cancel the pre-qualification process and reject all Proposals, in the event that the Client does not wish to proceed with the assignment. In such an eventuality, no expense and / or cost whatsoever incurred by any Applicant in the preparation of Proposal shall be payable by the Client.



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- ii. The Client shall disqualify an Applicant if it finds, at any time, that the information submitted by him / her concerning his / her qualification was false and materially inaccurate or incomplete.

#### **7. Ownership of Pre-qualification Document:**

- i. All documents submitted by an Applicant in response to this invitation to prequalification shall become the property of the Client. However, intellectual property in the information contained in the Proposal submitted by the Applicant shall remain vested in the Applicant.

#### **8. Alteration, Erasures or illegibility:**

- i. Except for amendments to the entries made by an Applicant which are initialed by the Applicant, Proposals bearing any other alterations, erasures or illegibility are liable to rejection.

#### **9. Applicable Laws:**

- i. All Proposals submitted pursuant to this invitation and the formation of any resulting contract, shall be governed by the laws of Pakistan. Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of Proposals shall be applicable without any financial repercussion.

#### **10. Misconduct:**

- i. If an Applicant or any person on his / her behalf makes any attempt to canvass, solicit or approach any official of the Client or any of its officials in any matter relating to or arising out of this Proposal, his / her Proposal will be liable to rejection and the Applicant shall be liable to debarment for a period to be fixed at the discretion of the Client.

#### **11. Full Compliance:**

- i. The Applicants shall comply fully with the Instructions to Applicants, Forms, and Appendices etc. Non-compliance of any item may render an Applicant not eligible for Pre-Qualification.

#### **12. Amendment in Pre-qualification Documents:**

- i. At any time prior to deadline for submission of Proposals, the Client may amend the pre-qualification documents by issuing an addendum.
- ii. Any addendum issued shall be part of the Pre-Qualification Documents and shall be communicated in writing to all those who have obtained the pre-qualification documents.
- iii. To give prospective Applicants reasonable time to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of Proposals.



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#### **13. Pre-qualification Validity**

- i. The Applicants declared pre-qualified as a result of the pre-qualification proceedings; their pre-qualified status will remain valid for One (01) year from the date of announcement of pre-qualification results. However, if deemed necessary the Client may extend the validity of pre-qualification of all prequalified consultants by issuing an extension notice.
- ii. The Client, if considers necessary, may call fresh Proposals for prequalification at any time during the currency of validity by cancelling or not the prequalification already done.

#### **14. Clarification of Pre-qualification Documents:**

- i. Applicants may request a clarification of any provision of the pre-qualification documents at-least seven (07) days before the Proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Pre-Qualification Documents.

### **V. EVALUATION CRITERIA**

#### **16. General:**

- i. Pre-qualification will be based on the Applicant's Profile (Professional Qualification, General Experience and Relevant Experience), as demonstrated by the Applicant's responses in the forms attached to pre-qualification document.
- ii. If an Applicant fails to fulfil the Mandatory Requirements, such Proposal shall not be considered for further processing and shall be rejected.

#### **17. Weightage: Distribution of Total Score 100 Points**

<b>Sr. #</b>	<b>Category / Component</b>	<b>Weightage / Points</b>
1	Applicant's Qualification	30
2	Applicant's General Experience	30
3	Applicant's Relevant Experience (Training / Consultancy)	40

#### **18. Qualifying Marks**

- i. Applicants scoring at-least 70% marks shall be pre-qualified.



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**19. Evaluation Procedure:**

**i. Applicant Qualification: (Max 30 Points)**

**Highest Degree in related subject:**

(Use Annexure-B for provision of relevant information)

Sr. #	Components	Score	Total Score
	<b>Highest Degree in related subject</b>		
1	PhD / MS / MPhil	15	
2	Masters / Bachelor (Hons)	12	
3	Graduation 14 Years	10	
	TOTAL		15

**ii. Certifications / Trainings Obtained:**

(Use Annexure-B-1 for provision of relevant information)

Sr. #	Components	Total Score
	<b>Certifications / Trainings Obtained</b>	
1	Maximum marks for 15 certifications / training or above, relative marking for others	15
	TOTAL	15

**iii. Applicant General Experience:**

**(Max 30 Points)**

**1. Career Span:**

(Use Annexure-B for provision of relevant information)

Sr. #	Components	Total Score
	<b>Total Professional Experience</b>	
1	Maximum marks for 10 years or more, relative marking for others	30
	TOTAL	30





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**iv. Applicant Relevant Experience: (Max 40 Points)**

Consultancy Assignments (in last 05 Years): (Max 20 Points)

*(Use Annexure-C for provision of relevant information)*

<b>Sr. #</b>	<b>Components</b>	<b>Total Score</b>
	<b>Consultancy Assignments Executed</b>	
1	Maximum marks for 10 consultancy assignments or more, relative marking for others	20
	<b>TOTAL</b>	<b>20</b>

**v. Training Assignments (in last 05 Years): (Max 20 Points)**

*(Use Annexure-D for provision of relevant information)*

<b>Sr. #</b>	<b>Components</b>	<b>Total Score</b>
	<b>Trainings Conducted</b>	
1	Maximum marks for 10 training assignments or more, relative marking for others	20
	<b>TOTAL</b>	<b>20</b>



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**VI. STANDARD ANNEXURES**

**Proposal for Pre-qualification**

**Annexure – A**

Assistant Director Procurement  
GIK Institute Topi

Subject: PRE-QUALIFICATION PROPOSAL FOR SELECTION OF TRAINERS/  
CONSULTANTS FOR TRAINING, ADVICE & GUIDANCE

Dear Sir,

I, the undersigned, offer to provide the required information / documents for the above-mentioned subject in accordance with pre-qualification documents, and for the following Training Programs mentioned in Heading II of Pre-Qualification Document:

<b>Sr. #</b>	<b>Training Program</b>	<b>Area/region</b>
1	e.g. ....	e.g. <ul style="list-style-type: none"><li>• All over Pakistan</li><li>• KP</li></ul>

I, hereby declare that all the information and statements made in this document are true and accept that any misinterpretation contained in it may lead to rejection of proposal.

Yours sincerely,  
[Name, Signature, Address]



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**Annexure – B**

**“Curriculum Vitae”**

<b>Personal Information</b>	Complete Name			
	CNIC			
	NTN			
	D.O.B (DD / MM / YYYY)			
	Postal Address			
	Phone #			
	Email:			
<b>Qualification</b> <i>Start from Highest</i>	<b>Degree</b>	<b>Institute</b>	<b>Year Completed</b>	<b>Percentage / CGPA</b>
<b>Career Summary</b> <i>(Brief of professional experience max 200 words, must reflect the professional expertise)</i>				
<b>Total Experience</b> (Mention No. of Years)				
<b>Professional Experience</b> <i>(Start with most recent job)</i>				
<b>Recent Job</b>	<b>Designation</b>			
	<b>Organization Name</b>			



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	<b>Job Duration</b>	<b>No. of Years / Months</b>	
		<b>Start Date</b>	<b>End Date</b>
<b>Job Scope / Duties Performed</b> (Brief of responsibilities max 100 words)			
<b>Past Experience</b>			
<b>1- Previous Job</b> Use same pattern for other jobs completed.	<b>Designation</b>		
	<b>Organization Name</b>		
	<b>Job Duration</b>	<b>No. of Years / Months</b>	
		<b>Start Date</b>	<b>End Date</b>
<b>Job Scope / Duties Performed</b> (Brief of responsibilities max 100 words)			
<b>Languages</b>			
<b>Skills</b>			

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of work award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the Client.

Name of the Applicant

Date:

Signature



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**Annexure – B -1**

**“Certifications / Trainings Obtained”**

<b>Sr. No.</b>	<b>Certification / Training Title</b>	<b>Type (Certification/ Training)</b>	<b>Institute / Organization</b>	<b>From (D/M/Y)</b>	<b>To (D/M/Y)</b>

\*Add rows if necessary



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**Annexure - C**

**“Applicant Experience of Consultancy Assignments”**

[Please attach list of Assignments / Projects conducted during last 05 years]  
(Provide Documentary Evidence: Award of Contract / Completion Certificates,  
Reference Letter, Recommendation Letter, Email etc.)

<b>Experience of Consultancy Assignment</b> (Project Sheet 1*)			
<b>Sr. No.</b>	<b>Required Information</b>	<b>Response</b> (please provide exact information with Project title, location, and duration)	
1	Project Title and duration <i>[The Project Title means the actual name of the Project]</i>		
2	Please elaborate Applicant's role in relevant project	Attach separate Page and provide reference / page number here.	
3	Year of Completion / Execution		
4	Contact details of Client, Location(s) Province / District / City	<b>Relevant Indicator /Milestones</b>	<b>Value (Rs)</b>
5	Please specify the magnitude of project		

**Copy the above table for another response.**

*[Use the same pattern for additional assignments / projects and mark them as Project Sheet 2 and sheet 3 ... etc.]*



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**Annexure – D**

**“Training Assignments Conducted”**

<b>Training Assignments conducted in last 05 Years</b>				
<b>Sr. No.</b>	<b>Year</b>	<b>Training Assignment Title</b>	<b>Brief Scope of Training Assignment</b>	<b>Client Details (In case of in-house trainings conducted mention in-house training in Client Details)</b>
1				
2				
3				
4				
5				
6				
7				



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**Annexure – E**

**UNDERTAKING REGARDING NOT BEING BLACKLISTED**

*(Printed and signed on Rs 50 stamp paper)*

Date DD-MM-YYYY

**To,**

Assistant Director Procurement  
GIK Institute Topi

**Dear Sir,**

**Subject: UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declared that I [**Complete Name**] S/D/W/O [**Father / Husband Name**] holding [**CNIC-----**] is not blacklisted by any Government authority, department or any other relevant body in Pakistan. I will immediately inform to “**GIK Institute**” in case of any change in the situation / status at any point in time during the pre- qualification process and thereafter.

Name:

CNIC:

Signature: \_\_\_\_\_





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**Annexure – F**

**“Proposal Submission Checklist”**

<b>Sr. No.</b>	<b>Required Documents</b>	<b>Check Box (Y/N)</b>	<b>Page No</b>
1	Cover Letter - ( <b>Annexure - A</b> )		
2	Curriculum Vitae - ( <b>Annexure - B</b> )		
3	Certifications / Trainings Obtained - ( <b>Annexure B-1</b> )		
4	Consultancy Assignments - ( <b>Annexure - C</b> )		
5	Training Assignments - ( <b>Annexure - D</b> )		
6	Undertaking not being blacklisted - ( <b>Annexure - E</b> )		
7	Copies of Experience Certificates		
8	Copies of Certificates for Certifications / Trainings Obtained		
9	Copies of Award of Contract / Completion Certificates for Consultancy Assignments		
10	Copies of Award of Contract / Completion Certificates for Training Assignments Conducted		
11	Copy of NTN/GST/KPRA certificate		
12	Copy of CNIC		