GOVERNMENT OF THE PUNJAB
PUNJAB BOARD OF TECHNICAL EDUCATION
LAHORE

INVITATION OF BIDS FOR PROCUREMENT OF HUMAN RESOURCE (HR) SERVICES UNDER FRAMEWORK CONTRACT 2026–27

Tender Document No. PBTE/P&M/1396

1. Punjab Board of Technical Education, Government of Punjab, invites proposals / bids from the companies/sole proprietor/ HR Service Provider Firms etc. registered with PPRA (e-Procurement system) for the provision of following services & HR Staff etc.:
   PROVISION OF HR OUTSOURCING SERVICES UNDER FRAMEWORK CONTRACT 2026–27 (UNDER RULE 15 OF PPR 2014)
2. The aforementioned procurement shall be completed in accordance with the Punjab Procurement Rules, 2014, on Single Stage - Two Envelope Bidding Procedure.
3. Tender Document is also available at www.ppra.punjab.gov.pk , www.pbte.edu.pk and https://ep.punjab.gov.pk/ may be downloaded **free of cost.**
4. Technical and Financial Separate Bids, duly completed, signed, stamped, and in complete conformity with Tender Documents must be ***Submitted online on Punjab e-Procurement system website i.e.*** https://ep.punjab.gov.pk/ till **11:00 A.M** on the last date of submission of bids i.e. **01-12-2026.** The bids shall be opened at **11:30 a.m.** on the same date, as per PPRA Rules, 2014. A sealed copy thereof may also be provided to the office of the Secretary, Punjab Board of Technical Education, Lahore. Don't wait for the last date of submission of bids.
5. Bids that are incomplete, not signed and stamped, late, or submitted by other than a specified mode will not be considered.
6. Income / Sales tax registration certificate and other documents as mentioned in Tender Document must accompany the bids.
7. For electronic bids submission, bidders are requested to register at www.punjab.eprocure.gov.pk.
8. For any issue / queries regarding registration on EP.PROCUREMENT, please contact Assistant Secretary (Procurement & Maintenance) at: **042-99260277**.

Note: The procurement agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

SECRETARY

PUNJAB BOARD OF TECHNICAL EDUCATION
GOVT. OF THE PUNJAB.
21 A, Kashmir Block, Allama Iqbal Town, Lahore.
Ph #: (042) 99260266 / email: https://secretarypbte@gmail.com

PROVISION OF HUMAN RESOURCE OUTSOURCING SERVICES FOR PUNJAB BOARD OF TECHNICAL EDUCATION, GOVERNMENT OF THE PUNJAB UNDER FRAMEWORK CONTRACT - 2026-27 IN ACCORDANCE WITH THE RULE 15 OF PUNJAB PROCUREMENT RULES 2014 (AMENDED FROM TIME TO TIME)



FRAMEWORK CONTRACT FOR

PROVISION OF HUMAN RESOURCE OUTSOURCING SERVICES FOR PUNJAB BOARD OF TECHNICAL EDUCATION, GOVERNMENT OF THE PUNJAB UNDER FRAMEWORK CONTRACT - 2026-27 IN ACCORDANCE WITH THE RULE 15 OF PUNJAB PROCUREMENT RULES 2014 (AMENDED FROM TIME TO TIME)

PUNJAB BOARD OF TECHNICAL EDUCATION

21 A, KASHMIR BLOCK, ALLAMA IQBAL TOWN, Lahore, Pakistan
Phone: (+ 92) (42) (99260266)
URL: https://www.pbte.edu.pk

TENDER DOUCMENT NO. PBTE/P&M/1396

PUNJAB BOARD OF TECHNICAL EDUCATION

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21-A, KASHMIR BLOCK, ALLAMA IQBAL TOWN, Lahore, Pakistan
Phone: (+ 92) (42) (99260266)

AND

M/S _____

_____

NTN No. _____

STRN No. _____

THIS AGREEMENT DATED _____, 2026-27

TABLE OF CONTENTS

Sr. No.	Subject / Detail	Page #
1.	Framework Contract Duration	Page 01-06
2.	Contract Documents and Information	
3.	Contract Language	
4.	Standards	
5.	Patent Right	Page 07-08
6.	Execution Schedule	
7.	Taxes and Duties	
8.	Contract Cost	
9.	Payment	
10.	Price	
11.	Contract Amendment	Page 09-11
12.	Assignment / Subcontract	
13.	Extensions in time for performance of obligations under the Contract	
14.	Penalty	
15.	Blacklisting	
16.	Performance Security/Bid security	
17.	Penalty Charges on Late Submission of Performance Security	
18.	Forfeiture of Performance Security	
19.	Forfeiture of Bid Security	
20.	Termination for Default	
21.	Termination for Insolvency	
22.	Termination for Convenience	
23.	Force Majeure	Page 12
24.	Dispute Resolution	
25.	Statutes and Regulations	
26.	The Procuring Agency	
27.	Authorized Representative	
28.	Waiver	
29.	Change in Minimum Wage Rate	
30.	Scope of Services – Annexure-A	Page 13-14
31.	Compliance Framework Action Plan – Annexure-B	Page 15-16
32.	Eligibility Criteria– Annexure-C	Page 17-20

PROVISION OF HUMAN RESOURCE OUTSOURCING SERVICES FOR PUNJAB BOARD OF TECHNICAL EDUCATION, GOVERNMENT OF THE PUNJAB UNDER FRAMEWORK CONTRACT - 2026-27 IN ACCORDANCE WITH THE RULE 15 OF PUNJAB PROCUREMENT RULES 2014 (AMENDED FROM TIME TO TIME)

Tender Document No. PBTE/P&M/1396

The Contract is made in continuation of the Acceptance Letter

No. _____ dated _____ 2026-27

BETWEEN

Punjab Board of Technical Education, Government of the Punjab, 21 A, Kashmir Block, Lahore through Secretary (hereinafter referred to as "Procuring Agency" of the part, which expression shall include their legal representatives, successors & nominees.

AND

M/s _____ through authorized representative Mr. _____, CNIC No. _____ hereinafter referred to as "The Firm / Contractor / bidder" of the other part.

FOR

1. **Procurement of services of personnel for the Punjab Board of Technical Education, Government of the Punjab, , under annual Framework Contract, at a total estimated cost Rs 124,933,562/-**

2. **Amount 124,933,562/- (hereinafter referred to as "the Services" as per details of Price Table approved by the Finance Department / DC rates notified dated 18-09-2025 (as and when notified in future):**

Sr. Lot No. 1	Description of Services	**Estimated Salary Per month** to be transfer in the personnel Account provided to the PBTE
1.	Deputy Chief Secrecy Officer	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)
2.	Secrecy Officer	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)
3.	Skilled Workers	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)
4.	Un-Skilled Worker	Minimum for 22 days Rs. 33836/- (08 Hours) Maximum for 30 Days Rs. 46,140/-(08 Hours)
5.	Naib Qasid	Minimum for 22 days Rs. 33836/- (08 Hours) Maximum for 30 Days Rs. 46,140/-(08 Hours)
6.	Security Supervisor	(Rs. 2963/- per day) (12 Hours Shift Day or Night)
7.	Security Guards	(Rs. 2307/- per day) (12 Hours Shift Day or Night)
8.	Junior Clerks	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)
9.	Drivers	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)

10.	Dispatch Riders	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)
11.	Electricians	Minimum for 22 days Rs. 43,450/-(08 Hours) Maximum for 30 Days Rs. 59,250/-(08 Hours)
12.	Sanitary Workers	Minimum for 22 days Rs. 33836/- (08 Hours) Maximum for 30 Days Rs. 46,140/-(08 Hours)

NOTE:

- The bidder will also publicize these positions of PBTE on LinkedIn and other digital platforms and also take steps for wider publicity at renowned recognized public and private institutes by holding a job mela there to receive applications from the interested candidates.
- The bidder will scrutinize all the candidates in the light of approved Eligibility Criteria, who will apply against posts of PBTE.
- The Procuring Agency shall have the prerogative to requisition the required number of personnel according to its needs, and the bidder shall be bound to comply with the requirements of the Procuring Agency. Procuring Agency reserves the exclusive right to utilize the resources in number less than, equal to or more than the given volume on the quoted unit rate as per relevant prevailing laws / rules enforced for the time being in the Punjab.
- The bidder shall provide the required staff within the seven days of the request made by the procuring agency.
- Procuring Agency reserves the exclusive right to ask to provide any other HR Service not mentioned in contract as per requirement from time to time.
- The Scope of Services is attached at **Annex-A**.
- Compliance Framework Action Plan is attached at **Annex-B**.
- Bid security 5.0 % of the Estimated Cost.
- **PRE-BID MEETING: A PRE-BID MEETING SHALL BE HELD ON THE 24-11-2026 AT 11:00 IN PBTE, LAHORE.**
- **Tender closing Date & Time 01-12-2026 11:00 AM**
- **Tender Opening Date & Time 01-12-202611:30 AM**
- Bidding shall be conducted through Open Competitive Bidding method (Single Stage – Two Envelop) procedures specified in the Punjab procurements Regulatory Authority Rules PPRA 2014 (amended up to date), and is opened to all eligible bidders as defined in the bidding documents. Evaluation will be based on technically responsive lowest Evaluated Bidders; bid will be awarded the contract.

RECITALS WHEREAS,

a) The Government of the Punjab through Punjab Board of Technical Education / Procuring Agency intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the Services as described in the Contract Price Table;

b) Procuring Agency has requested the bidder to provide certain Services as described in Tender Document;

c) The bidder, having represented to Procuring Agency that it has the required professional skills, and personnel and technical resources, has agreed to provide such Services on the terms and conditions set forth in this Contract;

d) “The Client” means the concerned team lead of Procuring Agency for whose particular project the Services have been procured; and

e) Secretary (Punjab Board of Technical Education, shall be the point of contact for execution and future correspondence related to this contract.

***Now, THEREFORE, the Parties to this Contract agree as follows*:**

1. The Firm / Contractor / bidder hereby covenants with Procuring Agency to provide the Services and to remedy shortcomings therein, at the time and in the manner, in conformity, in all respects with the provisions of the Contract, in consideration of the payments to be made by Procuring Agency to the Firm / Contractor / bidder.

2. Procuring Agency hereby covenants with the Firm / Contractor / bidder to pay the Firm / Contractor / bidder, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the provision of the Services remedying of shortcomings therein.

3. The Firm / bidder shall not, without Procuring Agency's prior written consent, make use of the Contract, or any provision thereof, or any document(s) or information furnished by or on behalf of PROCURING AGENCY in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by The Firm / Contractor / bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

4. DOCUMENTS RELEVANT TO THE CONTRACT:

This Contract shall prevail over all other documents issued prior to the Firm / Contractor / bidder. In the event of any discrepancy / inconsistency within the Contract, the listed below documents shall prevail and shall be deemed to form and be read and construed as part of this Contract:

i) the Bid Form and the Price Schedule submitted by the Bidder;
ii) the Schedule of Requirements;
iii) the Technical Specifications (if any);
iv) the General Conditions of Contract (GCC);
v) the Special Conditions of Contract (SCC);
vi) the Procuring Agency's Notification of Award;
vii) the Complete Bidding Document No. _____;
viii) the Firm / Contractor / bidder's Complete Proposal;
ix) Acceptance Letter (**No. _____**); and
x) Any other offerings by the Firm / Contractor / bidder.

5. FRAMEWORK CONTRACTS DURATION:

i) Initially the contract will be for the maximum period one year (01 Year) or the remaining time period of FY 2026-27 whichever is the lesser. However, the same shall be extendable next financial year 2027-28 (Subject to Legal provision allowed by PPRA) further by the Competent Authority on the satisfactory performance by the firm / contractor / bidder for further at the rate, duration and TORs, with the mutual agreement of the Procuring Agency and the firm / Contractor / bidder; and

ii) Extension in the contact agreement shall be the discretion of the Procuring Agency and the firm / contractor / bidder has no right to claim further extension as a matter of right in the contract.

iii) The firm / contractor / bidder will scrutinize all the candidates within the time limit as mentioned / given by the procuring agency.

6. CONTRACT DOCUMENTS AND INFORMATION:

The firm / Contractor / bidder shall not, without the Procuring Agency's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, pattern(s), sample(s) or information furnished by or on behalf of Procuring Agency in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Firm / Contractor / bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

7. CONTRACT LANGUAGE:

The Contract and all documents relating to the Contract, exchanged between the Firm / Contractor / bidder and the Purchaser, shall be in English. The Firm / Contractor / bidder shall bear all costs of translation to English and all risks of the accuracy of such translation, if needed.

8. STANDARDS:

The provision of Services made under this Contract shall conform to the authoritative latest safety and performance standards of the relevant field.

9. PATENT RIGHT:

The Firm / Contractor / bidder shall indemnify and hold Procuring Agency harmless against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Services or any part thereof.

10. EXECUTION SCHEDULE:

The Firm / Contractor / bidder shall ensure the delivery of Services not later than of fifteen (15) days, after issuance of Acceptance Letter by the Procuring Agency.

11. TAXES AND DUTIES:

The Firm / Contractor / bidder shall be solely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadline for the submission of bids the effect thereof shall be borne or availed by the Procuring Agency as the case may be.

12. CONTRACT COST:

The Firm / Contractor / bidder shall bear all costs / expenses associated with the preparation of the Contract and Procuring Agency shall in no case be responsible / liable for those costs / expenses, 'The successful bidder shall provide legal stamp papers of relevant value according to prevailing Govt. rules and regulations for signing of the formal contract.

13. PAYMENT:

i) The Firm / Contractor / bidder shall provide a certificate along with a copy of the payroll record, which clearly shows that the Payment made to the resource under the Contract, is as per the Minimum Wage notified by the Government;

ii) The Firm / Contractor / bidder shall provide all necessary supporting documents along with invoice by submitting an Application for Payment to the Procuring Agency accompanied by such invoices against the services provided, receipts or other documentary evidence as Procuring Agency may require; indicating the amount claimed; Price Schedule, particulars of the services provided, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any;

iii) All the payments against the claims / invoices of the Firm / Contractor / bidder shall be made after verifying the services provided by the Firm / Contractor / bidder from the concerned Departments / offices where the HR Staff i.e. Computer Operators, Office Clerks, Drivers & Naib Qasids etc. are performing their duties, if required;

iv) Procuring Agency shall pay the amount against the verified claim of the Firm / Contractor / bidder complete in all regards within fifteen (15) working days; notwithstanding any delay owing to Departmental procedures shall not be claimed against any damages etc.;

v) Payment shall not be made in advance. Procuring Agency shall make monthly payment for the Services provided, to the Firm / Contractor / bidder, as per Government policy, in Pak Rupees, through Accounts Section / cross cheque / PBTE declared method of payment;

vi) The Firm / Contractor / bidder shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended; and

vii) All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from date of execution of the Contract till termination of the same in this regard.

14. PRICE:

i. The Firm / Contractor / bidder shall not charge price against the services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Firm / Contractor / bidder in the Price Schedule.

15. CONTRACT AMENDMENT:

i) Procuring agency may at any time, by written notice served to the Firm / Contractor / bidder, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations of the Government;

ii) The Firm / Contractor / bidder shall not execute any Change until and unless Procuring Agency has allowed the same, by written order served on the Firm / Contractor / bidder;

iii) The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and all the provisions of the Contract shall be applicable to the said Change; and

iv) No variation in or modification in the Contract shall be made, except by written amendments mutually agreed and singed by both Procuring Agency and the Firm / Contractor / bidder.

16. ASSIGNMENT / SUBCONTRACT:

The Firm / Contractor / bidder shall not assign or sublet its obligations under the Contract in whole or in part.

17. EXTENSIONS IN TIME FOR PERFORMANCE OF OBLIGATIONS UNDER THE CONTRACT:

If the Firm / Contractor / bidder encounters conditions impeding performance of any of the obligations, under the contract, at any time, the Firm / Contractor / bidder shall, by written notice immediately served to the Procuring Agency with a copy to concerned Department / Office where the resource rendering services, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, Procuring Agency shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Firm / Contractor / bidder with a copy to the Client, extend the Firm / Contractor / bidder's time for performance of its obligations under the Contract not later than three (03) days.

18. PENALTY:

If the Firm / Contractor / bidder fails in performance of any specific obligations, under the Contract or violates any of the provision of the Contract / commits breach of any of the terms and conditions of the contract, the Procuring Agency may, without prejudice to any other right of action / remedy it may have, deduct 02.00% of the contract price per month in addition to the price of undelivered portion which is attributable to such part of the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Procuring Agency, and the actual delivery date(s). Provided that the amount so deducted, except the price of undelivered portion of services, shall not exceed ten (10.00) percent of the Contract Price.

19. BLACKLISTING:

If the Firm / Contractor / bidder fails in performance of the obligations / breach of contract, the Procuring Agency reserve the right to proceed for blacklisting of the Firm / Contractor / bidder under the Punjab Procurement Rules, 2014.

20. PERFORMANCE SECURITY/ BID SECURITY :

1) Firms / Bidders / Contractors are advised to upload their performance guarantee equivalent to (05.00%) of the contract amount on Punjab E-Procurement System (eP) as per PPRA Rules 2014 (Amended from time to time) within 07 days.

2) Performance Guarantee must have a minimum validity period until the date of expiry of contract, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period;

3) The Firm / Contractor / bidder shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended; and

4) Performance Security shall be returned upon completion of all ordered Services under the Contract.

5) Bid Security for a sum equivalent to five percent (5.0 %) of the whole Contract Amount.

21. PENALTY CHARGES ON LATE SUBMISSION OF PERFORMANCE SECURITY:

If the Firm / Contractor / bidder delays provision of Performance Security within seven (07) days of the award of the contract, a sum of money @ 0.25% of the total Performance Security, for every day thereafter, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to 2.0 % of the total cost of the contract.

22. FORFEITURE OF PERFORMANCE SECURITY:

i) The Performance Security shall be forfeited by the Procuring Agency, on occurrence of any/ all of the following conditions:

   a) If the firm / contractor / bidder commits a default under the contract;

   b) If the firm / contractor / bidder fails to any of the obligations under the contract;

   c) If the firm / contractor / bidder violates any of the terms and conditions of the Contract.

ii) The Firm / Contractor / bidder shall cause the validity period of the performance security to be extended for such period (s) as the contract performance may be extended; and

iii) If the Firm / Contractor / bidder fails / delays in performance of any of the obligations under the Contract or violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the contract, Procuring Agency may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Firm / Contractor / bidder.

23. FORFEITURE OF BID SECURITY:

The Bid Security shall be forfeited by Procuring Agency on the occurrence of any / all of the following conditions:

a) If the Bidder withdraw the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or

b) If the Bidder, having notified of the acceptance of the Tender by Procuring Agency during the period of the Tender Validity fails or refuses to furnish the Performance Security, in accordance with the Tender Documents.

24. TERMINATION FOR DEFAULT:

If the Firm / Contractor / bidder fails / delay in performance of any of the obligations under the Contract violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract Procuring Agency may, at any time, without prejudice to any other right of action remedy it may be have, be written notice served on the Firm / Contractor / bidder with a copy to the concerned Department / Office where the resource is rending services indicating the nature of the default(s) and terminate the contract, in whole or in part, without any compensation to the Firm / Contractor / bidder. Provided that the termination of the Contract shall be resorted to only if the Firm / Contractor / bidders does not cure its failure / delay, within fifteen (15) working days (or such longer period as the Procuring Agency may allow in writing) after receipt of such notice.

25. TERMINATION OF INSOLVENCY:

If the Firm / Contractor / bidder becomes bankrupt or otherwise insolvent, Procuring Agency may, at any time, without prejudice to any other right of action remedy it may have by written notice served on the Firm / Contractor / bidder, indicating the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the firm / Contractor / bidder.

26. TERMINATION FOR CONVENIENCE:

Procuring Agency, at any time, by written notice served on the Firm / Contractor / bidder terminate the Contract, in whole or in part, for its convenience, without any compensation to the other party by giving notice thereof specifying the reasons, cancel the remainder and pay an agreed amount for the services rendered / completed by the Firm / Contractor / bidder.

27. FORCE MAJEURE:

i) For the purpose of this contract "***FORCE MAJEURE***" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other natural action / disaster, confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one of more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties;

ii) The Firm / Contractor / bidder shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure;

iii) If a Force Majeure situation arises, The Firm / Contractor / bidder shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by Procuring Agency in writing, The Firm / Contractor / bidder shall continue to perform under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event;

iv) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under; and

v) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

28. DISPUTE RESOLUTION:

i) Procuring Agency and the Firm / Contractor / bidder shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract; and

ii) If, after thirty (30) working days, from the commencement of such formal negotiations, Procuring Agency and the Firm / Contractor / bidder have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

29. STATUTES AND REGULATIONS:

i) The Contract shall be governed by and interpreted in accordance with the laws for the time being enforce in Province of the Punjab;

ii) The Firm / Contractor / bidder shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws enforce in Province of the Punjab, and shall give all notices and pay

all fee(s) required to be given or paid and shall keep Procuring Agency indemnified against all penalties and liabilities of any kind for breach of any of the same; and

iii) The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

30. THE PROCURING AGENCY:

i) The Procuring Agency shall only carry out such duties and exercise such Authority as specified in the Contract. The Procuring Agency shall have no authority to relieve the Firm / Contractor / bidder of any of its obligations under the Contract, except as expressly stated in the Contract;

ii) The Firm / Contractor / bidder shall proceed with the decisions, instructions or approvals given by the Procuring Agency in accordance with these Conditions; and

iii) The Procuring Agency shall conform to all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

31. AUTHORIZED REPRESENTATIVE:

i) The Procuring Agency, the concerned office where the resource is rendering services or the Firm / Contractor / bidder may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation;

ii) The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Procuring Agency, the concerned office where the resource is rendering services or the Firm / Contractor / bidder;

iii) Any such delegation or revocation shall be in writing and shall not take effect until notified to the parties to the Contract;

iv) Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the principal;

v) Notwithstanding Clause 31(ii), any failure of the Authorized Representative to disapprove any Services shall not prejudice the right of the Client to disapprove such Services and to give instructions for the rectification thereof; and

vi) If the Firm / Contractor / bidder questions any decision or instructions or the authorized the representative of Procuring Agency, the Firm / Contractor / bidder may refer the matter to Procuring Agency who may confirm, reverse or vary such decision or instructions.

32. WAIVER:

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that Party to require such performance.

33. Employee Status of Deployed Personnel:

All personnel recruited, appointed and deployed by the HR Service Provider under this Agreement shall remain the exclusive employees of the HR Service Provider throughout the period of their deployment with PBTE. Such personnel shall not be deemed to be employees, officers, officials or staff members of the Punjab Board of Technical Education (PBTE), and no employer-employee relationship shall exist between PBTE and the deployed personnel. Accordingly, the deployed personnel shall not be entitled to claim any right of regular appointment, regularization, absorption, seniority, pension, gratuity or any other service benefit from PBTE by virtue of their deployment or performance of duties at PBTE. The HR Service Provider shall remain solely responsible for their appointment, remuneration, statutory obligations and all other employment-related matters.

34. CHANGE IN MINIMUM WAGE RATE:

If during the continuation of the service contract, minimum wage rate is revised by the Competent Authorized Forum, then the ongoing contract shall be revised as per percentage increase in minimum wages declared for such category, by the Competent Authority with the mutual consent of the Procuring Agency and the Firm / Contractor / bidder:

FOR THE PROCURING AGENCY		**FOR THE FIRM CONTRACTOR / BIDDER**	
Signature:	_____	**Signature:**	_____
Name:	_____	**Name:**	_____
CNIC No:	_____	**CNIC No:**	_____
Designation:	_____	**Designation:**	_____

WITNESS-1		**WITNESS-1**	
Signature:	_____	**Signature:**	_____
Name:	_____	**Name:**	_____
CNIC No:	_____	**CNIC No:**	_____
Designation:	_____	**Designation:**	_____

WITNESS-2		**WITNESS-2**	
Signature:	_____	**Signature:**	_____
Name:	_____	**Name:**	_____
CNIC No:	_____	**CNIC No:**	_____
Designation:	_____	**Designation:**	_____

Annexure-A

SCOPE OF SERVICES

The overall scope is as following:

i) Procuring Agency reserves the right to replace the services of any staff member provide by the HR Service Provider / Firm / bidder without any reason;

ii) Procuring Agency will not provide any Conveyance related allowance, accommodation or boarding and lodging arrangement to any personnel;

iii) In case, any assignment is entrusted by the Procuring Agency to the personnel provided by the Firm / Contractor / Bidder, The applicable TA/DA shall be paid according to the prescribed Punjab TA Rules.

iv) It would be the prerogative of the firm / contractor / bidder to supply / provide the quality workforce to ensure the operational smoothness of the Procuring Agency after having fulfilled all the requisitions as prescribed in the eligibility criteria of the various positions of the PBTE. If Procuring Agency deems observed that the personnel performance is not up to the mark, the procuring agency may conduct the relevant job test of the candidates for which he / she has been recommended. In case of failure in the test, the firm may be asked for replacement of the said personnel.

v) The candidate must provide the following documents (if demanded)

a. Have valid CNIC;
b. Educational Documents;
c. Have valid driving LTV / HTV license as per the laws of Pakistan (In case of driver);
d. Properly be trained in the operation and minor maintenance of the government vehicle (In case of Driver);
e. Have Valid Licensed Weapons on his own name, Army Service Card (In Case of Security Staff)
f. Have valid Service Card issued by the Contractor / bidder / firm with clear and visible photo on it;
g. Physically and mentally fit to perform the assigned job;
h. Provide medical certificates and test reports of hepatitis B, C and TB;
i. Must provide Procured Staff member's Profile, Police verification character certificate;
j. Not be addicted to any sort of drugs;
k. Not be engaged in medication which may impair ability to drive;

vi) Each procured staff should have the requisite experience in public or private sector as demanded by the Procuring Agency. He should also meet the age limit and minimum qualification as explained / required for the performance of official assignment;

vii) Driver shall observe the driving and traffic laws / regulations, approved speed limits strictly in adherence to safety standards and protocols;

viii) Procured staff must be efficient in Urdu & preferably English language skills;

ix) Should wear uniform (Recommended by PBTE (If any));

x) Properly attired during hours of operation;

xi) Staff member should be polite, gentle and well behaved;

xii) Only 2 Days per Month will be given as leave to the staff members by the Procuring Agency. The duty roaster will be managed by the Procuring Agency;

xiii) The driver will be responsible for keeping proper record of the trip / tour (the total mileage/km's

departure/destination) duly vetted by the user of the government vehicle / staff. He should record all journeys in the logbook of government vehicles and get verified on monthly basis from the concerned user / staff;

xiv) A staff member shall be responsible for any damage that may be caused to the official property due to his negligence;

xv) Driver shall safely operate the government vehicle(s) to transport official staff, goods and protocol duties to ensure provision of service up to the satisfactory level;

xvi) The confidentiality of the record is mandatory and in case of breach of the obligations as prescribed by the procuring agency, legal action shall be taken against the concerned personnel (In case of Deputy Chief Secrecy Officer & Secrecy Officer and other related staff deputed in Secrecy Cell of PBTE).

xvii) The Security Staff shall be responsible for the Security of the premises of the PBTE and Moveable assets. They shall be responsible to obtain the gate pass approved by the authority if any moveable asset needed to be entered or exit.

xviii) The Security Guards shall be responsible to ensure the cleanliness of the weapons so that they remain operational.

xix) Dispatch Rider / Dak Runner shall serve as a special messenger to deliver and receive the Dak at the required destination.

COMPLIANCE FRAMEWORK ACTION PLAN

The Bidder is required to comply with the following Compliance for provisioning of HR Services:

PUNJAB BOARD OF TECHNICAL EDUCATION.
COMPLIANCE FRAMEWORK ACTION PLAN

Sr #	Nature of Misconduct	First Action	Second Action	Third Action	Fourth Action	Act Defined in Frame Work	Action As per Frame Work
1.	If anyone from the hired staff abuses the Employee(s) at his place of posting.	Warning	Termination	-	-	Abusing / Manhandling of employee /affiliate of the department / place of posting	Termination / Dismissal
2.	If there is any intimidation or incitement to violence.	Warning	Termination	-	-		
3.	If anyone from the hired staff assaults or threats thereof to any Employee or customer.	Termination / Dismissal	-	-	-		
4.	If anyone from the hired staff submits a fake medical certificate.	Termination / Dismissal	-	-	-	Submission of false documents and / or information on any communication medium, e.g. bogus educational documents, fake certificates, fake claims, etc.	Termination / Dismissal
5.	If anyone from the hired staff Makes any false statement/provides false information/documents at the time of employment.	Termination / Dismissal	-	-	-		
6.	If anyone from the hired staff is found Possessing / Using / supplying drugs/other narcotic substances at the place of posting / premises or being under the influence of alcohol, or other narcotics substances during work hours.	Termination / Dismissal	-	-	-	Possession / usage / supply of intoxicating or addictive substances e.g. drugs, alcohol etc.	Termination / Dismissal
7.	If there is any unethical communication with an employee(s) / affiliate(s) through any medium.	Warning	Five Days Wages will be confiscated	Termination	-	Unethical communication with employee(s) / affiliate(s) through any Medium	Termination / Dismissal
8.	If any confidential information or details are shared with any personnel in an unauthorized manner.	Termination / Dismissal	-	-	-	Disclosure of Government Departments / offices protected information including but not limited to confidential, billing, employee's related information, Govt. Departments / offices records, financial information etc. to non-authorized persons.	Termination / Dismissal
9.	Sexual Harassment of any employee.	Termination / Dismissal	-	-	-	Sexual Harassment	Termination / Dismissal
10.	If anyone from the hired staff is found stealing or an attempt to steal.	Termination / Dismissal	-	-	-	Theft or attempt thereof	Termination / Dismissal
11.	Unlawful / Unauthorized use / possession of Government Departments / offices, employee's property / Documentation.	Termination / Dismissal	-	-	-	Conversion or attempting conversion of any property belonging to the Government Departments / offices	Termination / Dismissal

Sr #	Nature of Misconduct	First Action	Second Action	Third Action	Fourth Action	Act Defined in Frame Work	Action As per Frame Work
12.	If any hired staff member is found guilty of any financial fraud.	Termination / Dismissal	-	-	-	Financial embezzlement	Termination / Dismissal
13.	If any hired staff member is demanding or accepting bribes, or any illegal gratification with the intent of undue favors in return.	Warning	Termination	-	-	Demanding or accepting bribes, or any illegal gratification for undue favors	Termination/ Dismissal
14.	Issuing a statement or information impersonating as the Government Departments / Offices' employee.	Warning	Termination	-	-	Misuse of social and formal media	Termination / Dismissal
15.	If any staff member is using Unfair / Unauthorized means to enhance or manipulate performance outcome.	Warning	Termination	-	-	Use of Unfair / Unauthorized means to enhance or manipulate performance outcome	Warning & Subsequent Termination
16.	If anyone from the hired staff undertakes an elective responsibility without due approval and permission from the relevant authorities.	Warning	Termination	-	-	Offering self for elective office(s) without approval from relevant authority	
17.	If anyone from the hired staff is misusing position/ power to influence others e.g. to forcing late sitting, asking for undue personal errands/ favors , etc.	Warning	Termination	-	-	Misuse position / power to influence others e.g. to forcing late sitting, asking for undue personal errands/ favors, etc.	Warning & Subsequent Termination
18.	If anyone from the hired staff is found Aiding and Abetting Supervisor(s) / colleague(s) covering up or shielding fellow employee from punishment / reprimand for proven misconduct.	Warning	Termination	-	-	Aiding and Abetting Supervisor(s) / colleague(s) or manipulating facts covering up or shielding fellow employee from disciplinary action from wrong doing.	Warning & Subsequent Termination
19.	If anyone from the hired staff fails to meet the requirements of the assigned duties and responsibilities.	Warning	Termination	-	-	Failure to perform official assigned duties and responsibilities	Warning & Subsequent Termination
20.	If anyone from the hired staff is found making frivolous, baseless, or unsubstantiated allegations against fellow employee(s).	Warning	Termination	-	-	Making frivolous, baseless, or unsubstantiated allegations against fellow employee(s)	Warning & Subsequent Termination
21.	If anyone from the hired staff disrespects People, exhibit indecent attitude / behavioral Issues.	Warning	Termination	-	-	Inappropriate attitude, lack of diligence and moral values	Warning & Subsequent Termination
22.	If anyone from the hired staff is not adhering to the official timings.	Warning	Warning & Recovery of wages of late coming days	Termination	-	Inefficiency / Habitual late coming.	Warning & Subsequent Termination

Sr #	Nature of Misconduct	First Action	Second Action	Third Action	Fourth Action	Act Defined in Frame Work	Action As per Frame Work
23.	If anyone from the hired staff is found Discriminating with Govt. employees or colleague(s) on the basis of irrelevant attributes including age, race, color, national or ethnic origin, marital status, family, disability; political or religious conviction or gender etc.	Warning	Termination	-	-	Religious, political, racial, ethnical or gender intolerance / discrimination	Warning & Subsequent Termination
24.	If anyone from the hired staff is found wearing indecent clothes at work (not socially acceptable/ as per the Govt. Departments / Office's policy).	Warning	Termination	-	-	Non-adherence to the dress code of Govt. Department / offices	Warning & Subsequent Termination
25.	If anyone from the hired staff is found smoking within the office premises of the Govt. Department(s).	Warning	Termination	-	-	Smoking inside Offices premises of the Govt. Department(s)	Warning & Subsequent Termination
26.	If anyone from the hired staff is absent from duty without any prior intimation / approval of his supervising officer.	Warning	Warning & Recovery of wages of absent days	Termination	-	Absenteeism	Warning(s) & Subsequent Termination

Annex-C

APPROVED ELIGIBILITY CRITERIA

Sr#	POST	ELIGIBILITY CRITERIA
1.	Deputy Chief Secrecy Officer	**a)** Master Degree in any of the Subject from any recognized University OR B.Sc. Engineering or its equivalent **b)** ii) Three Years post qualification Experience
1	Secrecy Officer (Rs. 1975/- per day) Salary As per approved rate of Finance Department	**c)** Retired officer/official of technical stream from TEVTA / commerce stream from HED / School Education / Higher Education OR Retired Board Officer/Employee having sound knowledge of Secrecy Section. **d)** Age not above 68 years having sound health. **e)** Graduate having 07 years of experience of Secrecy Officer in any examining body.
2	Skilled Workers (Rs. 1975/- per day) Salary As per approved rate of Finance Department	**a)** F.A / F.Sc. / D.Com or equivalent **b)** Knowledge of English / Urdu Typewriting with the minimum speed of 30 w.p.m. **c)** Minimum 18 Years and Maximum 25 Years
3	Un-Skilled Worker (Rs. 1538/- per day) Salary As per approved rate of Finance Department	**a)** Literate **b)** Minimum 18 Years and Maximum 25 Years

4	Naib Qasid (Rs. 1538/- per day) Salary As per approved rate of Finance Department	**a)** Literate **b)** Minimum 18 Years and Maximum 25 Years
5	Security Supervisor (Rs. 2963/- per day) (12 Hours Shift Day or Night) Salary As per approved rate of Finance Department	**a)** One-Ex-Army JCO **b)** The Security Supervisor will have their own weapon licensed on their name. **c)** Temporary Night stay in Board building will be provided by PBTE during serving in the Board. **d)** Uniform shall be provided by the PBTE twice a year (One in Summer and one in winter) **e)** Age Limit is 40 to 48 years having sound health.
6	Security Guards (Rs. 2307/- per day) (12 Hours Shift Day or Night) Salary As per approved rate of Finance Department	**a)** One-Ex-Army Personnel **b)** The Security Supervisor will have their own weapon licensed on their name. **c)** Temporary Night stay in Board building will be provided by PBTE during serving in the Board. **d)** Uniform shall be provided by the PBTE twice a year (One in Summer and one in winter) **e)** Age Limit is 40 to 48 years having sound health.
7	Junior Clerks (Rs. 1975/- per day) Salary As per approved rate of Finance Department	**a)** F.A / F.Sc. / D.Com or equivalent **b)** Knowledge of English / Urdu Typewriting with the minimum speed of 30 w.p.m. **c)** Minimum 18 Years and Maximum 25 Years
8	Drivers (Rs. 1975/- per day) Salary As per approved rate of Finance Department	**a)** Middle or Literate holding LTV license and two years' experience **b)** Preference will be given to the retired army personals
11	Dispatch Rider Salary As per approved rate of Finance Department	**a)** Literate having valid LTV/HTV and motor cycle license **b)** 03 years' experience of Dak Runner Driver of an organization similar to PBTE
12	Electrician Salary As per approved rate of Finance Department	**a)** Matriculation **b)** Certificate of Electrician from the Board of Technical Education or equivalent qualifications with two years relevant experience.
13	Sweeper / Sanitary Worker Salary As per approved rate of Finance Department	**a)** Literate **b)** One year experience in an organization similar to the Board

Tenure: The term of appointment will be purely on temporary basis for the period of the concerned assignment or till the pleasure of Authority.

ELIGIBILTY CRITERIA OF FIRMS FOR BIDDING TENDER

Sr. No.	MANDATORY ELIGIBILTY CRITERIA DETAILS	RESPONSE ELABORATION EVIDENCE REQUIRED	ATTACHED SUPPORTING DOUCMENTS /YES/NO
1	The Firm /Company /Sole Proprietor must be regular taxpayer.	Tax Returns	**Yes**
2	NTN GST/PST Details, if applicable.	Certificate / Details	**Yes**
3	Must not be Blacklist by any government, semi government, or autonomous body.	(Declaration on Stamp Paper)	**Yes**
4	Company Registration	Documentary Evidence (SECP/AOP/Sole Proprietor)	**Yes**

Note:

- This is a mandatory requirement; non-compliant bids will be disqualified.
- Firms primarily engaged in specialized services other than the general human resource management and manpower provision services required under this tender (i.e., security companies/firms) may be considered ineligible for participation, subject to the assessment of the Competent Authority.

CRITERIA FOR AWARDS OF MARKS

SR NO	Evaluation Parameter	Total Marks (100)	Marking scale	Remarks
1	Financial capabilities Last Three years (FY-2023-26) i.e 1.07.2023 to 30.06.2024 1.07.2024 to 30.06.2025 and 1.07.2025 to 30.06.2026	30	**30 marks=** Annual Turnover or credit transaction of 15 to 25 million or more **20 marks =** Annual Turnover of 15 million but more than 10 million **10 marks =** Annual Turnover of 10 million but more than 3 million	1. Audited report in case of Annual turnover / Liquid Cash OR 2. Bank statements in case of credit transactions
2	Experience of manpower supply	30	**30 marks =** More than 5 works / supply orders **20 marks =** 3 and upto 5 **10 marks =** Less than 3 but more than 01	Experience will be assessed from supply orders for provision of manpower
3	Satisfactory certificate from different clients from Govt. Sector	20	**20 marks =** More than 5 **10 marks =** 3 and up to 5 **5 marks =** Less than 3 but more than 1	Documentary proof required like satisfactory report and

				completion certificate
4	Duration of firm	10	**10 marks =** More than 5 years **5 marks =** More than 3 years but less than 5 years **3 marks =** Less than 3 years but more than 1 year	Year of establishments will be assessed from SECP/AOP/Sole Proprietor certificate or NTN Registration
5	Registered Office Location	10	**10 marks =** Company should have their registered office location at Lahore **4 marks =** Other than Lahore but in Pakistan	Provide Complete Address of registered office on letterhead the committee may visit the registered office

Note. Financial E- bids will be opened only of those firms who are technically responsive and have obtained the minimum threshold of 80 marks out 100 marks in technical evaluation. All bids will then be evaluated financially on basis of the lowest overall quoted price.