

**Expression of Interest (EoI)**

**for**

**Establishment of e-Rozgaar Centers across Pakistan.**

**December, 2024**

**Pakistan Software Export Board**

## Table of Contents

|            |   |           |
|------------|---|-----------|
| <b>1</b>   | <b>PAKISTAN SOFTWARE EXPORT BOARD (G) LTD, AN INTRODUCTION .....</b>              | <b>3</b>  |
| <b>2</b>   | <b>INTRODUCTION TO THE PROJECT .....</b>  | <b>3</b>  |
| <b>3</b>   | <b>SCOPE/OBJECTIVES OF THE PROJECT .....</b>                                      | <b>4</b>  |
| <b>4</b>   | <b>TERMS OF REFERENCE (TORS) FOR SELECTION OF E-ROZGAAR CENTERS.....</b>          | <b>4</b>  |
| <b>4.1</b> | <b>REQUIREMENTS FOR CONVERSION OF BUILDINGS/SPACE INTO E-ROZGAAR CENTRE .....</b> | <b>4</b>  |
| <b>5</b>   | <b>PURPOSE OF THIS DOCUMENT .....</b>   | <b>5</b>  |
| <b>5.1</b> | <b>MANDATORY DOCUMENTS REQUIRED FROM BUILDING/FACILITY OWNER: .....</b>           | <b>5</b>  |
| <b>5.2</b> | <b>EVALUATION CRITERIA .....</b>  | <b>6</b>  |
| <b>5.3</b> | <b>SELECTION PROCESS: .....</b>   | <b>8</b>  |
| <b>5.4</b> | <b>TENANTS, FREELANCERS, START-UPS AND IT COMPANIES: .....</b>                    | <b>8</b>  |
| <b>6</b>   | <b>LOAN APPLICATION: .....</b>  | <b>9</b>  |
| <b>6.1</b> | <b>(A) PROCESS THROUGH PM YOUTH LOAN SCHEME (OPTION-1): .....</b>                 | <b>9</b>  |
| <b>6.2</b> | <b>EVALUATION BY BANKS: .....</b>   | <b>9</b>  |
| <b>6.3</b> | <b>DISBURSEMENT OF LOANS: .....</b>   | <b>9</b>  |
| <b>7</b>   | <b>FRAUD AND CORRUPTION GENERAL INSTRUCTIONS FOR APPLICANTS.....</b>              | <b>9</b>  |
| <b>8</b>   | <b>MONITORING FOR UTILIZATION OF FUNDS:.....</b>                                  | <b>10</b> |
| <b>8.1</b> | <b>DETAILED BUSINESS PLANS AND BUDGETS .....</b>                                  | <b>10</b> |
| <b>8.2</b> | <b>SITE INSPECTIONS AND MONITORING .....</b>                                      | <b>10</b> |
| <b>9</b>   | <b>GENERAL INSTRUCTIONS FOR APPLICANTS .....</b>                                  | <b>11</b> |
| <b>9.1</b> | <b>PROPOSAL REQUIREMENTS .....</b>  | <b>11</b> |
| <b>9.2</b> | <b>SUBMISSION .....</b>   | <b>11</b> |
| <b>10</b>  | <b>DECLARATION FORMAT .....</b>   | <b>11</b> |
| <b>11</b>  | <b>CONTACT INFORMATION .....</b>  | <b>11</b> |
| <b>12</b>  | <b>APPLICATION FOR PAKISTAN E-ROZGAAR CENTRE ANNEXURE-I.....</b>                  | <b>12</b> |
| <b>13</b>  | <b>PROPOSED METHODOLOGY ANNEXURE-II .....</b>                                     | <b>14</b> |
| <b>14</b>  | <b>PROPOSED LAYOUT PLAN ANNEXURE-III.....</b>                                     | <b>15</b> |
| <b>15</b>  | <b>FINANCIAL PROPOSAL ANNEXURE-IV (A) .....</b>                                   | <b>16</b> |
| <b>16</b>  | <b>BILL OF QUANTITY ANNEXURE-IV (B).....</b>                                      | <b>17</b> |
| <b>17</b>  | <b>SPECIFICATION ANNEXURE-IV(C).....</b>  | <b>19</b> |
| <b>18</b>  | <b>FINANCIAL TEMPLATE FOR E-ROZGAAR CENTER (5 YEARS PLAN) ANNEXURE-V .....</b>    | <b>21</b> |
| <b>19</b>  | <b>QUALITY AND CLASS OF EQUIPMENT ANNEXURE-VI.....</b>                            | <b>22</b> |
| <b>20</b>  | <b>CITIES FOR PARTICIPATION IN THIS INITIATIVE ANNEXURE-VII.....</b>              | <b>23</b> |
| <b>21</b>  | <b>CHECKLIST OF IMPORTANT DOCUMENTS ANNEXURE-VIII .....</b>                       | <b>24</b> |

## 1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) is an entity under the Ministry of IT & Telecom mandated to act as one-stop shop on behalf of the Government of Pakistan and ensure sustainable growth, development of the industry and enhancing IT & ITeS exports. One of the objectives of PSEB is the provision of IT-enabled office space equipped with a reliable and high-speed ICT infrastructure. In order to achieve this objective, PSEB has been establishing Software/Information Technology Parks since 1999. Such parks facilitate the clustering of knowledge-based firms and stakeholders providing access to IT infrastructure, human/intellectual capital, research and innovation, promote technology and knowledge transfer, public policy incentives, attract venture capitalists and service providers, creates business synergies and massive employment opportunities, enhance IT & ITeS exports, brings in substantial foreign investment and accelerate economic activities at one place.

## 2 Introduction to the Project

Pakistan's demographic composition is characterized by a youthful population, with over 60% under the age of 30, and a robust labor force of 78.9 million, ranking it among the top 10 countries globally (Pakistan Labor Force Survey). Coupled with a strong digital infrastructure boasting 191 million mobile subscribers (Pakistan Telecommunication Authority), Pakistan's Information and Communication Technology (ICT) sector thrives. Kearney's Global Services Location Index even ranks Pakistan second for outsourcing IT and IT-enabled services, driven by its dynamic workforce and digital ecosystem.

Despite these opportunities, Pakistan faces economic challenges, with 8.9 million youth unemployed and 21.8 million out of education, employment, or training (Gallup Pakistan). In response, the government has launched initiatives like e-Rozgaar, the National Freelance Training Program (NFTP), and DigiSkills to empower freelancers, positioning Pakistan as a global freelancing hub.

Pakistan's freelancing potential in the global market is substantial and continues to grow. With a skilled workforce, competitive pricing, language proficiency, digital connectivity, government support, and access to freelancing platforms, Pakistani freelancers are well-positioned to compete and excel in the international freelancing arena.

To further support freelancers and skilled professionals in Pakistan, the Government of Pakistan has undertaken an ambitious mission. This mission *aims to establish more than 250 co-working spaces throughout the country*, effectively creating a network of virtual technology hubs that will empower emerging talent. These co-working spaces, strategically distributed across Pakistan, are envisioned to serve as incubators for innovation and collaborative endeavors. They will help cultivate an environment where the country's

youthful talent pool can fully harness their skills and play a pivotal role in propelling Pakistan's advancement into the digital era.

These co-working spaces represent a strategic initiative to address the challenges faced by freelancers and professionals in Pakistan. By providing accessible, well-equipped workspaces and fostering a culture of collaboration and innovation, the government aims to create an ecosystem where talented individuals can thrive. These spaces will not only serve as physical locations for work but also as hubs for knowledge exchange, skill development, and networking.

The broader goal is to leverage Pakistan's rich pool of human capital, particularly its young and tech-savvy population, to position the nation as a digital and technological powerhouse on the global stage. By nurturing talent and providing the necessary infrastructure and resources, Pakistan aims to harness the potential of its youth and drive its progress in the digital age. The establishment of these e-Rozgaar Pakistan centers underscores the government's commitment to supporting its freelancing and tech communities, ultimately contributing to the country's economic growth and competitiveness in the global digital landscape.

### **3 Scope/Objectives of the project**

1. Providing state-of-the-art infrastructure to enhance freelancers' productivity and bolster Pakistan's digital ecosystem
2. Establishment of 250 e-Rozgaar centers through public & private partnership model.
3. Government shall provide assistance to establish these e-Rozgaar centers through provisioning of interest free loan up to PKR 10.00 million for 100 seats e- Rozgaar centers.
4. Fostering inclusivity in digital, financial, and economic sectors by cultivating a culture of freelancing and entrepreneurship in Pakistan.
5. Strengthening workforce proficiencies through skill development trainings (Tech & Non Tech).

### **4 Terms of Reference (ToRs) for selection of e-Rozgaar Centers**

The Pakistan e-Rozgaar programme, envisioned by PSEB and MoITT, is committed for enhancing the ICT infrastructure needs, capabilities and global market acceptability of young tech individuals throughout Pakistan through offering co-working spaces nationwide to support learning and professional development.

#### **4.1 Requirements for conversion of buildings/space into e-Rozgaar Centre**

- a. Any existing co-working space or vacant, under-utilized public/ privately owned/rented building/workspaces facility with right of use.

# Prime Minister's Initiative Establishment of e-Rozgaar Center

- b. In major cities like Karachi, Lahore, Islamabad Pakistan the building should have a minimum covered area of 5,000 square feet for e-Rozgaar center with a seating capacity of at least 100 seats.
- c. In secondary and tertiary cities of Pakistan, the building should have a minimum covered area of 2,700 square feet with a seating capacity of at least 50 seats.
- d. Ready for use/occupancy and having adequate civic amenities (water supply, washroom, kitchen etc.).
- e. The building should be easily accessible.
- f. Free from litigation.
- g. Preference will be given to District / Tehsil HQ because of sufficient number of freelancers.
- h. Adequate power supply with backup power arrangements (existing).
- i. Adequate power supply (new establishment).
- j. Adequate car parking facilities.
- k. Available for at least five (5) years (extendable with mutual consent).
- l. For the new setup of an e-Rozgaar center with the provision of a bank loan, the interested individual/entities shall submit duly filled BoQ/estimate (**Annexure IV(b)**) of this scope as per requirement of their respective buildings for review and evaluation.

Note: **This center shall be established, operated and maintained by the applicants.**

## 5 Purpose of this Document

The purpose of this document is to specify the approach that PSEB will adopt to evaluate and select a potential partner with a building /workspace facility to be declared as e-Rozgaar Center or to be established as e-Rozgaar center. This document also describes the requirements that the applicant / building owner concerns have to fulfill in order to be considered for evaluation.

### 5.1 Mandatory Documents required from building/facility owner:

- **Application:** Cover letter including duly filled application from building owner providing necessary information on prescribed format issued by PSEB (**Annexure-I**).
- **Proposed Methodology:** The proposed project methodology involves creating awareness and attracting target audience through advertisements, promotions and branding

# Prime Minister's Initiative Establishment of e-Rozgaar Center

activities. It also includes an operational and management plan detailing the team structure, monitoring process and selection criteria for freelancers (**Annexure-II**).

- **Ownership documents/ Right of use:** Clearly establishing ownership or right of use of the building facility.
- **Layout/Seating plan:** The layout plan should show the dimensions and area in sqft of the facility proposed for conversion into e-Rozgaar center (**Annexure-III**).
- **Status of building:** Relevant document from concerned authority/municipality/local government/city administration declaring the building as commercial or industrial property.
- **Declaration:** A declaration by the building owner on notarized stamp paper stating that the building is free from litigation.
- **Power of Attorney:** For the signing of agreement, in case of more than one partner, power of attorney by the partners on notarized stamp paper stating that Mr/Ms. .... is lawful/authorized on the behalf of other partners to deal with PSEB to sign the contract for e-Rozgaar center.
- **Cost Estimates:** The interested individual/entities shall submit duly filled Financial Proposal (Annexure-IV(a) and BoQ/Cost estimate of scope as per requirement of their respective buildings in line with (**Annexure-IV(b)**) along with quality and class of equipment **Annexure-VI**.
- **Collateral:** If applying for loan, suitable collateral that is acceptable to the bank must be provided, otherwise the application will be rejected. Collateral documentation shall be the part of cost estimation/financial proposal.
- **Amenities:** Amenities such as electricity, water, parking, separate washrooms for ladies and gents are mandatory for technical evaluation.
- **Company Registration Certificate:** Firm/Company registration certificate with government appropriate forum.
- **NTN certificate:** Active NTN Certificate.
- **Undertaking:** The e-Rozgaar Center will be available for five years (extendable with mutual consent).
- **Checklist:** Checklist of Documents Required to be Submitted with the application Annexure-VIII).

## 5.2 Evaluation Criteria

The following evaluation criteria shall be used for shortlisting applications. The submitted application shall be evaluated on combined score of both suitability of owner/building as well as cost estimate required for conversion of proposed building into e-Rozgaar center.

- a. **Suitability of owner/ building:** The project procurement committee will scrutinize and evaluate the submitted applications on following criteria:

| <b>Technical Proposal</b>  |  |              |
|--|--|--------------|
| <b>Sr</b>  | <b>Description</b>   | <b>Marks</b> |
| <b>1</b>   | <b>A- Firm/Company Compliance:</b>   | <b>10</b>    |
|  | Firm/company register with government appropriate forum (Proof of registration)  |              |
|  | Company age more than 5 Years (10 points)  |              |
|  | Company age more than 3 Years but less than 5 Years (08 points)  |              |
|  | Company age more than 1 Year but less than 3 Years (05 points)   |              |
|  | <b>B- Individual</b>   |              |
|  | Active NTN in case of individual same as above. (10 points)  |              |
| <b>2</b>   | <b>A- Firm/Company Compliance:</b>   | <b>10</b>    |
|  | Audited financial reports for the past three years for companies in case of company (10 points)  |              |
|  | Audited financial reports for the past two years for companies in case of company (08 points)  |              |
|  | Audited financial reports for the past one year for companies in case of company (05 points)   |              |
|  | <b>B- Individual</b>   |              |
|  | Verified bank Statements in case of individual same as above. (10 points)  |              |
| <b>3</b>   | <b>Experience in Managing Business with verifiable proof in term of completion certificates/contract agreement/ purchase order (Preference shall be given to IT/ITes related business)</b>   | <b>5</b>     |
|  | More than 3 years. (05 points)   |              |
|  | More than 2 Years but less than 3 Years (04 points)  |              |
|  | More than 1 Year but less than 2 Years (03 points)   |              |
| <b>4</b>   | <b>Execution Plan:</b>   | <b>30</b>    |
|  | Methodology (Advertisements, Promotions, branding activities) to create awareness and attract relevant entities. (Annexure-II) (10 points)   |              |
|  | Operational, Management Plan (Proposed team structure, M& E process, process and selection criteria for Freelancer and trainees (Annexure-II) (10 points)                                    |              |
|  | Duly Filled Sustainable Plan Template (Annexure-V) (10 points)   |              |
| <b>5</b>   | <b>Location and Accessibility (showing location plan of building):</b>   | <b>10</b>    |
|  | District (05 points)   |              |
|  | Tehsil HQ (03 points)  |              |
|  | Proximity to transport links (Bus/Railway station) (1.5 points)<br>educational institutions (Degree College/University) (1.5 points)<br>and business hubs (Main Commercial Area) (02 points) |              |
| <b>6</b>   | <b>Building and Facilities:</b>  | <b>25</b>    |
|  | Evaluating the quality and appropriateness of the physical setup and amenities.  |              |
|  | 1(a). Building constructed with in five years. (05 points)   |              |
|  | 1(b). Building constructed more than five years. (03 points)   |              |
|  | 2(a). Covered Area of building = 5000 Sft or more for (Karachi, Lahore & Islamabad) (05 points)  |              |
|  | 2(b). Covered Area of building =2700 Sft for other cities (05 points)  |              |
|  | 3. Proposed layout per requirement of e-Rozgaar center (Annexure-III) (05 points)  |              |
| 4. Quality & Class of Equipment (Electrical & Furniture etc..) (Annexure-VI) (05 points) |  |              |
| 5. Availability of Fiber-Optic / high speed Internet (05 points)                         |  |              |
| <b>7</b>   | <b>Physical visit report.</b>  | <b>10</b>    |
|  | Inspection report will cover but not limited to all the points mention above but also contains observations and recommendations regarding location and condition of proposed building        |              |
| <b>Total</b>   |  | <b>100</b>   |

# Prime Minister's Initiative Establishment of e-Rozgaar Center

- b. **Cost estimate/Financial proposal:** The interested individual/entities shall submit duly filled BoQ/cost estimate of scope as per requirement of their respective buildings in line with (**Annexure-IV (b)**) for review and evaluation.

### 5.3 Selection Process:

- a. After the evaluation of Owner/ Building suitability Proposals, the Company shall communicate to each Bidder their respective score. Minimum 50 marks are required for qualification for opening of Financial proposal/ cost estimates.
- b. Applicants whose Owner/ Building suitability scores do not meet minimum qualifying criteria, will be informed accordingly.
- c. The project team will visit the buildings to check structure, the availability of internet, accessibility and allied services before announcing the suitability of the building for e-Rozgaar status.
- d. After completion of evaluation, the PSEB shall SHORTLIST applicants for submission of Loan Application to the banks.
- e. The following formula shall be applied:

Total Score = (score in suitability of owner and building) 70%+ (Lowest estimated cost/ submitted estimated cost) 30%.

For every e-Rozgaar center, 02-05 applications (optional) shall be shortlisted for bank loan. PSEB shall only facilitate in submission of applications for bank loan however the final selection and approval of any loan shall be done by the banks in accordance with their terms and conditions including KYC (knowing your customers) and other equity requirements.

- f. The e-Rozgaar center agreement will be signed with selected building facility/s in each city and freelancers, startups IT companies shall be invited to occupy the co-working space. PSEB project team may also carry out due diligence for the assessment of the optimum rent of the workspace.

### 5.4 Tenants, freelancers, start-ups and IT companies:

- a. The e-Rozgaar, established through the above-mentioned process, will be available for occupancy by freelancers, startups, and IT companies. Tenancy/occupancy agreements between e-Rozgaar Management and freelancers, as well as startup companies, will be signed on a first-come, first-serve basis. PSEB shall act as a witness to the tenancy/occupancy agreement.
- b. In order to qualify as a tenant for e-Rozgaar, freelancers, startups and IT companies, concerns must be registered on appropriate platforms of the GOP (if required) subject to their domain of working/business duly registered with the Pakistan Software Export Board.

## 6 Loan Application:

Once individuals and companies have been shortlisted, they shall be intimated and allowed for submission of loan applications to the banks. PSEB shall facilitate this process and shall have no control for approval of any loan application. The respective banks shall further review and approve every loan application. This procedure shall ensure availability of loan across Pakistan which is a key for successful implementation of this project. The following procedure shall be followed for this critical stage.

### 6.1 (A) Process through PM Youth Loan Scheme (Option-1):

All the loan applications shall be submitted online on the PM Youth Loan Scheme portal. Unlike any other loan on this portal, all interest shall be paid through PSDP portion of this project with no interest liability on loan applicants. PSEB shall help and facilitate shortlisted applicants for submission of loan applications. The standard terms and conditions of PM Youth Loan scheme shall be followed.

### (B) Process through commercial banks (Option-2):

Loan applications will be directly submitted to commercial banks for processing. The PSEB will handle all interest payments through the PSDP portion of this project, relieving loan applicants of any interest liabilities. Additionally, the PSEB will provide assistance and support to shortlisted applicants throughout the loan application submission process. However, the standard terms & conditions of respective banks shall be followed.

### 6.2 Evaluation by Banks:

Banks shall conduct a thorough evaluation of the financial standing of both individuals and companies as per given criteria as approved by SBP and shall ensure access to financial assistance for all qualified individuals and entities, who shall meet their selection criteria.

### 6.3 Disbursement of Loans:

Approved loans are disbursed to the selected individuals and companies. Sufficient numbers of loan applications shall be processed and approved to establish 250 numbers of e-Rozgaar centers as per approved PC-1. This step is pivotal in providing essential financial backing for their IT initiatives.

## 7 Fraud and Corruption General Instructions for applicants

The project executing agency requires the applicants in the provision of service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In

pursuance of this policy, the executing agency defines, for the purpose of this paragraph, the terms set forth below as follows:

- a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Procuring agency in the selection process or in agreement execution;
- b. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
- c. "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.;
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.
- e. The Executing agency will reject a Proposal for award if it determines that the applicant recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the award of contract to be executed pursuant to ToRs.

## **8 Monitoring for Utilization of Funds:**

A robust monitoring system is established to track the utilization of funds. This oversight ensures that the disbursed loans are effectively and responsibly utilized for their intended purposes. PM youth loan portal shall provide list of approved loans on monthly basis for public awareness purpose and also publishing of next EOI if required. PSEB monitoring team shall ensure that work has been completed as per approved BOQ.

### **8.1 Detailed Business Plans and Budgets**

Applicants are required to submit comprehensive sustainable business plans and budgets along with their applications. These documents must provide a detailed breakdown of anticipated expenses, including renovation, equipment purchases, and other related costs, for the establishment and operation of e-Rozgaar Centers. This information is essential for evaluation and monitoring purposes.

### **8.2 Site Inspections and Monitoring**

To ensure adherence to the proposed plans, random and scheduled site inspections will be conducted. These inspections aim to physically verify the progress and proper development/execution of e-Rozgaar centers.

## 9 General Instructions for applicants

### 9.1 Proposal Requirements

- a. Applications shall be submitted in English.
- b. The proposal shall be complete in all respect along with respective annexures.
- c. Submission of all documents as mentioned under clause#5.1. as mandatory requirements.
- d. Applicants may request in writing, for clarification of any of the provisions of the terms of reference (TOR's) up till 05 (five) days before the submission date. All queries may be sent to [zahmad@pseb.org.pk](mailto:zahmad@pseb.org.pk). Responses to queries will be emailed.
- e. All prices shall be quoted in Pakistan Rupees (PKR) inclusive of all taxes and all payments will be made in Pakistan Rupees (PKR.)
- f. The costs of preparing the application and of negotiations including visits for discussion with the PSEB are not reimbursable.
- g. Cost in the financial proposal/estimate should be valid for 180 days which may be extended with the discretion of the Project Director.

### 9.2 Submission

- a. Proposals will be accepted and evaluated using a single stage, two section procedure.
- b. The application shall comprise a single package containing two separate sections. Each section shall separately contain the technical proposal and the financial proposal;
- c. The application including mandatory documents, Annexure-I to Annexure-VII shall be uploaded through the EPADS application.
- d. Applications must be submitted electronically through the EPADS and clearly marked "Application for e-Rozgaar Center in [name of city]".
- e. Applications must be submitted on EPADS before **January 2, 2025, at 3:00 pm.**

## 10 Declaration Format

I/We declare that the information provided in the "application" is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this "application" is proved to be false at any point, PSEB reserves the right to take any action deemed feasible by the PSEB authorities against me/us as per rules.

## 11 Contact Information

### Joint Director/Project Manager (e-Rozgaar Center)

Pakistan Software Export Board,

Ministry of Information Technology & Telecom,

Office No. 207, 2nd Floor, Evacuee Trust Complex,

F-5, Agha Khan Road, Islamabad Phone: 051- 9204074 Ext-128 email: [zahmad@pseb.org.pk](mailto:zahmad@pseb.org.pk)

## e-Rozgaar Center Application Form under the project "Prime Minister's Initiatives - Support for IT Startups, Specialized IT Trainings and Venture Capital"

Please ensure to complete this Annexure by providing all the required information:

### 1. Applicant Information

| <b>1. Company/individual Details</b>  |                              |                     |                           |    |
|---|------------------------------|---------------------|---------------------------|----|
| Name  |                              | NTN #               |                           |    |
| Contact No.(land line)  |                              | GST #               |                           |    |
| Contact No.   |                              | Email Address       |                           |    |
| Address   |                              |                     | City                      |    |
|   |                              |                     | CNIC#                     |    |
| <b>2. Building Details</b>  |                              |                     |                           |    |
| Building Name   |                              |                     |                           |    |
| Address   |                              |                     |                           |    |
| Area Sq/ft offered for E-Rozgaar Centre   |                              | Number of Seats     |                           |    |
| Building Owner Name   |                              | Owner's Contact No. |                           |    |
| Tenant Name (Rental)  |                              |                     |                           |    |
| Tenancy Agreement Flexibility for 5 Years in case rented (document proof attached)                                    |                              | Yes                 |                           | No |
| <b>1. Building Basic Amenities</b>  |                              |                     |                           |    |
| Premises Status: Ready to use with basic Amenities Available, Internet, Water, Power, Washrooms, Electrical Fixtures) | (Write Yes, if applicable)   | Yes                 | (Write No, if applicable) | No |
| Free from Litigation (proof attached)   | (Undertaking on stamp paper) | Yes                 | (Write No, if applicable) | No |
| Parking area available  | (If Yes how many cars)       | Yes                 | (Write No, if applicable) | No |
| Provisioning for indoor LAN cabling   | (Write Yes, if applicable)   | Yes                 | (Write No, if applicable) | No |
| Power backup Available  | (Write Yes, if applicable)   | Yes                 | (Write No, if applicable) | No |
| Solar Power   | (Mention Capacity in KW)     | Yes                 | (Write No, if applicable) | No |

## Prime Minister's Initiative Establishment of e-Rozgaar Center

|   |  |     |                           |    |
|---|--|-----|---------------------------|----|
| UPS   | (Mention Capacity in KW)   | Yes | (Write No, if applicable) | No |
| Generator   | (Mention Capacity in KW)   | Yes | (Write No, if applicable) | No |
| Provision of High Speed Internet (100 mbps or more) | (Mention speed in mbps)  | Yes | (Mention speed in mbps)   | No |
| Facility Check List attached.                       | (Write Yes, if applicable)   | Yes | (Write No, if applicable) | No |
| <b>2. Bank Loan Required</b>                        | (Write Yes, if applicable)   | Yes | (Write No, if applicable) | No |
| <b>Bank acceptable Collateral available</b>         | (Write Yes, if applicable)   | Yes | (Write No, if applicable) | No |
| <b>Type of Collateral</b>                           | Mention type of collateral (Residential /Commercial/Industrial Property or moveable property (i.e. gold, car, etc) |     |                           |    |

|  |  |      |  |
|--|--|------|--|
| <b>Declaration</b>   |  |      |  |
| I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information. |  |      |  |
| Name   |  |      |  |
| Signature  |  | Date |  |

## **(Part of Technical Proposal)**

The proposed methodology to implement the project may include following but not limited to:

- Methodology (Advertisements, Promotions, branding activities) to create awareness and attract relevant entities
- Operational, Management Plan (Proposed team structure, M& E process and Mechanism, process and selection criteria for Freelancer and trainee)

### **(Part of Technical Proposal)**

The Proposed layout plan of e-Rozgaar center may include but not limited to co-working spaces for 50-100 freelancer depending on the city, conference rooms, training hall, genset space, kitchen, pray area and daycare (non-mandatory), washrooms and other allied facilities, Emergency exit etc. The proposed layout must be submitted in 2D and 3D pictures.

| Sr.<br>#    | Description  | Response  |      |          |          |      |          |             |  |  |  |  |
|-------------|--|---|------|----------|----------|------|----------|-------------|--|--|--|--|
| <b>1.</b>   | <b>Name (s) of Applicant</b>                                 |   |      |          |          |      |          |             |  |  |  |  |
| <b>2.</b>   | <b>Name / Title of Proposed Building</b>                     |   |      |          |          |      |          |             |  |  |  |  |
| <b>3.</b>   | <b>Address of Building.</b>                                  |   |      |          |          |      |          |             |  |  |  |  |
| <b>4.</b>   | <b>Total covered Area of the building/facility in sq.ft.</b> |   |      |          |          |      |          |             |  |  |  |  |
| <b>5.</b>   | <b>Rent per seat in Pak Rupees</b>                           | Rs. _____<br><br><u>In words:</u>   |      |          |          |      |          |             |  |  |  |  |
| <b>6.</b>   | <b>Total Estimated Cost as per Annexure-IV (b)</b>           | Rs. _____<br><br><u>In words:</u>   |      |          |          |      |          |             |  |  |  |  |
| <b>7.</b>   | <b>Bank Loan Details</b>                                     |   |      |          |          |      |          |             |  |  |  |  |
| <b>8.</b>   | <b>Loan Amount (PKR) as per BOQ -Annex-IV (b)</b>            |   |      |          |          |      |          |             |  |  |  |  |
| <b>9</b>    | <b>Loan Application through</b>                              | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">P.M.</td> <td style="width: 25%;">Youth</td> <td style="width: 25%; text-align: center;">(Yes/No)</td> <td style="width: 25%;">Self</td> <td style="width: 25%; text-align: center;">(Yes/No)</td> </tr> <tr> <td>Loan Scheme</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | P.M. | Youth    | (Yes/No) | Self | (Yes/No) | Loan Scheme |  |  |  |  |
| P.M.        | Youth  | (Yes/No)  | Self | (Yes/No) |          |      |          |             |  |  |  |  |
| Loan Scheme |  |   |      |          |          |      |          |             |  |  |  |  |

**(Part of Financial Proposal)**

| Sr. | Items                                | Unit           | Qty | Unit Cost | Total Price<br>(inclusive all<br>applicable taxes) |
|-----|--------------------------------------|----------------|-----|-----------|--|
| 1   | False ceiling                        | Sqft           |     |           |  |
| 2   | False ceiling Fans                   | No             |     |           |  |
| 3   | False ceiling Panel lights           | No             |     |           |  |
| 4   | Electric wiring                      | meter          |     |           |  |
| 5   | Electric DB                          | lumpsum        |     |           |  |
| 6   | Hanging lights                       | No             |     |           |  |
| 7   | Air conditioners                     | No             |     |           |  |
| 8   | Floor renovation & Décor             | Sqft           |     |           |  |
| 9   | Windows Blinds                       | Sqft           |     |           |  |
| 10  | Paint of Co-Working Space            | Sqft           |     |           |  |
| 11  | Indoor Planting                      | lumpsum        |     |           |  |
| 12  | e-Rozgaar Sign Board                 | lumpsum        |     |           |  |
| 13  | Co-Working Space Furniture           | Lumpsum        |     |           |  |
| 14  | Furniture Meeting Room               | Lumpsum        |     |           |  |
| 15  | Furniture for Office Staff           | Lumpsum        |     |           |  |
| 16  | Podium                               | Lumpsum/<br>No |     |           |  |
| 17  | Sofa Set for lounge                  | Lumpsum/<br>No |     |           |  |
| 18  | Laptops / Desktops                   | No             |     |           |  |
| 19  | Smart Screen                         | Lumpsum        |     |           |  |
| 20  | Landline phone with installation     | Lumpsum        |     |           |  |
| 21  | IP/Security cameras with accessories | Lumpsum        |     |           |  |
| 22  | Projector with Screen                | Lumpsum        |     |           |  |
| 23  | Printer                              | Lumpsum        |     |           |  |
| 24  | Networking Switches and LAN cable    | Lumpsum        |     |           |  |
| 25  | Generator                            | No             |     |           |  |
| 26  | UPS with Batteries                   | No             |     |           |  |
| 27  | Power Change Over                    | No             |     |           |  |
| 28  | Refrigerator                         | No             |     |           |  |

## Prime Minister's Initiative Establishment of e-Rozgaar Center

|                  |                                  |         |  |  |  |
|------------------|----------------------------------|---------|--|--|--|
| 29               | Microwave Oven                   | No      |  |  |  |
| 30               | Water Dispenser                  | No      |  |  |  |
| 31               | Electric Kettle                  | No      |  |  |  |
| 32               | Emergency Lights                 | No      |  |  |  |
| 33               | Kitchen Crockery and cutlery Set | No      |  |  |  |
| 34               | Tea Set                          | Lumpsum |  |  |  |
| 35               | Water Set                        | Lumpsum |  |  |  |
| 36               | Book Shelves                     | No      |  |  |  |
| 37               | Bin Bags                         | Kg      |  |  |  |
| 38               | Fire Extinguisher                | No      |  |  |  |
| 39               | First Aid Kits                   | No      |  |  |  |
| 40               | Bean Bags                        | No      |  |  |  |
| <b>Sub-Total</b> |                                  |         |  |  |  |

**17 Specification**

**Annexure-IV(c)**

| Sr. | Name of Items/Article             | Description/Specifications  |
|-----|-----------------------------------|---|
| 1   | False ceiling                     | Simple False ceiling of the co-working space of block 2x2 feet  |
| 2   | False ceiling Fans                | Energy efficient Electrical Steel Sheet and 99.9% Pure Copper Wire. 3 blades 80 watts power with 330 RPM will be installed in the ceiling .   |
| 3   | False ceiling Panel lights        | It is proposed to install the Panel lights 48 Watts (2X2 feet) white frame and cool light will be used in the Co-working space.   |
| 4   | Floor renovation & Décor          | Floor renovation or repairing if required. LAN and electrical wiring inside through the walls and floor.  |
| 5   | Windows Blinds                    | Multi-color window blinds will be used as per the requirement of the space  |
| 6   | Electric wiring                   | It is proposed to install an electrical outlet at each seat of the co-working space and in the meeting rooms, utilizing a 3/29 gauge wiring. Additionally, 7/29 gauge wiring will be used for the air conditioners, projectors, and kitchen appliances. |
| 7   | Electric DB                       | As per requirement of the Lab   |
| 8   | Hanging lights                    | Multi-colored hanging lights will be creatively placed throughout the space to enhance the ambiance.  |
| 9   | Paint of Co-Working Space         | Every wall in the co-working space will be beautified with vibrant and beautiful colors, creating a visually appealing environment. A complete color scheme will be designed for this   |
| 10  | Indoor Planting                   | To enhance the space's decor and promote a green environment, we will position indoor plants at various prominent locations.  |
| 11  | Door Plate                        | Minimum 4x4 feet steel plates with engraved designs and logos   |
| 12  | IP cameras with accessories       | For security and surveillance purposes, It is proposed to install cameras with a minimum resolution of 4 megapixels, along with a Network Video Recorder (NVR) that has the capability to store at least one week's worth of recordings.                |
| 13  | Projector with Screen             | For Training sessions and seminars, It is proposed in place a portable LCD projector  |
| 14  | Printer                           | HP LaserJet printer with photo copy machine will be placed for the individuals  |
| 15  | Air conditioners                  | As estimated by the 01-ton Air conditioner will cover the 400 Sq.ft. So to cover the lab area, It is proposed to install 6 standing Air conditioners inverter of 2 Tons for proper cooling of the space   |
| 16  | Networking Switches and LAN cable | To ensure the best internet experience, we plan to install a 48-port Managed/un managed switch and wiring LAN cables throughout the space.  |
| 17  | Generator                         | It is proposed to install an electricity generator of capacity 30 KVA (Petrol/Gas) for uninterrupted power supply   |
| 18  | UPS with Batteries                | A 2 KVA UPS with batteries will be installed for the duration till the generator start-up. IP Cameras and Internet devices will be automatically shifted on it.   |
| 19  | Power Change Over                 | A digital power changeover of 63A is proposed to install for automatically shifting of power sources.   |
| 20  | Co-Working Space Furniture        | Work station single unit Width 2' Length 3' 6" Height 2' 5" laminated board with PVC edging Material: Grey Fabric and Black Leatherette Size: 22" W x 21" D x 36" H (inches) Finish: Grey and Black Legs: Nylon Dye Casted Chair Pedestal Arms:         |

## Prime Minister's Initiative Establishment of e-Rozgaar Center

|    |                                  |   |
|----|----------------------------------|---|
|    |                                  | Polyurethane (PU) Medium Back chair with 360 degree pedestal movement.  |
| 21 | Furniture Meeting Room           | It is proposed that the meeting rooms should be equipped with conference table and at least 6 chairs.   |
| 22 | Furniture for Office Staff       | 2 Table and chair set along with 4 guest chairs.  |
| 23 | Laptops / Desktops               | Processor Type 12th Gen Intel® Core™ i5-1245U Processor (10 Cores, 12 Threads) Processor Speed 1.60 GHz up to 4.40 GHz Turbo (12.0 MB Cache) Installed RAM 16 GB Type of memory 16 GB, DDR4, 3200 MHz, integrated Hard drive size 512 GB PCIe® NVMe™ M.2 SSD Hard drive speed M.2 512GB PCIe NVMe Class 40 S old State Drive. |
| 24 | Smart Screen                     | Smart LED screen of 60" with stands will be placed in the Space.  |
| 25 | Podium                           | White MDF Wood Podium Church Pulpit School Lectern Conference Debate Stand 22.83X15.59X44" 10051-NPF.   |
| 26 | Landline phone with installation | Landline phone connection for office staff.   |
| 27 | Sofa Set for lounge              | For the visitors and guests, Sofa sets will be placed in the lounge.  |
| 28 | Refrigerator                     | It is proposed to place a full size Fridge in the kitchen of the space to store refreshments, lunches, and beverages.   |
| 29 | Microwave Oven                   | A Microwave Oven will be placed in kitchen.   |
| 30 | Water Dispenser                  | Water dispensers having both cool and hot water facilities will be installed for the convenience of individuals.  |
| 31 | Kitchen Crockery and cutlery Set | 12 pieces Crockery and cutlery sets.  |
| 32 | Tea Set                          | 6 cups Tea sets.  |
| 33 | Water Set                        | 6 glasses water sets.   |
| 34 | Electric Kettle                  | 2.0 liter electric kettle.  |
| 35 | Book Shelves                     | wooden book racks and shelves.  |
| 36 | Bin Bags                         | Trash Bags.   |
| 37 | Emergency Lights                 | Emergency lights.   |
| 38 | Fire Extinguisher                | Dry chemical powdered Fire Extinguisher cylinders.  |
| 39 | First Aid Kits                   | First aid box having emergency medicines.   |
| 40 | Bean Bags                        | Relaxing bean bags.   |

**(Part of Technical Proposal)**

| <b>Sustainable Financial Plan for e-Rozgaar Centre (Template)</b> |        |                          |                          |                          |                          |
|---|--------|--------------------------|--------------------------|--------------------------|--------------------------|
| Executive Summary   |        |                          |                          |                          |                          |
| Description   | Year-1 | Year-2<br>@ 10% increase | Year-3<br>@ 10% increase | Year-4<br>@ 10% increase | Year-5<br>@ 10% increase |
| <b>Seat Occupancy</b>   |        |                          |                          |                          |                          |
| <b>Revenue</b>  |        |                          |                          |                          |                          |
| Revenue from e-Rozgaar  |        |                          |                          |                          |                          |
| Misc. (events, seminars etc)                                      |        |                          |                          |                          |                          |
| <b>Expenses (1+2+3+4)</b>   |        |                          |                          |                          |                          |
| HR (1)  |        |                          |                          |                          |                          |
| Operational Costs (2)   |        |                          |                          |                          |                          |
| Loan Installment (3)  |        |                          |                          |                          |                          |
| Others (4)  |        |                          |                          |                          |                          |
| <b>Profit Margin/Loss</b>   |        |                          |                          |                          |                          |

**Note: Costs are based on following assumptions:**

| Particulars   | Year-1 | Year-2 | Year-3 | Year-4 | Year-5 |
|---------------|--------|--------|--------|--------|--------|
| Total Seats   |        |        |        |        |        |
| Rent per seat |        |        |        |        |        |

| HR Costs (1)      | Quantity | Monthly Salary | Yearly Salary |
|-------------------|----------|----------------|---------------|
| <b>Total</b>      |          |                |               |
| Facility Incharge |          |                |               |
| Network Engineer  |          |                |               |
| Security Staff    |          |                |               |
| Janitorial Staff  |          |                |               |
| Others            |          |                |               |

| Operational Expenses (2)                         | Quantity | Monthly Payment | Yearly Payment |
|--|----------|-----------------|----------------|
| <b>Total</b>                                     |          |                 |                |
| General Expenses (Office Items, Stationary etc.) |          |                 |                |
| Utility Expenses (Electricity, Gas, water etc.)  |          |                 |                |
| Internet Bandwidth 1MB per seat                  |          |                 |                |
| Rent of Office Building                          |          |                 |                |
| Maintenance                                      |          |                 |                |
| Others   |          |                 |                |

| Loan Installment if availed (3) | Monthly Payment | Yearly Payment |
|---------------------------------|-----------------|----------------|
| Amount                          |                 |                |

| Others (4) | Monthly Payment | Yearly Payment |
|------------|-----------------|----------------|
| Amount     |                 |                |
|            |                 |                |

**(Part of Technical Proposal)**

Quality and Class of Equipment (Hardware, Electrical, Furniture & Other Appliances)

Proposed equipment details as mentioned in bill of quantity, bill of material along with material specification (No financial information required).

The following table may be used as template for provision of equipment.

| S. No. | Equipment | Type (Hardware, Software, Electrical, Furniture etc.) | No. of units | Specifications |
|--------|-----------|---|--------------|----------------|
|        |           |   |              |                |

**Federal Capital:** Islamabad.

**Punjab:** Lahore, Rawalpindi, Faisalabad, Multan, Gujranwala, Sargodha, Sialkot, Bahawalpur, Gujrat, Sahiwal, Sheikhpura, Rahim Yar Khan, Attock, Jhang, Okara, Wah Cantt, Kasur, Chakwal, Jhelum, Mianwali, D.G.Khan, Muzaffargarh, Layyah, Mandi Bahauddin, Vehari, Khanewal, Bahawalnagar, Bhakkar, Toba Tek Singh, Hafizabad, Burewala, Lodhran, Sadiqabad, Narowal, Chiniot, Pak Pattan, Khushab, Taxila, Chichawatni, Gojra, Daska, Nankana Sahib, Arifwala, Gujar Khan, Mian Channu, Pattoki, Ali Pur, Jaranwala, Haroonabad, Chishtian, Talagang, Depalpur, Ahmed Pur East, Kharian, Rajan Pur, Jauharabad.

**Khyber Pakhtunkhwa:** Peshawar, Mardan, Abbotabad, Swabi, Nowshera, Mansehra, D.I Khan, Swat, Charsadda, Haripur, Kohat, Lower Dir, Khanpur, Karak, Bannu, Mingora, Chitral, Torghar, Shangla, North Waziristan.

**Sindh:** Karachi, Hyderabad, Larkana, Sukkur, Nawabshah, Kot Addu, Khair Pur, Mirpur Khas, Ghotki, Nausharo Feroz, Dadu, Shikarpur, Sujawal, Thatta, Tharparkar, Kashmore, Badin.

**Balochistan:** Quetta, Khuzdar, Turbat, Kachhi, Sherani, Kohlu, Jhal Magsi, Awaran, Barkhan, Killa Abdullah, Zhob, Musakhel, Dera Bugti, Jaffarabad, Killa Saifullah.

**Azad Jammu and Kashmir:** Muzaffarabad, Mirpur, Kotli.

**Gilgit-Baltistan:** Gilgit, Skardu.

Note:

- a) Based on demand, city names may be added/deleted from the above list.
- b) In case of more demand for e-Rozgaar Centre in any city indicated, additional e-Rozgaar centers will be established as needed with approval of steering committee of the project.

### 21 Checklist of Important Documents

### Annexure-VIII

Checklist of documents required to be submitted with the Expression of Interest (EOI):

| Sr. | Document   | Submitted/Attached<br>(Yes/No) |
|-----|--|--------------------------------|
| 1   | Cover Letter   |                                |
| 2   | Application (Annexure-I)   |                                |
| 3   | Documents of Execution Plan (Annexure-II)<br>i. Proposed Methodology<br>ii. Operational Management Plan                    |                                |
| 4   | Ownership Document / Right of Use (Rent Agreement)   |                                |
| 5   | 2D Layout Plan / Design with dimensions in sq.ft. (Annexure-III)   |                                |
| 6   | 3D Layout Plan / Design (Annexure-III)   |                                |
| 7   | Financial Documents (Annexure-IV)<br>i. Financial Proposal (Annexure-IV (a))<br>ii. Bill of Quantity-BOQ (Annexure-IV (b)) |                                |
| 8   | Sustainable Financial Plan (Annexure-V)  |                                |
| 9   | Quality and Class of Equipment (as per BOQ) (Annexure-VI)  |                                |
| 10  | Status of Building (Commercial/Industrial)   |                                |
| 11  | Declaration (Property is free from litigation)   |                                |
| 12  | Power of Attorney  |                                |
| 13  | Collateral Available (part of Financial Proposal)  |                                |
| 14  | Amenities (Utility Bills of proposed center)   |                                |
| 15  | Company Registration Certificate   |                                |
| 16  | NTN Certificate (Active)   |                                |
| 17  | Audit Reports (In case of Firm/Company)  |                                |
| 18  | Verified Bank Statement (In case of Individual)  |                                |
| 19  | Experience proof (in terms of completion certificates/contract agreements / purchase orders)                               |                                |

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Stamp (if applicable)