

EXPRESSION OF INTEREST (EOI) DOCUMENTS

FOR

IMPARTING ON THE JOB TRAINING TO KP-TEVTA PASS-OUTS

Section 1: EXPRESSION OF INTEREST FOR EVALUATION OF APPLICANTS

This invitation for Expression of Interest is for the registered public/private Industrial Units/Firms/SMEs and Cottage Industries in the following sectors.

- **Construction**
- **Earth Moving Machinery**
- **Automobile**
- **Beauty and Care**
- **Energy**
- **Hospitality**
- **Food and Agribusiness/Beverages**
- **Banking & Accounting**
- **Textile/Fashion/Art & Designing**
- **Gems and Jewelry**
- **IT and Digital**
- **Mines & Mineral**
- **Services**
- **Manufacturing**
- **Pharmaceutical**
- **Social/Print/Electronic Media**

EOI documents containing all requisite information and terms and conditions may be obtained free of cost during office hours from KP-TEVTA Head Office or may be downloaded from the website <http://www.kptevta.gov.pk>.

Duly signed completed EoI documents may be submitted in hard form on the following address upto 18th March, 2025 at 11:00 AM. The EoIs will be opened on the same day at 11:30 AM in the presence of representatives of the interested Industrial Units/Firms/SMEs and Cottage Industries.

Address:

Director Procurement,

KP-TEVTA Head Office, Sector E-8 phase# 7, Hayatabad, Peshawar

Tel: 091-9219145

Email: director-proc@kptevta.gov.pk

The received EOIs will be evaluated on the basis of approved eligibility criteria. Only top ranked Industrial Units/Firms/SMEs and Cottage Industries obtaining at least 50% marks will be shortlisted for On the Job Training (OJT) and considered as qualified.

KP-TEVTA reserves the right to accept or reject any or all EOIs without giving any reason whatsoever.

1. INSTRUCTIONS:

1.1 Introduction

1.1.1 Scope

Khyber Pakhtunkhwa Technical Education and Vocational Authority (KP-TEVTA) is an autonomous organization mandated to impart quality training enabling youth of the Province to improve socio-economic livelihood and employability.

We intend to invite Expression of Interest (EOI) from registered Industrial Units/Firms/SMEs and Cottage Industries for imparting On the Job Training to KP-TEVTA pass-outs in their respective trades/occupations for enhancement of their skill capabilities enabling them to get employment/self-employment at National and International level. Duration of the On the Job Training (OJT) will be 03 months and the internees will be entitled to monthly remuneration @ Rs. 15,000/- per month subject to attaining of 75% monthly attendance.

1.1.2 Terms and Conditions

Following are the Terms and Conditions for imparting On the Job Training;

Service Providers:

- i) Registered Industrial Units/Firms/SMEs and Cottage Industries will participate in the process having at least 10 employees.
- ii) Evidence of business / enterprise and estimated annual turnout
- iii) Workshop / practical learning facility with competent HR
- iv) Conducive work environment
- v) Outsourcing/subletting of the On the Job Training will not be allowed
- vi) KP-TEVTA team shall be allowed for regular monitoring of the enrolled trainees
- vii) The Management of concerned entities shall regularly monitor the training program and furnish monthly attendance of each trainee
- viii) The Management shall regularly assess the trainees
- ix) Make necessary arrangements for award of certificates

KP-TEVTA:

- i) Monitor the training program
- ii) Arrange monthly stipend based on the attendance (75% per month)
- iii) KP-TEVTA teams shall ensure regular assessment of practical training of the trainees
- iv) KP-TEVTA and Management of the concerned entities shall ensure award of certificates after assessment jointly signed

1.2 GENERAL INSTRUCTION TO APPLICANTS

1.2.1 Clarification on EOI Documents

Any clarification required on the EoI documents may contact the Director Procurement / Academics, KP-TEVTA in office hours (09:00am to 05:00pm) prior to the deadline for submission of EOIs at the address mentioned below.

Director (Procurement) Tel: 091-9219145
Email: director-proc@kptevta.gov.pk

Director (Academics) Tel: 091-9219146
Email: dd-acad@kptevta.gov.pk

KP-TEVTA Head Office
Sector E-8, Phase-7 near Hajj Complex, Hayatabad Peshawar.

1.3 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

1.3.1 Sealing and Marking

1. The Management of Industrial Units/Firms/SMEs and Cottage Industries shall seal the original completed EOI in an envelope and marked as "**Expression of Interest for On the Job Training**". The envelope should also indicate the name and address of the Industrial Units/Firms/SMEs and Cottage Industries.
2. The envelope shall be addressed to:
Address:
Director Procurement,
KP-TEVTA Head Office, Sector E-8 phase# 7, Hayatabad, Peshawar
Tel: 091-9219145
Email: director-proc@kptevta.gov.pk
3. Only shortlisted firms will be considered for further collaboration.

Section 2: EVALUATION OF EOIs

The following criteria for the evaluation of EOIs will be followed;

S#	Description/ Ranking Criteria	Weightage	Full Marks	Passing Marks
1	Commitment for Placement of trainees after completion of OJT	30%	30	15
2	Relevant Training Facility	30%	30	15
3	Plan and Methodology for OJT implementation	20%	20	10
4	Registration and No. of Employees and Location	20%	20	10
Total		100%	100	50

Minimum qualifying marks are 50%.

The Management of Industrial Units/Firms/SMEs and Cottage Industries are requested to submit their proposals in English language.

Section 3: GENERAL OBJECTIVES

Both parties shall cooperate to provide Technical and Vocational training to the youth of Khyber Pakhtunkhwa under OJT model.

PROJECT OBJECTIVES

Key objectives of this project are as under;

- Produce skillful youth equipped with hands on experience
- Impart employable skills and assure job placement.
- Familiarize the trainees with production line / services in their relevant field / occupation.
- Orient and train the trainees on Industrial based SOPs and workplace ethics
- Importance of Skill development and TVET sector -taking ownership of your personal development.

Section 4: COORDINATION & REGULATION

In order to carry out and fulfill the aims of the agreement between parties, each party will appoint an appropriate person to represent its organization and to provide the information needed for the implementation of projects and activities. Moreover, KP-TEVTA will be entitled to oversee the Academic, Monitoring and Audit domains of the project(s) as per KP-TEVTA regulations in coordination with Firm/Company/Business.

I.A: PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Address:

Director Procurement,

KP-TEVTA Head Office, Sector E-8 phase# 7, Hayatabad, Peshawar

Tel: 091-9219145

Email: director-proc@kptevta.gov.pk

Sir,

We, the undersigned, offer to provide the services for On the Job Training in accordance with your Expression of Interest (EOI). We are hereby submitting our sealed Proposal. Our Proposal is binding upon us and subject to the modifications resulting from agreement negotiations.

We understand that KP-TEVTA is authorized to accept or reject the proposal without assigning any reason.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Industrial Units/Firms/SMEs and Cottage Industries:Address:

Tel:

Cell:

Email:

I.B: FIRM/BUSINESS/COMPANY 'S REFERENCES

1. Relevant Services Carried Out That Can Best Illustrate your activities related to OJT. <take as much space as desired for your responses>
2. Did you ever provide any services related to OJT?
3. How many times did you remain part of the team for implementation of TVET Sector projects? (Optional)
4. Using the format below, provide information on each assignment for which your Industrial Units/Firms/SMEs and Cottage Industries applied.

Assignment/Training Name: On the Job Training (OJT)	
Location of training*	
Sector of Training:	
Name of Industrial Units/Firms/SMEs and Cottage Industries	No. of Staff:
Address:	Duration of Assignment/Training:
Proposed Date of Commencement of Training (Day/Month/Year):	Completion Date of Training (Day/Month/Year):
Previous TVET Interventions (If any)	
Name of Senior Staff (Project Officer/Coordinator, Team Leader) Involved and Functions Performed:	
Signature of the Authorized representative	



**I.C: COMMENTS AND SUGGESTIONS OF INDUSTRIAL UNITS/FIRMS/SMES
AND COTTAGE INDUSTRIES ON THE TERMS OF REFERENCE AND ON DATA
AND SERVICES TO BE PROVIDED BY KP-TEVTA**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Signature of the Authorized representative. _____

Firm/Business/Company's Name: _____



**I.D: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

(to be filled in by the APPLICANT)

Signature of the Authorized representative: _____

Firm/Business/Company: _____

I.E: TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

I.F: Future requirement of skills workers/employees in a year.

Sector/Trade	Nos. employee required

Signature of the Authorized representative: _____

Firm/Business/Company's Name: _____