**Expression of Interest**

**Hiring a Team of**

**1 Lead Trainer and 2 Co-Trainers**

**For**

**16 Week AI Innovators’ Bootcamp**



**Inter Islamic Network on Information Technology**

**COMSATS University Islamabad**

**Park Road, Islamabad**

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1. Notice for Expression of Interest

**No. INIT/PG-4(32)/2023**

**Hiring A Team of 1 Lead Trainer and 2 Co –Trainers**

**For**

**16 Week AI Innovators’ Bootcamp**

**Inter Islamic Network on Information Technology**

**COMSATS University Islamabad**

1. The Inter Islamic Network on Information Technology (INIT) is an inter-state, non-political and non-profitable entity. It is an independent, autonomous and self-governing institution established for utilizing, directing and encouraging the use of Information Technology and its associated systems in promoting collaboration and cooperation among the Muslim Ummah through building human resources and institutional capacity, fostering dialogue, maintaining databanks, assisting in training, research and development, dissemination of information, automating the governmental and business processes and through the mediation of ICTs and provides appropriate means therefor.
2. INIT in collaboration with COMSATS University Islamabad (CUI - a Public Sector University working under Ministry of Science and Technology, Govt of Pakistan) is convening a 16 Week Artificial Intelligence (AI) Innovators’ Bootcamp at COMSATS University, Park Road, Islamabad.
3. With the above in view, the INIT invites sealed bids from Teams of renowned Artificial Intelligence Experts to hire a ‘**Team of 1 Lead Trainer 2 Co-Trainers’** for the above said AI Innovators’ Bootcamp.
4. The selection procedure will be based upon **“Single Stage – TWO Envelope”** bidding method as prescribed under PPRA rules.
5. The Bids (Technical or Financial) must be accompanied with a minimum **Earnest Money of Rs.50,000/-** in the form of Bank Draft/Call Deposit (refundable) in favor of Inter Islamic Network on Information Technology, Islamabad **(FTN/NTN: 9013701-9).**
6. Complete EoI containing necessary details of the required team consisting of 1 Lead Trainer, and 2 Co-Trainers, selection criteria and qualification is available *free of cost* on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) INIT’s website at [www.init.org.pk](http://www.init.org.pk) , and at CUI’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)
7. A Pre- Bid Meeting will be held on **July 25, 2023** at 1000 hrs in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
8. Sealed proposals from interested teams (Technical and Financial both in separate envelopes and thereafter placed in another covering envelope) must reach the office of the undersigned, latest by **August 16, 2023 by 1100 hours**.
9. The Technical Proposals will be opened in the presence of the bidders who choose to attend, **half hour after the closing time** in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
10. ***No bid will be accepted after the closing time.***

**Contact Person and Submission**

**Muhammad Atiq-ur-Rehman**

Senior Manager (INIT/P,D&HRD)

Inter Islamic Network on Information Technology

Directorate of P,D & HRD, 3rd Floor, Faculty Block-II,

Park Road, Tarlai Kalan, Islamabad,

COMSATS University Islamabad

Tel: 051-9049 5024, 0333-529-6501

email: muhammad\_atiq@comsats.edu.pk

1. General Terms and Conditions of the Bid:

No bid will be considered if it:

1. Is received without required documentation or with deficiency of required documentation.
2. Is received later than the date and time fixed for Bid Submission.
3. Is received unsigned/ unstamped.
4. Is received by telephone/telex/fax/telegram.
5. Is received without earnest money.
6. Is received in contradiction with the specification given by the INIT.
7. Is received with any condition.
8. Is in litigation with INIT or CUI.
9. Has contested litigation against INIT or CUI at any legal forum.
10. Is blacklisted by any organization AND/OR notified as black-listed on PPRA website.
11. Is submitted more than once in the same bidding process. All except the first submitted bid will be rejected.
12. Is submitted in Joint Venture.
13. Contact Person and Submission of Bids:

Contact Person for all inquiries and clarification and bids’ submission will be the undersigned.

**Muhammad Atiq-ur-Rehman**

Senior Manager (INIT/P,D&HRD)

Inter Islamic Network on Information Technology

Directorate of Planning, Development and Human Resource Development

3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

COMSATS University Islamabad

Tel: 051-9049 5024, 0333-529-6501

email: muhammad\_atiq@comsats.edu.pk

The bidders may visit, write or call. However, written queries though email will be considered as official.

1. Language of the Bid:

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by/between the Bidder and INIT shall be written in English. Supporting documents and printed literature furnished by the Bidder may also be in the same language.

1. Price of the Bid:

Prices quoted by the Bidder shall be Fixed and not subject to variation on any account, unless otherwise specified in the contract. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

Applicable Income tax and GST or any other tax will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, INIT will be the final authority to accept or reject the exemption certificate. In case of rejection, INIT will deduct all applicable taxes as per tax rate. INIT will provide a certificate of tax deduction and the bidder may claim refunds from Tax Authorities/FBR.

1. **Bid Currencies and** Bid Security:

An amount of Rs.50,000/- (rupees fifty thousand) in the form a Pay Order or Bank Draft in the name of ‘Inter Islamic Network on Information Technology’ as Earnest Money/Bid Security is required to be submitted with the Bid. The Earnest Mony of the successful Bidder will be returned after completion of the contract whereas the earnest money of the unsuccessful bidders will be returned after signing of the contract agreement with the successful Bidder.

1. Amendment of Bidding Documents:

Any prospective bidder requiring clarification of the bidding documents may notify INIT through the contact person in writing. INIT will respond in writing to any request for clarification of the bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of bids.

INIT, at any time prior to the deadline for submission of bids, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or in response to a point discussed during the Pre-Bid meeting (if held) may modify the Bidding Documents by issuing Addendum and will promptly publish the same on its web page at least three (3) days before the deadline for submission of bids and it will become integral part of the EoI/Bidding Document and will be binding on all bidders. It is the responsibility of the bidder to visit INIT / CUI websites and get the updated EoI/Bidding Document. No separate email will be sent to bidders.

The bidder who had either already submitted his/her bid or had handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his/her already filed bid and submit the revised bid prior to the bid submission deadline.

To give prospective bidders reasonable time to take an addendum/corrigendum into account in preparing their bids, INIT may, at its discretion, extend the deadline for the submission of bids: provided that INIT shall extend the deadline for submission of bid, if such an addendum is issued within last three (3) days of the bid submission deadline.

1. Clarification of Bidding Document:

During evaluation of the bids, INIT may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

1. Sealing and Marking of Bids:

Both the Technical and Financial Bids shall be sealed in separate envelopes clearly mentioning on the face of each envelop as ‘Technical Bid’ or ‘Financial Bid’, as the case may be, and thereafter placed in another sealed envelope addressed to the INIT’s contact person as stated above; and bear the title of procurement activity. If any of the envelope is not sealed or not marked as required, INIT will assume no responsibility for the bid’s misplacement or inadvertent premature opening.

1. Deadline for Submission of Bids:

Bids must be received by INIT at the address of the contact person, not later than the time and date specified in the Notice for Expression of Interest.

The INIT may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of INIT and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1. Late Submission of Bids:

Any bid received by INIT after the deadline for submission of bids prescribed by INIT will be rejected and returned unopened to the bidder.

Delays in the mail or courier, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder’s responsibility to determine the manner in which timely delivery of his bids will be accomplished either in person, by messenger or by surface mail to the concerned office.

No bid may be modified after the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the bidder’s forfeiture of its bid security.

1. Submission of Bidding Document:

The original bid shall be typed or written in indelible ink and shall be signed by the bidder (the Lead Trainer) on behalf of the total team to bind the bidder to the contract.

All pages of the bid, except for un-amended printed literature, shall be initialed by the Lead Trainer. Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person signing the bid.

In case any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the bids from being opened on the date announced (Force Majeure Situation), the bids will be opened on the very next working day OR INIT will inform of any other suitable date. In such case, the focal person may be contacted via email/cell number for confirmation of opening date, time and place.

1. Opening of Bids:

INIT will open all bids in the presence of bidders or their representatives who choose to attend, at the time, on the date, and at the place specified in the Notice for Expression of Interest.

The bidders or their representatives who are present shall sign an attendance sheet evidencing their presence.

No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

Withdrawn bids will be returned unopened to the bidders.

1. Influencing the Evaluation Process:

No bidder shall contact INIT on any matter relating to its bid, from the time of the bid opening to the time, the evaluation report is made public i.e., 15 days before the contract is awarded. If the bidder wishes to bring additional information or has grievance to the notice of the INIT, it should do so in writing.

Any effort by a bidder to influence INIT during bid evaluation or bid comparison may result in the rejection of the bidder’s bid.

1. Notification of Evaluation Reports:

The Bid Evaluation report will be notified to all the participating bidders by email address provided in the bidding document.

1. Qualification and Evaluation of Bids:

The INIT will determine to its satisfaction whether the bidder is qualified to perform the contract satisfactorily, in accordance with the criteria and qualification listed in the bidding document.

The determination will be based upon an examination of the documentary evidence of the bidder’s qualifications submitted by the bidder, as well as such other information as INIT deems necessary and appropriate.

The INIT will technically evaluate and compare the bids which have been determined to be substantially responsive, as per Technical Specifications required.

The INIT may demand further details of the cases enlisted by the bidder, if required and the bidder is liable to provide the information for scrutiny and selection process.

No bidder shall be eligible for any margin of preference in the Proposal Evaluation.

The INIT will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The INIT may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided that such waiver does not prejudice or affect the relative ranking of any Bidder.

*Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the services being acquired. INIT either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to INIT.*

Prior to the detailed evaluation, the INIT will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties will be deemed to be a material deviation. The INIT ’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by the INIT and may not subsequently be made responsive by the bidder by correction of the nonconformity.

1. Corrupt or Fraudulent Practices and Blacklisting:

The INIT requires that bidders observe the highest standards of ethics during the execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

1. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
2. “Fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of INIT,
3. “Collusive practice” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive INIT of the benefits of free and open competition.

INIT will have the right to reject a proposal for award if it determines that the Bidder has been engaged in corrupt or fraudulent practices in the past with any organization.

Any bidder/firm/company which is blacklisted by any organization and notified as blacklisted by PPRA will be considered as disqualified from the bidding process unless and until it is de-notified on PPRA website.

INIT will sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules, if it at any time determines that the bidder/firm/company has engaged in corrupt or fraudulent practices in competing for, or in executing.

1. INIT’s Right to Accept or Reject All Bids:

The INIT reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the bidder or bidders or any obligation to inform the bidder or bidders of the grounds for the INIT ’s action.

1. Notification of Award:

Prior to the expiration of the period of bid validity, the INIT will notify the successful bidder in writing by mail or by email that its bid has been accepted.

The notification of award will constitute the formation of a Contract Agreement. Upon the successful bidder’s signing the contract agreement, INIT will promptly notify each unsuccessful bidder and will release its bid security.

1. Issuance of Contract:

At the same time as INIT notifies the successful bidder that its bid has been accepted, the bidder shall immediately sign a contract agreement. The bidder shall bear all the stamp duties and expenses for the purpose of the contract agreement.

1. Performance Security:

The performance security/earnest money of the successful bidder shall remain with INIT till the satisfactory completion of assignment.

1. Declaration Form

**(THIS FORM IS TO BE PROVIDED WITH THE BID)**

All the terms and conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

1. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
2. By altering/adding/deleting any point, clause, condition in the documents provided will automatically disqualify me from the bidding process.
3. All the information furnished by me/us here-in is correct.
4. I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
5. I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.
6. I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage, the INIT is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR forfeiting of earnest money AND/OR blacklisting for future bidding with INIT and CUI AND/OR bar from business with INIT and CUI for a period as deemed appropriate depending on nature of offence.

|  |  |  |
| --- | --- | --- |
| **Bid Title** |  |  |
|  |  |  |
| **Name of Lead Trainer** |  |  |
|  |  |  |
| **Office Address** |  |  |
|  |  |  |
| **NTN No.** |  |  |
|  |  |  |
| **Valid Cell No.** |  |  |
|  |  |  |
| **Valid E-mail** (For all official correspondence) |  |  |
|  |  |  |
| **Signature of Lead Trainer** |  |  |

1. Technical Evaluation Criteria:

## Table 1: Mandatory Requirements:

|  |  |  |
| --- | --- | --- |
| **S.N** | **Documentation** | **Requirement** |
|  | Declaration Form | **Mandatory** |
|  | GST or NTN Registered  (anyone or both of the above) | **Mandatory** |
|  | Active Taxpayer List (ATL) of FBR | **Mandatory** |
|  | **Proof of Non-Blacklisting:**  Affidavit on legal paper of appropriate value (duly attested from notary public) that the individual/firm is neither blacklisted/barred by any institution | **Mandatory** |
|  | **Attested degrees from Higher Education Commission (HEC)** | **Mandatory** |
|  | **Proofs of the Credentials Claimed in the Technical Bid** | **Mandatory** |

* + Failing in providing any of the mandatory requirement will disqualify the bidder from the bidding process.
  + Verifiable proof of the above is mandatory for verification by INIT.
  + Proof of clients/cases is mandatory. Without proof, the bid will be considered as non-responsive and bidder will be declared dis-qualified.
  + DO NOT attach any information or portfolio which is not requested.

## Table 2: Scoring Criteria for Technical Proposals (Lead Trainer):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N | **Criteria** | **Total Score** | **Distribution** | |
| **Description** | **Max. Score** |
|  | **Academic Qualification**  MS Degree with Majors in AI or Data Sciences from a HEC Recognized University or an International University, and Certification in AI or Data Sciences | **40** | MS Degree | 20 |
| National University | 5 |
| Int’l University | 10 |
| National Certification | 5 |
| Int’l Certification | 10 |
| 2. | **Relevant Coaching Experience**  Minimum 3 Years Coaching Experience in Similar Kind of Development Projects/Training Programs (Organizational, Provincial or National level) | **20** | Organizational Level | 10 |
| Provincial Level | 15 |
| National Level | 20 |
| 3. | **Relevant Hands-on / Industry Experience**  Minimum 2 Years Hands-on/Industry Experience in Similar Kind of Development Projects/Training Programs (Organizational, Provincial or National level) | **20** | Organizational Level | 10 |
| Provincial Level | 15 |
| National Level | 20 |
| 4. | **Interview** | **20** |  | |
|  | **Total Technical Score (St)** | **100** |  | |
|  | **The Minimum Technical Score Required to Pass the Technical Appraisal for a Lead Trainer is 70. The Bidders Scoring Less Than 70 will be Disqualified and Their Financial Bids will be Returned Un-opened.** | | | |

## Table 3: Scoring Criteria for Technical Proposals (Co-Trainer):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N** | **Criteria** | **Total Score** | **Distribution** | |
| **Description** | **Max. Score** |
|  | **Academic Qualification**  BS Degree with Majors in AI or Data Sciences from a HEC Recognized University or an International University, and Certification in AI or Data Sciences | **40** | BS Degree | 20 |
| National University | 5 |
| Int’l University | 10 |
| National Certification | 5 |
| Int’l Certification | 10 |
| 2. | **Relevant Coaching Experience**  Minimum 2 Years Coaching Experience in Similar Kind of Development Projects/Training Programs (Organizational, Provincial or National level) | **20** | Organizational Level | 10 |
| Provincial Level | 15 |
| National Level | 20 |
| 3. | **Relevant Hands-on / Industry Experience**  Minimum 1 Year Hands-on/Industry Experience in Similar Kind of Development Projects/Training Programs (Organizational, Provincial or National level) | **20** | Organizational Level | 10 |
| Provincial Level | 15 |
| National Level | 20 |
| 4. | **Interview** | **20** |  | |
|  | **Total Technical Score (St)** | **100** |  | |
|  | **The Minimum Technical Score Required to Pass the Technical Appraisal (Co-Trainer) Stage is 60.** | | | |

* **Every Member of the Team i.e. 1 Lead Trainer and 2 Co-Trainers will be evaluated separately and a Sum of the Obtained Score by each member of the team will be considered as the Technical Score of the Team.**

## Table 4: Scoring Criteria for Financial Proposals:

The Financial Score (Sf) of the received Financial Proposal will be calculated as per following formula:

|  |  |
| --- | --- |
| Financial Score (Sf) = | 100 x Fm |
| F |

**Sf** is Financial Score,

**F** is the Price of Financial Proposal Under Consideration

**Fm** is the Price of the Lowest Financial Proposal

## Weightage of Technical and Financial Scores in the Final Score:

The Weightage to be given to the Technical Score (St) and Financial Score (Sf) in the Final Score is as under:

Technical Score = **0.80**

Financial Score = **0.20**

* The Bidder scoring the Highest points will be invited to finalize and sign the Contract.
* Failure in signing the Contract, the INIT will invite next ranked bidder for the purpose.
* Expected Date of Contract Finalization is August 31, 2023.
* Expected Date of Commencement of the 16 Week AI Innovators Bootcamp is 1st Week of September 2023.

1. Documents to be Submitted by the Bidders/Check List

**(To be filled by Bidder)**

**This Page Must be Placed on Top of the Complete Bidding Document**

*Prepare & Submit the Bid in this Order*

|  |  |  |
| --- | --- | --- |
| **Detail** | **Yes** | **No** |
| This Checklist - **ON TOP** |  |  |
| **ALL Pages are Signed** |  |  |
| Declaration Form |  |  |
| Proof of Registration – NTN/Income Tax /GST |  |  |
| Latest Print out of FBR ATL |  |  |
| Attested degree from Higher Education Commission (HEC) |  |  |
| Experience (with proof) |  |  |

1. Terms of Reference for Lead Trainer and Co-Trainers

Highly skilled and experienced individuals are invited to join us as a Team of 1 Lead Trainer, and 2 Co-Trainers for a 16-week AI Innovator Bootcamp. The Bootcamp aims at providing participants with comprehensive training in various AI concepts, tools, and techniques. A brief description of the roles and responsibilities of the Lead Trainer, and Co-Trainers are as under:

* 1. **Lead Trainer (1 Position):**

**Responsibilities:**

* Designing the curriculum and course materials for the Bootcamp
* Delivering engaging and interactive training sessions
* Evaluating participant progress and providing feedback
* Leading and managing the team of Co-Trainers and lab assistants
* Mentor and support participants in their project work, providing guidance, feedback, and troubleshooting assistance.
* Conduct evaluations and assessments to gauge participants' understanding and progress throughout the bootcamp.
* Collaborate with the program coordinators to continuously improve the bootcamp curriculum and ensure its alignment with industry trends and demands.

**Duration:**

* 16 Week Program
* One Day Per Week i.e. Every Saturday 0900 hrs to 1300 hrs (4 hours in Person Training Session)
* 6 hours Virtual Tutoring Per Week in 3 different days (3 sessions of 2 hours each)

**Requirements:**

* **Minimum Qualifications:** MS with 3 years of Experience
* Strong expertise in AI concepts, machine learning, deep learning, computer vision, and natural language processing
* Excellent communication and presentation skills
* Strong expertise and experience in artificial intelligence, machine learning, deep learning, computer vision, and natural language processing.
* Proficient in Python programming language and its libraries.
* Hands-on experience with tools and frameworks such as Anaconda Navigator, Jupyter Notebook, Google Colab, Git, GitHub, TensorFlow, Scikit-learn, NumPy, Pandas, OpenCV, NLTK, Flask/Django, and cloud platforms like AWS and Azure.
* Excellent communication and presentation skills to effectively deliver training sessions and explain complex concepts.
* Prior experience in conducting technical training programs or workshops is preferred.
* Ability to guide and mentor participants, providing support and feedback throughout their learning journey.
* Strong problem-solving skills and the ability to troubleshoot technical issues.
* Up-to-date knowledge of the latest advancements and trends in AI and related fields.
  1. **Co-Trainer (2 Positions):**

**Responsibilities:**

* Assisting the Lead Trainer in delivering training sessions
* Providing additional support and guidance to participants
* Conducting code reviews and offering technical advice
* Assisting with the development of course materials and assignments

**Duration:**

* 16 Week Program
* One Day Per Week i.e. Every Saturday 0900 hrs to 1300 hrs (4 hours in Person Training Session)
* 6 hours Virtual Tutoring Per Week in 3 different days (3 sessions of 2 hours each)

**Requirements:**

* **Qualifications:** BS with 2 years of experience
* Solid understanding of AI concepts, machine learning, deep learning, computer vision, and natural language processing
* Proficiency in Python programming and relevant libraries/frameworks (TensorFlow, Keras, NumPy, Pandas, etc.)
* Strong problem-solving and analytical skills
* Good communication and interpersonal skills

1. Technical Proposal Standard Forms

Reference Paragraph 9 – 12 above for Submission of Bidding Document, format of Technical Proposal to be submitted will be as under:

|  |  |
| --- | --- |
| **TECH-1** | Technical Proposal Submission Form |
| **TECH-2** | Comments or Suggestions on the Terms of References |
| **TECH-3** | Team Composition and Task Assignments |
| **TECH-4** | Curriculum Vitae (CV) for Proposed Professional Staff |

**27.1. Form TECH – 1**

**Technical Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sir,

I, the undersigned, offer to provide coaching services for 16 Weeks AI Innovators’ Bootcamp in accordance with your Expression of Interests dated [Insert Date]. I am hereby submitting my Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

I submit my Proposal in association with: [Insert a list with full name and address of each associated member of the team].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If Contract negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate Coaching services related to the 16 Weeks AI Innovators’ Bootcamp as per schedule agreed during the negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**27.2 Form TECH – 2**

**Comments and Suggestions on the TORs**

On the desire of the Client, the comments and suggestions on the TORs were offered by most of the shortlisted Lead Trainer and were discussed in a pre-proposal meeting held on [\_\_\_\_\_\_\_\_\_\_\_\_] at \_\_\_\_\_\_\_ PST through video link and in person.

* 1. **Form TECH-****3**

**Team Composition and Task Assignment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Team Member** | **CNIC No./Passport No.** | **Area of Expertise** | **Position Assigned** | **Task Assigned** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**27.4 Form TECH – 4**

**Curriculum Vitae (CV) of Proposed Team Members**

1. Proposed Position [only one candidate shall be nominated for each position]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Staff [Insert full name]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. CNIC No (if Pakistani): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Passport No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Education:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Major/Minor** | **Institution** | **Date (MM/YYYY)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Membership of Professional Associations:

1. Other Certifications [Indicate significant certification completed since degrees under VI - Education were obtained]:

1. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

1. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position | From (MM/YYYY) | To (MM/YYYY) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Detailed Tasks Assigned
2. List all tasks to be performed under this assignment
3. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point xi.

a) Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

b) Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

a) Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

b) Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

Continue adding Details of additional team members as required.

1. **Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and me. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature]

Day/Month/Year

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Financial Proposal Standard Forms

Financial Proposal Standard Form shall be used for the preparation of the Financial Proposal as given below:

**FIN – 1**  Financial Proposal Submission Form

**27.1 Form FIN – 1**

**Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sir,

I, the undersigned, in association of my team members, offer to provide the Coaching services for [Insert title of assignment] in accordance with your Expression of Interests dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all applicable taxes. My Financial Proposal shall be binding upon me and my team up to expiration of the validity period of the Proposal. No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [In full ]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Lead Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Payment Schedule

Payments shall be made according to the following schedule:

(a) Upon Completion of 6 Weeks Training **25 %**

(b) Upon Completion of 12 Weeks Training **40%**

(c) Upon Completion of Complete Bootcamp **35%**

\*\*\*\*\*\*\*\*