

GOVERNMENT HOLDINGS (PRIVATE) LIMITED

Invitation to Bid

for

Hiring of a Training Firm for MS Office & Outlook Training



GOVERNMENT HOLDINGS
(PRIVATE) LIMITED

ITB Document No:	GHPL/Gen/07/04-25
Bid Closing Date:	May 02, 2025 at 12:00 PM
Bid Opening Date:	May 02, 2025 at 12:30 PM

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GOVERNMENT HOLDINGS (PRIVATE) LIMITED
HIRING OF TRAINING FIRM FOR MS OFFICE & OUTLOOK TRAINING
INVITATION TO BID

1. *Government Holdings (Private) Limited* (hereinafter referred to as ‘GHPL’ or the ‘Company’) hereby invites e-bids for “Hiring of Training Firm for MS office & Outlook Training” at GHPL’s Office 5th floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.
2. A single-stage two-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidders may download the tender document from the Company’s website i.e. www.ghpl.com.pk or from EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before **May 02, 2025** (‘Closing Date’) at 12:00 pm. Bids will be opened at 12:30 pm on the same day at GHPL’s office and bidders’ authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through the “Bid Data Sheet” to acquaint themselves with the details of the bidding process including the Company’s correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. GHPL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide the information of its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and GHPL.

Sincerely,

Dy. General Manager (HR & Administration),
Government Holdings (Private) Limited,
E-mail: procurement@ghpl.com.pk

SECTION 1: INSTRUCTIONS TO BIDDERS**A. INTRODUCTION**

- 1) **General:** The Company invites e-bids for Hiring of Training Firm for MS Office & Outlook Training.
- 2) **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid and GHPL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

B. BID DOCUMENTS

- 3) **Examination of Bid Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms, and specifications contained in the Bid Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the result of evaluation of its Bid.
- 4) **Clarification of Bid Documents:** A prospective bidder seeking clarification on the bid documents should seek such clarification in writing via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided in writing through EPADS.
- 5) **Amendments of Bid Documents:** The Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bid Documents. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the Company may, at its discretion, extend the deadline for the Submission of Bids. All communication related to amendments will be shared at EPADS portal.

C. PREPARATION OF BIDS

- 6) **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Company shall be written in the English language.
- 7) **Documents Comprising the Bid:** The Bid must provide the following documents establishing Bidder's eligibility and qualification:
 - **SECTION 2: Bid Data Sheet**
 - **SECTION 3: Bid Submission Form**
 - **SECTION 4: Technical Compliance Sheet**
 - **SECTION 5: Financial Compliance Sheet**
 - **SECTION 6: General Terms and Conditions**
 - **Attachments required:**
 - **Annex – A (Organization Information)**
 - **Annex – B (Eligibility Response Check List)**
 - **Annex – C (Technical Evaluation Criteria Sheet)**
 - **Annex – D (Scope of Work)**
 - **Annex – E (Integrity Pact)**
- 8) **Bid Currencies/Bid Prices:** All prices shall be quoted in Pak Rupees. The bidder shall indicate on the appropriate Price Schedule the unit price (where applicable) and total Bid Price (inclusive & exclusive of all taxes) of the goods and services it proposes to supply under the contract.

- 9) **Period of Validity of Bids:** Bids shall remain valid for 90 days after the date of bid submission described herein. A bid valid for a shorter period may be treated as non-responsive and thus will be rejected. In exceptional circumstances, GHPL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

D. SUBMISSION OF BIDS

- a. Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline i.e. May 02, 2024 at 12:00 pm.
- b. For the sake of clarity, it may be noted that a single-stage two-envelope procedure will be adopted. The bidders are required to submit their bids in accordance with this Bid Document, which shall be uploaded on EPADS before the closing deadline.
- c. BIDDERS will not be permitted to withdraw or amend/revise their bids after submission to the GHPL.
- d. Bidders are required to submit a Bid Bond in form of a demand draft/pay order/bank guarantee equivalent to PKR 30,000/- (Pak Rupees Thirty Thousand only) drawn in favor of "Government Holdings (Private) Limited" before the bid closing deadline otherwise bid will be rejected. The Bid Bond of unsuccessful BIDDERS will be returned in thirty (30) days after bid opening date. The Bid Bond of successful BIDDER will be replaced by a performance bond equivalent to 05% of the contract price which will be provided prior to issuance of the purchase order. The successful bidder will be required to submit the performance bond within ten (10) working days after intimation by GHPL to the successful bidder, failing which, the Company shall have the right to announce the second lowest bidder as the successful bidder. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays to accept the fully termed purchase order or fails to submit performance bond within the stipulated time.
- e. GHPL may, at any time prior to the time specified for submission of bids, issue modification(s) in this Bid Document or any of its annexes in the form of an addendum, either in response to a clarification and/or amendment requested by BIDDERS or whenever the GHPL considers it appropriate to issue such clarification and/or amendment to BIDDERS. Clarifications and/or amendments shall be shared at EPADS portal.

10) Deadline for Submission of Bids/Late Bids:

- 11.1 Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet Section-2.
- 11.2 The Company may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 (Amendments of Bid Documents) of Instructions to Bidders, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 11.3 Any bids sent by other means will not be entertained.

E. OPENING AND EVALUATION OF BIDS

11) Opening of Bids:

- 12.1 The Company will open all Bids, at the time, on the date, and at the place specified in Section-2 of this Bid Document, in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in Section-2 of this Bid Document. The Bidders' Representatives who are present shall sign an attendance sheet evidencing their attendance.
- 12.2 The Bidders' names, bid modifications (if any) or withdrawals, and the presence or absence of requisite bid bond and such other details as the Company, at its discretion, may consider appropriate, will be announced at the opening. Non-responsive bids shall only be rejected after bid opening with reasons to be recorded in writing by the Company.

12) Clarification of Bids: To assist in the examination, evaluation, and comparison of bids, GHPL may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing through email.

13) Evaluation of Bids:

- 13.1 Prior to the detailed evaluation, GHPL will determine the substantial responsiveness of each bid. A substantially responsive bid is one which conforms to all the terms and conditions (as provided in Annex-B). Any bidder failing to provide the documents as mentioned in Annex-B shall be technically disqualified from the bidding process.
- 13.2 GHPL will carry out a detailed technical evaluation (As per Annex-C) of the bids to confirm that a bid is complete in all respects whether it conforms to the requirements as set out in the Bid Documents and bidder is technically qualified.
- 13.3 **Technical Evaluation Criteria:** The Technical Proposal of eligible bidders will be evaluated using the required specification mentioned in Scope of Work. Technical qualification shall be decided on the basis of criteria as provided with this Bidding Document and enclosed as Annex-C. The bidders securing at least 70 marks shall be declared technically qualified.
- 13.4 **Financial Evaluation:** The financial bids of only the technically qualified bidders will be considered for financial evaluation. Financial evaluation will be based on the total prices inclusive of all applicable taxes. The Contract/work order will be awarded on Quality and Cost Based Selection (QCBS) method, on 70% quality and 30% cost basis.

F. AWARD OF CONTRACT

- 14) Notification of Award:** Prior to the expiration of the period of bid validity and after fifteen working days of the publishing of the bid results on PPRA website, the Company will issue the purchase order to successful bidder. The Bidder may only accept the purchase order and return an acknowledgement copy of purchase order, by timely delivery of the goods in accordance with the terms of the purchase order/bid document, as herein specified. Acceptance of the purchase order shall govern the rights and obligations of the parties.
- 15) Award Criteria:** The Company will issue a purchase order to the successful bidder. The Company reserves the right to accept or reject any bid, to annul the bid process, and reject all Bids at any time prior to award of the Contract/issuance of purchase order, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the Company's action.

- 16) Performance Security:** The successful bidder shall provide the performance bond equivalent to 05% of the purchase order/contract price at the time of receiving the purchase order in the form of a demand draft/pay order in favor of “Government Holdings (Private) Limited”. The Performance Bond will be returned after two months of successful delivery of goods/services under the purchase order/contract.
- 17) Signing of Purchase Order:** Within ten (10) working days of receipt of the purchase order the successful bidder shall sign, date, and return it to the Company.
- 18) Schedule of Payment:**
- i. All payments shall be made upon the successful completion of project deliverables as per scope of work (Annex-D). Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
 - ii. The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. GHPL will pay the invoices after completion of necessary approvals within 30 days after receipt of the invoice.
 - iii. All payments shall be transferred directly to the bidders provided bank account in Pak Rupees (PKR).
 - iv. No payment shall be made to the bidder in advance.
 - v. The payment shall be made to the bidder only when it is on the Active Taxpayers List (ATL) of FBR. If the bidder is not in ATL at the time of processing of invoice, no payment shall be made until the bidder appears in ATL of FBR.
 - vi. The relevant applicable tax laws shall be applied to invoices and payments. Taxes shall be deducted at source as per applicable laws at the time of payment.
- 19) Confidentiality:** The Supplier shall keep all the information pertaining to bidding process especially evaluation of bid, confidential.

SECTION 2: BID DATA SHEET

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

Deadline for Submission of Bids:	12:00 PM on May 02, 2025 (Pakistan Standard Time)	
Opening of Bids	12:30 PM on May 02, 2025 (Pakistan Standard Time)	
Bids to be received at:	Government Holdings (Private) Limited (GHPL), 5th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad	Attention: “DGM (HR & Administration)” Sealed Bid No: <u>GHPL/Gen/07/02-25 – Hiring of Training Firm for MS Office & Outlook</u> <u>Training Deadline: On or before May 02, 2025 at 12:00 pm (Pakistan Standard Time)</u>
Delivery:	7 th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.	
Goods for use in (Country):	Pakistan.	
Bid Validity Period:	90 days.	
Language of the Bid:	English.	
Written communication	Through EPADS (https://eprocure.gov.pk) & email (Procurement@ghpl.com.pk)	
Requests for additional information:	Must be received at least seven (07) working days before the deadline for submission of bids. Bidders are encouraged to raise queries as early as possible.	

**SECTION 3: BID SUBMISSION FORM****Must be duly completed by the Bidder and returned with the Bid****To:****DGM (HR & Administration)****Government Holdings (Private) Limited****5th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad****+92-51-9211236-37, +92-51-92112 39-40**

Dear Sir/Madam,

Having examined the above-referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods/services.

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with all requirements mentioned in this TOR will be fulfilled and delivered the same to the designated point(s) within the delivery time.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder		
Address of Bidder		
Authorized Signature		Date:
Name of Representative		
Signature (Representative)		

**SECTION 4: TECHNICAL COMPLIANCE SHEET TO BE COMPLETED BY BIDDER**

To be filled and attached with the Technical Bid to Qualify		
Sr. No.	Attributes	Status/Response of the Bidder
1	Company/Partnership/Sole Proprietorship	
2	Office Detail / Outlets	
3	Major Cliental List	
4	Delivery time (in terms of days/weeks)	

Note: The bidder must provide the supporting documents.

Signature and Stamp by the Bidder: _____

**SECTION 5: FINANCIAL COMPLIANCE SHEET**

Financial Compliance Sheet (FCS) to be completed by Bidders. Separate Financial Cost including all Taxes and allied charges must be provided.

Sr. No.	Item Name	Quantity (Nos.)	Unit Price (without Taxes) Rs.	Total Price (without Taxes) Rs.	Applicable Taxes Rs.	Total Prices (inclusive of all applicable taxes) Rs.
01	Training Session (Basic to Intermediate)	01				
02	Training Session (Intermediate to Advance)	01				
03	Training Session (Advance with AI)	01				
Total Prices Inclusive of All Applicable Taxes (Rs.) – In Figures						
Total Prices Inclusive of All Applicable Taxes (Rs.) – In Words						
Applicable Taxes (Bidders must mention applicable tax type and percentage) Tax(s) Type: _____ Tax(s) Percentage: _____						

Note:

- i. Any arithmetic errors in the financial proposal shall be corrected as follows:
 - a. If there is a discrepancy between the amounts in figures and words, the amount in words shall prevail;
 - b. If there is a discrepancy between the unit rate and the total rate, the unit rate shall be considered, and the total cost will be calculated by multiplying the unit rate with the required quantity;
 - c. The revised, corrected amounts, as detailed above, will be communicated to the bidder, who will be required to accept the revised calculations. If the bidder does not accept, the bid shall be rejected, and the bid bond shall be forfeited.
- ii. Applicable taxes (Sales Tax, Levies, Duties, etc.) shall be on account of buyer as per prevailing rates.
- iii. Bidders are required to complete the FCS and provide all the data as listed below:

Please confirm hereafter:

Payment terms: _____

Name of the Trainer: _____

Address of Trainer: _____



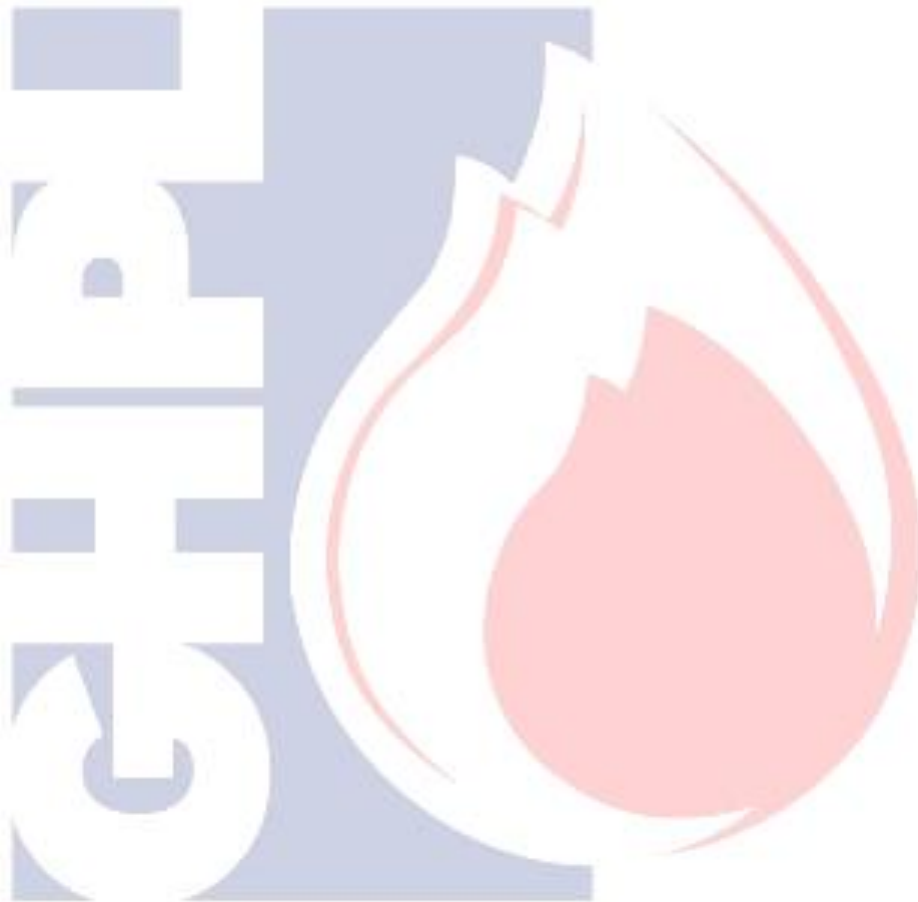
Name of authorised Representative: _____

Phone number: _____

Email address: _____

Date: _____

Signature and Stamp: _____



SECTION 6: GENERAL TERMS AND CONDITIONS

The terms and conditions applicable to the work/purchase order will be considered.

1. GOODS AND SERVICES DEFINED: Goods/Services are hereinafter deemed to include, without limitation, as specified above, which the Bidder is, required to supply under the work/purchase order. Services are hereinafter deemed to include services ancillary to the supply of the Goods/services including, without limitation, transportation and such other obligations as required under the work/purchase order.

2. ACCEPTANCE OF THE WORK/PURCHASE ORDER: The work/purchase order may only be accepted by the bidder's signing and returning an acknowledgment copy of it or by timely delivery of the goods/services in accordance with the terms of the work/purchase order, as herein specified. Acceptance of the work/purchase order shall form a contract between the parties under which the rights and obligations of the parties shall be governed, including these general conditions. No additional or inconsistent provisions proposed by the bidder shall bind GHPL unless agreed to in writing by a duly authorized official of GHPL.

3. INVOICE AND PAYMENT:

- i. All payments shall be made upon the successful completion of project deliverables as per scope of work (Annex-D). Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
- ii. The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. GHPL will pay the invoices after completion of necessary approvals within 30 days after receipt of the invoice.
- iii. All payments shall be transferred directly to the bidders provided bank account in Pak Rupees (PKR).
- iv. No payment shall be made to the bidder in advance.
- v. The payment shall be made to the bidder only when it is on the Active Taxpayers List (ATL) of FBR. If the bidder is not in ATL at the time of processing of invoice, no payment shall be made until the bidder appears in ATL of FBR.
- vi. The relevant applicable tax laws shall be applied to invoices and payments. Taxes shall be deducted at source as per applicable laws at the time of payment.

4. INSPECTION AND ACCEPTANCE: All Goods/Services shall be subject to inspection and testing by GHPL or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by GHPL.

If any inspection or test is made on the premises of the Bidder or its Supplier with the consent of GHPL, the Bidder, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and tests on the premises of the Bidder or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Bidder. Final acceptance or rejection of the goods/services shall be made as soon as practicable after delivery, but failure to inspect and accept or reject Goods/Services shall neither relieve the Bidder from responsibility for non-conforming Goods/Services nor impose liabilities on GHPL therefor. The Bidder shall provide and maintain an inspection, quality, and control system covering the Goods/Services which is acceptable to GHPL. Records of all inspection work by the Bidder shall be kept complete and made available to GHPL during the performance pursuant to this Order and for twenty-four (24) months thereafter or for such other period as may be specified in this Order. Copies of all material certifications and test results shall be submitted to GHPL upon request.

5. FITNESS OF GOODS & SERVICES INCLUDING PACKAGING: Bidder warrants that the Goods/services conform to the specifications and are fit for the purposes for which the Goods/services are specifically used, as well as for purposes, in locations and under circumstances made known to the Bidder by GHPL. Bidder warrants that the Goods/services are new, of current manufacture, and free from defects.

The Bidder also warrants that the Goods are securely contained, packaged, and marked, taking into consideration the mode(s) of shipment, in a manner to protect the Goods during delivery to their ultimate destination. Any deviation from the agreed specification will not be accepted. Immediate replacement would be made if the products will not be found original and as per specification document.

6. WARRANTY: The bidder warrants and certifies that it will repair or replace without expense to GHPL, any Goods/Services or components that prove to be defective in Quality/Functionality, within the warranty period, from the date such Goods/Services are delivered to and accepted at the final destination indicated in the work/purchase order.

7. INDEMNIFICATION: The Bidder shall indemnify, hold and save harmless and defend at its own expense GHPL, its personnel, agents, representatives, and its affiliates from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Bidder or its personnel or others responsible to the Bidder in the performance pursuant to this Order.

8. INTEGRITY PACT: The Bidder will be required to sign and stamp Integrity Pact as per PPRA Rules, attached in Annex-E.

9. VARIATION IN QUANTITIES: The quantities specified in this Order must not be exceeded or decreased without the prior written authorization of GHPL.

10. CHANGES: GHPL may at any time by written instruction make changes within the general scope of the work/purchase order. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to the work/purchase order, an equitable adjustment shall be made in the work/purchase order price, or delivery schedule, or both, and the work/purchase order shall either be amended or terminated or reissued accordingly.

Any claim for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Bidder of the notification of change: providing, however, that GHPL may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under the work/purchase order. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 21. However, nothing in this Clause shall excuse the Bidder from proceeding with the work/purchase order as changed.

No modification of or change in the terms of the work/purchase order shall be valid or enforceable against GHPL unless it is in writing and signed by a duly authorized representative of GHPL.

11. TERMINATION FOR CONVENIENCE: GHPL may terminate the work/purchase order, in whole or in part, upon notice to the Bidder. Upon receipt of notice of termination, the Bidder shall take immediate steps to bring the work and services to a close in a prompt and orderly manner and shall not undertake any forward commitment from the date of receipt of notice of termination.

In the event of Termination for Convenience, no payment shall be due from GHPL to the Bidder except for Goods/Services already delivered prior to termination and for the cost of such necessary work as GHPL may request the Bidder to complete.

12. REMEDIES FOR DEFAULT: In case of failure by the Bidder to perform according to the work/purchase order, including but not limited to failure to obtain necessary licenses or to make delivery of all of the Goods/Services by the agreed delivery date, GHPL may, after giving the Bidder reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- i. Procure all or part of the Goods/Services from other sources, in which event GHPL may hold Bidder responsible for any excess costs occasioned thereby;
- ii. Refuse to accept delivery of all or part of the Goods/Services;
- iii. Terminate the work/purchase order;
- iv. Require Bidder to ship via premium means, at Bidder's expense, to meet the delivery schedule;
- v. Impose liquidated damages pursuant to para 13 (ii).

13. LIQUIDATED DAMAGES FOR DELAY:

- i. In the event the Bidder fails to deliver any or all of the Goods/Services within the period agreed in the work/purchase order, the Company either shall allow an extension in the delivery period pursuant to a written request by the Contractor with justifications or deduct the amount as per para 13 (ii).
- ii. If the Bidder fails to deliver any or all of the Goods/Services or perform any of the services within the time period specified in the work/purchase order, GHPL may, without prejudice to any other rights and remedies deduct from the total price stipulated in the work/purchase order, an amount of 1.25% per week for 8 weeks (with a cap of 10%). Thereafter GHPL shall have the right to terminate the work/purchase order and recover the damages by way of forfeiting the Performance Security.

14. FORCE MAJEURE: The Bidder shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this order is the result of an event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Bidder, not involving the Bidder's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared), and other events of a similar nature or force. Force Majeure shall not include Bidder's inability to procure materials, equipment, etc. to pay its Bidders, vendors or workers, etc., or any other event involving Bidder's financial disability or inconvenience.

15. SOURCE OF INSTRUCTION: The Bidder shall neither seek nor accept instructions from any authority external to GHPL in connection with the performance pursuant to the work/purchase order. The Bidder shall refrain from any action which may adversely affect GHPL.

16. OFFICIALS NOT TO BENEFIT: The Bidder warrants that no official of GHPL has received or will be offered by the Bidder any direct or indirect benefit of any kind, or any gift, payment, or other consideration in connection with or arising from the Contract or the award thereof. The Bidder agrees that a breach of this provision is a breach of an essential term of the work/purchase order.

17. USE OF NAME, EMBLEM, OR OFFICIAL SEAL OF GHPL: Unless authorized in writing, the Bidder shall not advertise or otherwise make public the fact that it is performing, or has performed, services for GHPL or use the name (or any abbreviation thereof), emblem or official seal of GHPL for advertising

or any other purpose.

18. ASSIGNMENT AND INSOLVENCY: The Bidder shall not, except after obtaining the prior written approval of GHPL, assign, transfer, pledge, or make other disposition of the work/purchase order or any part hereof or any of the Bidder's rights or obligations under the work/purchase order to any third party.

Should the Bidder become insolvent or should control of the Bidder change by virtue of insolvency, GHPL may, without prejudice to any other right or remedy, terminate the work/purchase order by giving the Bidder written notice of such termination.

19. PRIVILEGES AND IMMUNITIES: Nothing in or relating to the work/purchase order shall be deemed a waiver of any of the privileges and immunities of GHPL.

20. OBSERVANCE OF THE LAW: The Bidder shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the work/purchase order.

21. AUTHORITY TO MODIFY: Only the GHPL's Authorized Official possesses the authority to agree on behalf of GHPL to any modification of or change in the work/purchase order, to a waiver of any of its provisions or any additional contractual relationship of any kind with the Bidder. Accordingly, no modification or change in the work/purchase order shall be valid and enforceable against GHPL unless provided by an amendment to the work/purchase order signed jointly by the Bidder and the GHPL's Authorized Official.

22. GOVERNING LAW: The work/purchase order shall be governed and interpreted in accordance with the laws of Pakistan. Any dispute or confusion arising out of the work/purchase order shall be resolved amicably. Failing an amicable settlement, the dispute shall be resolved through arbitration by sole arbitrator under the *Arbitration Act 1940*.

ANNEX – A**ORGANIZATION INFORMATION**

Organization Information		
Sr.No.	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General /Sales Tax Number	
5	Status of Organization (whether company, partnership, or otherwise)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Email:	
	Fax:	
	Mobile:	

ANNEX – B**ELIGIBILITY RESPONSE CHECKLIST**

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Attach the documents (Yes /No)	
1	Technical Compliance as mentioned in Scope of Work (Annex-D)		
3	Training Methodology(s)		
4	Trainer's profile; similar trainer will provide training to the Company		
5	The Training firm must have an experience in providing the similar trainings (Word, Excel and power point is mandatory)		
6	Client List (Attach your company's profile, Client Details along with Contact Numbers)		
7	Evidence of Company/Firm/Sole Proprietorship Incorporation Certificate/Chamber Registration (whichever is applicable; copy required)		
8	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (To be uploaded scanned of original)		
9	Proof of NTN/GST (if applicable)		
10	Bid Bond of PKR 30,000/-		
11	Integrity Pact (if applicable)		

Note: The bidder must provide the supporting documents.

ANNEX – C

TECHNICAL EVALUATION

Technical specifications as provided in Annex-D should be fully complied with to proceed further with the technical evaluation criteria. Relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded.

Sr. No.	Descriptions	Points	Maximum Points	(Attachments)
1.	Financial Strength (Annual Turnover of last financial year) 7.5 million and above = 10 marks Less than 7.5 million = 5 marks	10	10	Provide audited financial reports of last financial year
2.	Total trainings provided by firm in last 3 years		35	Provide documentary evidences
	Minimum 30 trainings (0.5 marks for each training)	15		
	Similar trainings - 2 Marks for complete trainings (Word, PowerPoint, Excel, Outlook, SharePoint, Teams). - 1 Mark for partial trainings (word, excel and powerpoint)	20		
3.	Training Firm Existence		10	Evidence of company registration
	More than 5 years	10		
	Below 5 years	05		
4.	Trainer(s) Profile		30	Attach CV, & copy of certificates, degrees, and trainings
	Trainer Experience in providing similar trainings. - More than 10 Years' experience: 20 Marks - 5 to 10 Years' experience: 10 Marks - Below 5 Years' experience: 00 Marks	20		
	Trainer Certifications (MOS, MCT, MCE or related certifications)	10		
5.	Training Methodology(s)	15	15	Provide detail on training methodology
	Total Marks Awarded		100	
	Passing Criteria			70 Marks

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100

1. Financial Evaluation Criteria

Financial bids will be opened only for those Companies/Firms who will secure at least **70 marks** in Technical Evaluation. Criteria for evaluation of financial bids are as under:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtain the same Final Score then preference will be given to the bidder having the highest marks at its technical evaluation stage.

ANNEX – D**SCOPE OF WORK**
TERMS AND CONDITIONS AND TECHNICAL SPECIFICATIONS**Introduction:**

This training program is designed for employees at various levels to master essential Microsoft tools, including MS Office, Outlook, Teams, OneDrive, and SharePoint. The goal of this training is to enhance communication, teamwork, document management, and decision-making, driving business efficiency and supporting the company's vision of growth and innovation.

Training Methodology:

The training methodology will incorporate a comprehensive approach, including lecture delivery, interactive PowerPoint presentations, scenario-based assignments, and hands-on practical exercises. The firm will ensure that the training plan covers all specified topics in detail. Additionally, the training firm will ensure that the content is up-to-date, relevant, and aligned with the learning objectives outlined in the program. The training will be conducted over a defined number of days at the GHPL office, with the exact dates to be finalized in collaboration with the successful training provider following the issuance of the order.

(Please explain the approach and the methodology you would adopt for delivering each training session in below mentioned table)

Training Title	Methodology/Approach			
	Day 1		Day 2	
	Topics covered	Delivery type (visual aid PPT slides, videos, class room Lectures, scenario-based case studies, practical exercises, etc.)	Topics covered	Delivery type (PPT slides, Lectures, scenario-based assignments, practical exercises, etc.)
Basic to intermediate				
Intermediate to advance				
Training Title	Methodology/Approach (Delivery type (PPT slides, Lectures, scenario-based assignments, practical exercises, etc.)			
Advance with AI				

**1. Scope of Work:**

Scope of work/ Training content required is defined below.

	Quarter 1-2 of 2025	Quarter 1-2 of 2025	Quarter 1-2 of 2025
Level	Basic to Intermediate	Intermediate to Advance	Advance with AI
Target Audience	Office Assistants, Executives & Officers	Managerial level (Officers, Deputy Managers, Managers & Deputy General Managers)	Senior Management Level (C-Level & HOD's)
Number of Audience	15-20	10-15	Up to 10
Duration	2 Days each training		Half Day
Introduction	This training program is designed to provide entry-level, managerial level & Senior Management Level employees with comprehensive knowledge and hands-on experience in using key Microsoft productivity tools: MS Office, MS Outlook, Teams, OneDrive, and SharePoint. In today's fast-paced and collaborative work environment, these tools are essential for effective communication, document management, and teamwork.		
Learning objectives	<ul style="list-style-type: none"> Demonstrate proficiency in using Microsoft Office tools (Word, Excel, PowerPoint) for creating and editing documents, spreadsheets, and presentations. Apply advanced features of Microsoft Office Suite for complex document formatting, data analysis, and presentation creation to drive business efficiency. Effectively manage emails, calendars, and tasks using MS Outlook to enhance communication and time management. Leverage MS Teams for effective team collaboration, project management, and communication within cross-functional groups. Manage and store documents securely on SharePoint, ensuring seamless collaboration, version control, and document access across the organization. By the end of this training session, senior management will be able to understand and identify key applications of Artificial Intelligence (AI) in office environments, enabling them to leverage AI-driven tools to streamline decision-making, enhance productivity, and optimize business operations for improved strategic outcomes. 		
Post Training	Post training reports and individual participant analysis are provided to help organization gauge the progress level of those who attended. An additional half-day post-training follow-up should also be available for participants requiring it on request to identify the progress and current gaps that need to be addressed after training is completed. This post-training follow-up should provide valuable information on how well individuals have embraced training skills and to what extent they are practicing and demonstrating these in their own job roles.		
Outcome	<ol style="list-style-type: none"> Demonstrate Proficiency in Microsoft Office Suite Enhance Communication and Time Management with MS Outlook Leverage MS Teams for Collaboration and Project Management Maximize File Storage and Sharing with OneDrive Streamline Document Management with SharePoint Ability to integrate AI tools into their daily workflows, enhancing operational efficiency and decision-making processes. strategic understanding of AI's potential to drive innovation, improve productivity, and deliver business growth. 		

Microsoft Office (Word, Excel, PowerPoint)**A. Microsoft Word****• Intermediate Level:**

Using Ruler	Tracking Changes	Quick Parts
<ul style="list-style-type: none"> Understand tabs Set up and edit tabs Type with tabs Leader dots Work with indents 	<ul style="list-style-type: none"> Turn on track changes Make changes Track options Showing/hiding balloons Accepting/rejecting changes 	<ul style="list-style-type: none"> Save an item as a Quick Part Add and modify a Quick Part Inserting a Quick Part Delete a Quick Part

	<ul style="list-style-type: none"> Turn off track changes 	
Advanced Find & Replace	Styles	Headers and Footers
<ul style="list-style-type: none"> Basic find and replace Advanced find and replace Find and replace non-printing characters 	<ul style="list-style-type: none"> Apply existing styles Update and modify styles Create new styles Add styles to the template Heading numbering Table of contents from styles 	<ul style="list-style-type: none"> Create a header and footer Add page numbering Insert the filename and path Header and footer margins Different first pages Different odd and even pages
Advanced Tables	Bullets and Numbering	Pictures
<ul style="list-style-type: none"> Merge and split cells Text direction Table headings split a table Positioning a table on a page Sort rows in a table Convert tables to text 	<ul style="list-style-type: none"> Create a list Change bullet symbols Adding lines without bullets Restart and continue numbering Change numbering Adjust spacing Troubleshoot misaligned bullets and numbers Multilevel numbering Picture bullets 	<ul style="list-style-type: none"> Crop image Add floating and inline captions Compressing an image Clip art and online images Add alternate text Insert a table of figures

• Advanced Level:

Referencing Long Documents	Importing & Linking	Advanced Tracked Changes
<ul style="list-style-type: none"> Creating and modifying table of contents Adding and modifying captions Inserting Citations and creating sources Create a bibliography Footnotes and Endnotes 	<ul style="list-style-type: none"> Copy and paste linking another Word document Pasting and linking Excel Linking directly from SharePoint Direct link to a recently opened document 	<ul style="list-style-type: none"> Comparing and combining documents Comparing two versions of a document Combining multiple sets of revisions Restrict document editing
Mail Merging	Indexes	Inserting SmartArt and Drawing Tools
<ul style="list-style-type: none"> Mail merge wizard Link to a table or spreadsheet Merge to labels Fill in fields 	<ul style="list-style-type: none"> Marking index entries Marking cross-references Creating an index Updating an index 	<ul style="list-style-type: none"> Add a SmartArt diagram Enter text Add and change shapes Format SmartArt
Recording Macros	Electronic Forms	
<ul style="list-style-type: none"> Macro enabled file formats Macro security levels Set trusted locations Prepare to record macros Record and run a simple macro Assign a keyboard shortcut Assign a macro to the toolbar Edit and delete a macro 	<ul style="list-style-type: none"> Adding a text content control Setting content control properties Removing content controls Customizing a control in design mode Adding date controls to a form Creating drop lists Creating check boxes Adding legacy form controls Protecting an electronic form Form protection and section breaks 	

B. Microsoft Excel

• Intermediate Level:

- Advanced functions (VLOOKUP, HLOOKUP, IF statements)
- Data validation and conditional formatting
- PivotTables and Pivot Charts

Functions and Formulas	Working with Date and Time	Conditional Formatting
<ul style="list-style-type: none"> Absolute cell referencing 	<ul style="list-style-type: none"> Date functions – TODAY and NOW 	<ul style="list-style-type: none"> Format cell value

<ul style="list-style-type: none"> Function syntax Common statistical functions The COUNTIF function The SUMIF function The IF function 	<ul style="list-style-type: none"> EDATE and NETWORKDAYS Work with time values AutoFill date sequences 	<ul style="list-style-type: none"> Format using a formula Editing conditional formatting rules Adding sparklines
Advanced Sorting/Filtering	Advanced Charts	
<ul style="list-style-type: none"> Sorting custom lists Sorting by colour Complex filtering criteria Searching for criteria SUBTOTAL function Subtotalling a list Creating a simple PivotTable 	<ul style="list-style-type: none"> Creating a chart sheet Switch columns/rows Create a dual axis chart Changing a series chart type Moving a chart 3D charts 3D chart rotation Create a simple, static dashboard 	

• Advanced Level:

- Advanced data analysis tools (Power Query, What-If Analysis)
- Macros and VBA basics for automation
- Dashboard creation and data visualization techniques

Protecting Your Data	Range Names	Data Validation
<ul style="list-style-type: none"> Workbook protection Protecting cells Protecting structure 	<ul style="list-style-type: none"> Defining range names Using names in formulas Navigating with names Documenting range names 	<ul style="list-style-type: none"> Limiting cell values Creating drop-down cell lists Validation error messages
Advanced Functions	Linking, Consolidating and Exporting	Tables
<ul style="list-style-type: none"> The IF functions Nested IF functions The IFS Function The AND function The OR functions Concatenation Text functions VLOOKUP function The IFERROR function 	<ul style="list-style-type: none"> Workbook linking Dealing with broken links 	<ul style="list-style-type: none"> Creating a table from a list Naming a table Auto expanding a table Formatting a table The totals row Create PivotTable from table Formulas in tables Referring to tables in external formulas
Pivottable	Pivot Charts	
<ul style="list-style-type: none"> Create a PivotTable Rearrange data Applying filters Adding fields Modify field settings Refreshing data Formatting a PivotTable 	<ul style="list-style-type: none"> Creating a PivotChart Filtering a PivotChart 	

C. Microsoft PowerPoint

• Intermediate Level:

- Creating interactive presentations (hyperlinks, action buttons)
- Effective use of multimedia (videos, audio)

Starting PowerPoint	Creating A Presentation	Using the Other Views
<ul style="list-style-type: none"> The PowerPoint screens Navigating the PowerPoint interface 	<ul style="list-style-type: none"> Adding text to a placeholder Changing font size Adding a slide 	<ul style="list-style-type: none"> View buttons Normal view Using the zoom tools

	<ul style="list-style-type: none"> Paragraph Spacing Changing slide layouts Navigating a presentation Inserting clip art Sizing the picture Moving the picture Rotating the picture Design themes 	<ul style="list-style-type: none"> Slide sorter view Rearranging, duplicating and deleting slides Notes page view Adding notes Viewing the slide show
Editing Text	Using Shapes	Using Outline View
<ul style="list-style-type: none"> Moving and sizing text placeholders Formatting text Adding extra text boxes Bullets and Numbering Customize Bullets and Indents Spelling 	<ul style="list-style-type: none"> Adding a drawing shape Changing the colour Typing text into the shape Shape effects Shape styles Object placement Shape adjustment handles Formatting techniques Connecting lines Grouping shapes 	<ul style="list-style-type: none"> Demoting and promoting text Adding text using outline view Promoting and demoting text in outline view Rearrange text in an outline Add and delete text in outline view
Using Pictures	Inserting A Photo Album	Slide Shows
<ul style="list-style-type: none"> Inserting pictures from a file Formatting pictures Removing a background Compressing pictures Cropping pictures 	<ul style="list-style-type: none"> Creating a photo album Add photo captions Applying a theme to your album 	<ul style="list-style-type: none"> Viewing a slide show Timing and transitions Adding animation the animation pane Changing animation effects Changing animation timing Reorder animation sequence
Printing		
<ul style="list-style-type: none"> Printing options Controlling print colors Printing notes pages Printing handouts Printing the outline Create PDF Spelling 		

• Advanced Level:

- Designing custom templates
- Master slides for consistent formatting
- Animation and transition best practices

Slide Masters	Advanced Slide Shows	Inserting Charts
<ul style="list-style-type: none"> View the slide master Modify the slide master Insert dates, times, slide numbering and a logo on all slides Format the object area Modify individual layouts 	<ul style="list-style-type: none"> Create a custom show Run a custom show Edit a custom show Set up a show Slide show controls Broadcast a slide show Record timings and narration 	<ul style="list-style-type: none"> Insert a chart Work with the datasheet Change the chart type Size and move a chart Chart styles and layouts Format a chart Edit chart data
Inserting SmartArt	Importing and Exporting	Editing Clip Art
<ul style="list-style-type: none"> Choose a SmartArt diagram Add text Add and delete shapes Change SmartArt layout Convert text to SmartArt Create an organization chart 	<ul style="list-style-type: none"> Insert slides from other presentations Insert slides from a Word document Link an object in PowerPoint Export data to Microsoft Word 	<ul style="list-style-type: none"> Insert a picture Ungroup a picture Change parts of a picture Remove parts of a picture Add to the picture Group the picture

<ul style="list-style-type: none"> Reset SmartArt 		
Video	Motion Paths and Triggers	Tables
<ul style="list-style-type: none"> Insert the video Play the video in normal view Video tools Format the video 	<ul style="list-style-type: none"> Add a motion path animation Add a trigger 	<ul style="list-style-type: none"> Insert a table Modify the table Table styles and borders Draw a table
Hyperlinks and Action Buttons	Notes And Handouts	Package For USB Drive
<ul style="list-style-type: none"> Create and remove a hyperlink Create buttons for an interactive presentation 	<ul style="list-style-type: none"> Notes master Handout master 	<ul style="list-style-type: none"> Copy to USB drive

3. Microsoft Outlook

A. Intermediate Level:

- Organizing emails with folders and categories
- Advanced search techniques
- Calendar management (shared calendars, meeting requests)

Account and Contacts	Email and Messages	Signature/AutoCorrect
<ul style="list-style-type: none"> The Outlook Interface Starting Outlook Setting up accounts Introducing contacts Adding contacts Viewing contacts Searching for contacts Creating contact folders Creating contact groups 	<ul style="list-style-type: none"> Introducing email Finding the inbox Reading email Flagging and categorizing messages Organizing messages with folders Searching for messages Creating new messages 	<ul style="list-style-type: none"> Formatting a message Replying and forwarding Adding attachments Working with signatures Working with autocorrect and quick parts

B. Advanced Level:

- Email rules and automated responses
- Integrating Outlook with other Office apps
- Managing tasks and to-do lists effectively

Events/Calendar/Appointment	Misc.	
<ul style="list-style-type: none"> Setting up protection levels Sending spam to the trash pile Recovering messages from the spam folder Introducing Calendar Creating appointments Creating meetings Creating and working with multiple calendars Setting events and holidays 	<ul style="list-style-type: none"> Deleting items from Outlook Configuring options Using the Conversation view Setting rules to handle incoming email Using drag and drop Cleaning up your inbox automatically Managing Outlook data Creating notes Creating and organizing tasks 	

4. Microsoft Teams

A. Intermediate Level:

- Creating and managing teams and channels
- Using chat features effectively (threads, mentions)

- Integrating apps and bots within Teams

Teams Explained	Navigate the Interface	Create and Manage Your Teams
<ul style="list-style-type: none"> • Best practices of using Teams • Accessing Teams – web, desktop, or mobile 	<ul style="list-style-type: none"> • Navigation bar • Desktop settings • Customize notifications • Adjusting the navigation pane by showing or hiding teams and channels • Pin important channels for quick access 	<ul style="list-style-type: none"> • Create a team • Managing team membership and settings • Managing channels

B. Advanced Level:

- Best practices for meetings (recording, live captions)
- Collaborating with external users
- Using Teams for project management (Planner integration)

Manage Collaborative Conversations with Entire Team	Work with Documents in Teams	Communicate Outside of Your Team
<ul style="list-style-type: none"> • Different options to communicate with members • Ways to save, like, or edit your own messages • Use mentions in conversations to grab someone's attention 	<ul style="list-style-type: none"> • Upload an existing document • Create a new document • Upload a file into a conversation • Live co-author a document in Teams, online, or in the desktop • Use conversations to communicate about documents • Share a file with someone not on the team 	<ul style="list-style-type: none"> • One on one private conversations • Share a document with the participants • Customize the work area with tabs • Add someone to the conversation • Escalate the conversation to an audio call
Manage Meetings in Teams	Customize Your Team Environment	Other Key Features In Teams
<ul style="list-style-type: none"> • Start an on-demand channel meeting via conversations • Schedule a meeting in Teams • Schedule a meeting using Outlook 	<ul style="list-style-type: none"> • Make an important document a tab • Add a planner tab • Add a team notebook tab 	<ul style="list-style-type: none"> • Understand your activity feed • Use search in Teams • Use the / and @ commands • Files • Planner

5. OneDrive

A. Intermediate Level:

- Uploading and sharing files securely
- Version history and file recovery
- Synchronization options and offline access

Intermediate Tasks
<ul style="list-style-type: none"> • Check permission • Connect • Copy file or folder • Create folder • Delete file or folder • Disconnect • Download file • Export as PDF • Find files and folders • Get file or folder information • Move file or folder • Rename file or folder • Restore last version • Upload file

B. Advanced Level:

- Advanced sharing options (expiration dates, password protection)
- Integration with Microsoft Office apps for collaborative editing
- Managing permissions and sharing settings

Advanced Tasks
<ul style="list-style-type: none"> • Navigate the OneDrive interface • See documents shared with you • Recover deleted documents • See your Team documents • Work with your documents • Upload an existing document • Create a new document • Sync your documents for access without an internet connection • Live co-author a document online, or in the desktop • Manage who can work with your documents • Review documents you have shared • Stop sharing your documents • Changing permissions • Share a file with colleagues

6. SharePoint

A. Intermediate Level:

- Navigating SharePoint sites and libraries
- Creating and managing lists and libraries
- Basic site customization and branding

Introduction to SharePoint Online	Setting up a New Team Site	Creating and Managing Pages
<ul style="list-style-type: none"> • Understanding Sites and Microsoft 365 Groups • Navigating a SharePoint Online site 	<ul style="list-style-type: none"> • Site contents • Changing site appearance • Change site regional settings & Time zone • Connecting your site to Microsoft Teams 	<ul style="list-style-type: none"> • Create a news post page • Create a site page • Publish a page • Editing page content • Add and edit web parts on pages • Deleting pages
Working with Libraries	The Recycle Bin	Working with Lists
<ul style="list-style-type: none"> • Creating a new library • Adding files to the library • Delete a document from a library • Create files directly in a library • Open files in Microsoft 365 desktop or online • Setting document properties • Multiple document editors • Check in / Check out • Version history 	<ul style="list-style-type: none"> • Restoring items • Permanently deleting items • The second stage recycle bin 	<ul style="list-style-type: none"> • Create a list from a template • Create a list from a classic App • Custom list – import a list from a spreadsheet • Modify list settings • Calculated field • Create a list with a Calendar • Manage list settings
Working with Views	Create a View in a Library	Customising Navigation
<ul style="list-style-type: none"> • Modify a default view • Create a new view from a filter • Create a view in classic experience 	<ul style="list-style-type: none"> • Modifying an existing view via library settings • Changing the default view • Deleting a view • Create a gallery view 	<ul style="list-style-type: none"> • Adding site content to the quick launch via list/library settings • Adding manual links to the quick launch • Create collapsible heading links

	<ul style="list-style-type: none"> Create a board view 	
Permissions	Create a Communication Site	Alerts and Rules
<ul style="list-style-type: none"> Manage your site permissions Share access to a library Share a single file Create a subsite Apply a Site Template 	<ul style="list-style-type: none"> Understand differences between Team and Communication Sites Create the communication Site Adding members to a communication site Scheduling the publishing of a page Deleting a Site 	<ul style="list-style-type: none"> Subscribing to an alert for a list/library Subscribing to an alert for a document/item Change alert settings Cancel an alert Set up an alert for all users Using rules

B. Advanced Level:

- Advanced site settings (permissions, workflows)
- Integrating SharePoint with Teams and OneDrive
- Developing custom SharePoint solutions (intro to PowerApps and Power Automate)

Advanced Lists and Libraries	Managed Metadata	Content Types
<ul style="list-style-type: none"> Form Editing Location columns Lookup columns Conditional formatting Validation Ratings Adding templates to a library Restoring a document library 	<ul style="list-style-type: none"> Creating a term set Using a term set Modifying a term set 	<ul style="list-style-type: none"> Viewing the content type associated with a list Creating content types and site columns Using a content type Modifying content types and site columns Creating a document set content type Using document sets
Information Management		
<ul style="list-style-type: none"> Declaring a record Setting retention for a content type Setting retention for a list or library Using labels Closing a site 		

SENIOR MANAGEMENT

Microsoft Office (Word, Excel, PowerPoint)

A. Microsoft Word

- AI-powered grammar and style suggestions for professional tone and clarity.
- smart summary tools for condensing lengthy reports into actionable insights.
- Generative AI for drafting policies, letters, and strategic proposals.
- Real-time collaboration with AI-driven task assignment and tracking.

B. Microsoft Excel:

- Predictive analytics for trend forecasting and decision-making.
- AI insights to identify patterns and anomalies in financial data.
- Automated data cleaning and organization for large datasets.
- Integration with Power BI for enhanced data visualization.
- Natural language queries to analyze data without formulas.

C. Microsoft PowerPoint:

- AI-powered Designer for creating impactful presentations.
- Integration with ChatGPT or Copilot for brainstorming content ideas.
- Automatic slide summaries for quick overviews.
- AI-assisted translation for multilingual stakeholder presentations.
- Real-time feedback on presentation delivery and pacing.

D. Microsoft Teams:

- AI transcription and summarization of meetings for quick follow-ups.
- Intelligent noise suppression and optimized virtual presence features.
- AI-driven sentiment analysis in group discussions for leadership insights.
- Automated task creation from meeting discussions.

E. Power BI with AI:

- Leveraging AI to generate dashboards and forecasts.
- Natural language queries to create visualizations without technical expertise.
- AI-powered trend analysis and decision support.

ANNEX-E**INTEGRITY PACT**

Dated: _____

We, M/s _____ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from Government Holdings (Private) Limited (GHPL) or any of its officers and employees or any other entity owned or controlled by GHPL through any corrupt business practice.

Without limiting the generality of the foregoing, M/s _____ represents and warrants that it has fully declared the fees, etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GHPL, except that which has been expressly declared pursuant hereto.

M/s _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GHPL and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GHPL under any law, contract, or other instrument, be voidable at the option of GHPL.

Notwithstanding any rights and remedies exercised by GHPL in this regard, M/s _____ agrees to indemnify GHPL for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GHPL in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s _____ as aforesaid to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GHPL.

Name of Seller/Bidder: _____

Signature: _____