

**INVITATION TO BID**

**FOR THE SERVICES OF**

**SECP APPROVED DIRECTOR'S TRAINING COURSE AT FIEDMC PREMISES**

Last date for bid submission: **30<sup>th</sup> May, 2016 by 1500 hours**



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**Faisalabad Industrial Estate Development and Management Company (FIEDMC)**

1<sup>st</sup> Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad

Ph # 041-9230231-34 UAN: 041-111-343-362

[www.fiedmc.com.pk](http://www.fiedmc.com.pk)



**FAISALABAD INDUSTRIAL ESTATE  
DEVELOPMENT & MANAGEMENT COMPANY  
MAKING TRACKS OF SUCCESS**



**INVITATION TO BID**

**FOR THE SERVICES OF SECP APPROVED DIRECTOR'S TRAINING COURSE AT FIEDMC PREMISES**

Faisalabad Industrial Estate Development & Management Company (FIEDMC) has been established by Government of the Punjab on the basis of Public Private Partnership to achieve orderly, planned and rapid industrialization of Faisalabad district and formally registered under Section 42 of Companies Ordinance 1984.

FIEDMC invites **BID FOR THE SERVICES OF SECP APPROVED DIRECTOR'S TRAINING COURSE AT FIEDMC PREMISES** from **SECP APPROVED TRAINING INSTITUTIONS** (as required under Public Sector Companies (Corporate Governance) Rules 2013 available from SECP website [www.secp.gov.pk](http://www.secp.gov.pk) having experience and professional knowledge of delivering hand-on training to public sector organizations.

Eligibility requirements, scope of work, evaluation criteria, selection method and financial bid form is given in Tender Documents which can be downloaded from FIEDMC website ([www.fiedmc.com.pk](http://www.fiedmc.com.pk)) and PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)). The hiring shall be completed in accordance with PPRA Rules 2014.

Applicants must ensure that all the required information and credentials indicated in Tender Documents are submitted with the financial bid on the prescribed form. Proposals containing incomplete or ambiguous information or without valid documentary evidence shall not be considered.

Two envelopes contained in one single envelop clearly marked as "Institution Profile and Supporting Documents" and "Financial Bid" duly signed, stamped and in complete conformity with Tender Documents should reach FIEDMC office on or before **30<sup>th</sup> May, 2016** by 1500 hours.

Bids received after the due date and time shall not be considered and returned unopened to the applicant.

FIEDMC reserves the right to reject any or all bids prior to acceptance of qualified bid.

**Chief Executive Officer**

Faisalabad Industrial Estate Development & Management Company (FIEDMC)  
1<sup>st</sup> Floor, FCCI Complex, Canal Park, East Canal Road, Faisalabad  
Tel: 041-9230231-4 Fax: 041-9230235  
Web: [www.fiedmc.com.pk](http://www.fiedmc.com.pk)



**INVITATION TO BID**

**FOR THE SERVICES OF SECP APPROVED DIRECTOR'S TRAINING COURSE AT FIEDMC PREMISES**

1. Faisalabad Industrial Estate Development & Management Company (FIEDMC) has been established by Government of the Punjab on the basis of Public Private Partnership to achieve orderly, planned and rapid industrialization of Faisalabad district and formally registered under Section 42 of Companies Ordinance 1984.
2. FIEDMC invites **INVITATION TO BID FOR THE SERVICES OF SECP APPROVED DIRECTOR'S TRAINING COURSE AT FIEDMC PREMISES** from **SECP APPROVED TRAINING INSTITUTIONS** having experience and professional knowledge of delivering hand-on training to public sector organizations.

**GENERAL TERMS AND CONDITIONS**

3. Directors Training shall be required to be delivered at FIEDMC Corporate Office situated at 1<sup>st</sup> Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad.
4. Applicants must ensure that all the required information and credentials indicated in Tender Documents are submitted with the financial bid. Proposals containing incomplete or ambiguous information or without valid documentary evidence shall not be considered.
5. Applicants are also required to state in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the authorized representative through whom all communications shall be directed until the process has been completed or terminated.
6. FIEDMC shall not be responsible for any costs or expenses incurred by applicants in connection with the preparation or submission of the proposals.

**ELIGIBILITY CRITERIA**

7. Eligible Bidder is a Bidder who meets the following criteria:-
  - The institution is an approved Training Institution as per latest list issued by Securities and Exchange Commission of Pakistan to offer Directors Training and Certification
  - The SECP approved institution offers approved training courses as required by SECP under Code of Corporate Governance / Public Sector Companies Rules
  - The institution is willing to offer training and certification to successful candidates at FIEDMC premises
  - The institution is registered with tax authorities as an active taxpayer.
  - the institution has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking to this effect on judicial stamp paper of value Rs. 50 as per specimen given at ***Annex-III***).

## TECHNICAL EVALUATION CRITERIA

8. Eligible Bidder must obtain at-least 70% marks in the Technical Criteria given below failing which their financial proposals shall be returned unopened.

Sr. No.	Parameters	Maximum Marks
1	Director's Trainings provided to Public Sector Companies; 2 marks for each organization (maximum = 8)	8
2	Director's Trainings delivered at Client's premises; 2 marks for local client (maximum = 10) and 3 marks for multinational client (maximum = 15)	25
3	Clientele; 3 marks for one local client (maximum = 15) and 5 marks for one multinational client (maximum = 25)	40
4	Number of Directors Certified (1 mark for each certified Director) (Maximum Marks = 15)	15
	<b>Total</b>	<b>88</b>
	<b>Minimum Marks to Qualify = 70%</b>	

**Note:** Please attach documentary evidence in support of para 7 and 8 above.

## FINANCIAL EVALUATION

9. Financial bids shall be given as per specimen given at **Annex II** and evaluated as follows:-
- Lowest financial bid of the shortlisted bidders shall be eligible for award of contract for the given assignment
  - Taxes shall be deducted as per applicable laws.
  - In cases of discrepancy between the fee quoted in Words and in Figures, the amount stated in words shall be considered.

## METHOD FOR SELECTION

10. Least Cost Method shall be adopted for the selection of the bidder and award of contract.

## BRIEF SCOPE OF SERVICES

11. FIEDMC is owned by Government of the Punjab and governed by 21 Directors as detailed below:-
- |  |    |
|--|----|
| a. Private Sector                              | 13 |
| b. Trade Bodies                                | 03 |
| c. Representatives of Government of the Punjab | 05 |

12. FIEDMC intends to train and certify its Directors and Top Management as delineated under Rule # 11 of Public Sector Companies (Corporate Governance) Rules 2013 available at SECP Website [www.secp.gov.pk](http://www.secp.gov.pk).

13. The successful bidder shall provide training for both modules of Directors training course as approved by SECP and issue certificates and provide certification to successful candidates after passing the examination.

14. The training services shall be deliverable in maximum three sessions to be planned between 01-Jun-16 till 30-Jun-17. Minimum number of participants in each session shall not be less than 07.

Signatures: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_

Stamp: \_\_\_\_\_

**Annex II**

**Financial Bid**

Bid for \_\_\_\_\_

To: **Chief Executive Officer**  
 Faisalabad Industrial Estate Development & Management Company  
 1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad

Dear Sir,

1. Having examined the bidding documents, conditions, specifications, etc. we, the undersigned, being a institution/company/firm/individual doing business under the name of and addressed below

\_\_\_\_\_ hereby  
 \_\_\_\_\_ offer to provide required services in conformity with the bidding documents at following fee:-

**BID PRICE / FEE SCHEDULE**

Item #	Item Description	No.	Amount in Rs
1	Trainer's Fee		
2	Certification / Exam Fee	23 Participants	
3	Traveling, Boarding Lodging of Trainer(s) and Support Staff		
4	Printing, Photocopying, Course Material, etc		
<b>Total Bid Price</b>			
Total Fee (in words) Rupees _____			

**Notes to Price Table:**

1. FIEDMC reserves exclusive rights to increase/decrease the number of participants mentioned in this bidding document.
2. We undertake that if our Bid is accepted, we shall deliver and complete the assignment.
3. We understand that FIEDMC reserves the right to reject any or all bids received.
4. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the required services.
5. We undertake, to be bound by all Bid Conditions dated this \_\_\_\_\_ day of May, 2016

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of \_\_\_\_\_ (Name of Bidder in Block Capitals)

**(Company Stamp)**

**Annex III**

**AFFIDAVIT**

1. It is hereby declared that M/s ----- has never been blacklisted / delisted by any government agency, authority or any other regulatory body since its commencement of business; and
2. The details / information provided for Technical Evaluation Criteria is true and complete in all respects; and
3. In any case the information provided found incorrect, FIEDMC would have an exclusive right to terminate and or reject the bid.

**Signatures:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_