



TERMS OF REFERENCE

FOR

HEC RECOGNIZED IT UNIVERSITIES/IT COLLEGES

PITB intends to launch short term training program to upgrade skills of graduates of four-year computer science/IT graduates to match industry requirements. The training program has been developed in conjunction with local IT industry, and covers a short term 2 month course (daily schedule attached-Annexure 1). PITB seeks services for training program's management from HEC recognized IT universities/colleges to conduct the training program. Selected partner institute will be required to provide the following services:

- 1) Screening the applicants from the pool of applications received by PITB (short listing criteria will be communicated by PITB later).
- 2) Conduct the test. Test (of around 500 candidates) will be conducted at University/college premises or any other premises suggested by University/College but to be approved by PITB. Student's original documents are to be verified at the testing venue (before the test) by the selected University/College.
- 3) Grade the test.
- 4) Selected University to coordinate "student interviews" with IT industry partners.
- 5) Hire instructor(s) from industry and academia. Final approval of instructor(s) will be given by PITB's training committee.
- 6) Manage the two month program (for 50-60 students).The services will include but not limited to the following:
 - i) Documentation of Instructor's manual (PITB will own these manuals for further training programs).
 - ii) Compilation of reading material. (PITB will own this material for further training programs).
 - iii) Final evaluation of the students.
 - iv) Video recording of the lectures.
 - v) Manage desktop support for computer Lab.

PITB will provide classroom and lab facilities including air conditioning, internet access, uninterrupted power supply, printing facility (fixed quota for each participant) and workstations at 84-E Model Town, Lahore.

Testing Services

Entry Test to shortlist the eligible candidates for the training program		
Date	Number of applicants	Requirements
24 th July 2010, Tentative	500 applicants (less or more)	1 Invigilator for 25 students. Adequate Furniture and pleasant environment in the testing center.

Grading Services

Grading the entry test		
Date	Number of applicants	Requirements
One week after the test	500 applicants (less or more)	Results provided in soft and hard copy one week after the test. PITB will intimate the students about their results through email.

Instructor(s) Services

Human Resources for Training		
Role	Hours	# of Instructor
Lead Instructor(s)		
- JAVA	40 (week 1-2)	1
- Architecture	40 (week 3-4)	1
- Quality Assurance	10(week 5-8)	1
- Soft Skills	15(week 5-8)	1
Tech Leads	4 hrs daily x 5 days x 4 weeks = 80 hrs	6 (1 tech lead for 2 groups)
Project Director	Full time	1
Teacher Assistants	Full time	6
Course Developer (optional)	50-100	1

Monitoring Services

Selected University / College will be required to design a feedback form (to be approved by PITB) and conduct survey (among participants) to gauge the quality of training program which would include feedback on (but may not limit to):

- i) Quality of instructors.
- ii) Quality of training material.
- iii) Quality of facilities.

Required Information

Following Information will be required from the bidding University / IT College:

- 1) Profile of the University / College.
- 2) Details of the project plan.
- 3) Details of the testing Facilities (e.g. air conditioning, uninterrupted power supply, etc).
- 4) CVs of key administrator (s) / tech leads /project director / team members of the managing team of the training program.
- 5) CVs of the CS faculty. Clearly indicating each faculty member's core area.
- 6) CVs of the instructors that institute intend to hire from the IT industry. Clearly indicating each instructor's core area.
- 7) Detail of IT industry linkage (if any).
- 8) Total Number of students currently enrolled in Bachelors and Masters Program.
- 9) Detail(s) of such previously conducted training management service(s) (if any).

Note: Preference will be given to HEC recognized Universities and colleges that have a track record of growth and academic improvement, and that may have ready availability/competency of above mentioned services. This bidding will be on one step two envelop process in accordance with Punjab Procurement Rules and PITB rules and regulations.

Terms and Conditions

- 1) Technical and Financial Bids (addressing to Deputy Admin Administration, PITB) duly completed and sealed **in independent envelopes** be dropped, in the Tender Box placed at Reception of the PITB office, 15-1-C Model town Lahore, **up to 1500 Hrs, 19th July, 2010**. Financial Bid must be accompanied by an earnest money of two percent (02%) of total proposal amount.

Technical proposals will be publicly opened in the meeting room of Punjab Information Technology Board, Lahore, 15-1-C Model Town, Lahore, **on 19th July, 2010 at 1500 Hrs**.

The successful bidder shall furnish Performance Security as under within three working days of the receipt of the acceptance Letter from the purchaser:

- in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, in a form acceptable to the purchaser;
- for a sum equivalent to 10% of the contract value;
- denominated in a currency of the contract;
- have a minimum validity period of ninety days from the date of award notification or until the date of expiry of warranty period, whichever is later.

The proceeds of the performance security shall be payable to the purchaser, on occurrence of any / all of the following conditions:

- If the contractor commits a default under the contract;
- If the contractor fails to fulfill any of the obligations under the contract;
- If the contractor violates any of the terms and conditions of the contract.

The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The performance security shall be returned to the applicant organization within thirty working days after the expiry of its validity.

- 2) Bids which are incomplete, not sealed, submitted late or by other than the specified mode will not be considered and will stand disqualified.
- 3) The bidders are requested to offer their best and final prices (Financial Bid).
- 4) Income/Sales tax registration certificate, must accompany the bids. Taxes will be deducted as per GOP rules.

For any queries related to training program, kindly contact at:

Tel: [+ 92-42-99232121-147](tel:+92-42-99232121-147) Email: bootcampinfo@pitb.gov.pk

Disclaimer

PITB reserves the right to accept or reject any or all proposals without assigning any reason.

ANNEXURE-1

Course Schedule and Structure

The schedule of training is as under:

S. #	Course Description	Duration	Participants
1	Training Program # 1	16-Aug-2010 to 08-Oct-2010	50-60

Detailed Structure of the Program:

Training # 1:

Programming Module (Week 1 – 2)				
Day	8-9:45	10:00-12:30	1:20 - 3:00	3:00-6:00
Mon – Friday	Programming Lecture	Lab	Programming Lecture	Lab
Sat- Sun	Major Assignments 1&2			

Design Module (Week 3 – 4)				
Day	8-9:45	10:00-12:30	1:20 - 3:00	3:00-6:00
Mon – Friday	Design Lecture	Lab	Design Lecture	Lab
Sat- Sun	Major Assignments 3&4			

Software Development Module (Week 5 – 8)		
Day	8-9:45	10:00- onwards
Mon – Friday	Soft skills Lecture , once or twice a week key note address by someone from industry	Project Implementation
Sat- Sun	Testing and Bug fixing + [lectures on software testing]	