GOVERNMENT OF PAKISTAN
PAKISTAN RAILWAYS ACADEMY WALTON
LAHORE
Tel: 042-99220487

TENDER FORM /BIDDING DOCUMENTS

PRE-QUALIFICATION OF TRAVEL AGENCIES FOR PROVISION SERVICES I.E. AIR TICKET BOOKING (LOCAL & INTERNATIONAL), IN TERMS OF PUBLIC PROCUREMENT RULES, 2026.

Invitation to Bid

Sr. No.	Estimated Cost	Bid Security	Bid Submission Date/Time	Bid Opening Date/Time
01	**3,500,000/-**	**175,000/-**	**30-11-2026 11:00-AM**	**30-11-2026 11:30-AM**

1. The Pakistan Railways Academy Walton, Lahore will receive funds from EAD for capacity building of Railway Officials coming from Afro-Asian countries for the procurement planned for FY 2026-27.
2. The PRAW intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the ". The PRAW invites Bids from eligible Bidders for procurement of services described in the bidding document on EPADS V2.0.
3. Single Stage-One Envelope will be used by adopting Least Cost Based Selection (LCBS) Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.
4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of Pay Order, Call at Deposit, Demand Draft or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on e-Pak Acquisition and Disposal System (EPADS) at https://epads.gov.pk/opportunities/federal/procurements/178596 for all the interested bidders registered on EPADS V2.0.
6. Bidders are required to get themselves registered on EPADS V2.0 to participate in the bidding process.
7. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through EPADS V2.0 on or before **Monday, November 30, 2026 11:00 AM**. E-bids will be opened using EPADS V2.0 on the same day at **Monday, November 30, 2026 11:30 AM at the office of** Assistant Director Admin, Pakistan Railways Academy Walton, Lahore.
8. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of EPADS V2.0, may register themselves on https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc.

In terms of Rule 65 of Public Procurement Rules 2026, Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

ASSISTANT DIRECTOR ADMIN
Pakistan Railways Academy Walton, Lahore
Tel: 042-99220487

GOVERNMENT OF PAKISTAN
PAKISTAN RAILWAYS ACADEMY WALTON

CRITERIA FOR PRE-QUALIFICATION OF TRAVEL AGENCIES

Terms & Conditions

Pakistan Railwas Academy Walton, Lahore invites the "Proposals" on "Single Stage – One Envelope Procedure" from reputed, experienced and financially sound travel agencies for procurement to provide travel-related services for International visits, the travel agencies / companies for one time, who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department as well as having International Air Transport Association (IATA) Membership Certificate and having GST/ NTN Numbers.

2. Procurement process shall be carried out through EPADS (https://eprocure.gov.pk)

3. Interested eligible bidders must be registered on the EPADS (https://eprocure.gov.pk) and submit their documents on EPADS.

3. All / any payment(s) will be made through Economic Affairs Divisions, Islamabad and payment will be credited after completion of departure process of all participants as per the procuring agency payment process.

4. Non-black listing certificates on affidavit may be attached with bidding documents.

5. Bid security of Qualified Firms only will be returned on successful completion of the Financial Year.

6. The result of the bid evaluation, in the form of a report will be announced within ten days on EPADS. In case of any complaint of bidder, Redressal Committee of this office will address grievances.

7. Further information in this regard, if any, can be sought during office hours on Phone No.042-99220487 or on EPADS.

SCOPE OF WORK/TERMS OF REFERENCE (TOR'S):

The Pre-Qualified applicant shall provide services as per following:

1. Booking and issuance of international air tickets;
2. The agency would ensure booking of tickets /confirmation of waitlisted tickets, delivery of tickets mainly at Pakistan Railways Acedemy Walton, Lahore or other designated place(s) as instructed by authorized representative of this office during working hours/holidays/ after office hours (at the expense of the agency), collection of tickets for cancellation, up gradation/re-validation of tickets, delivery of tickets, documents.
3. The services shall be procured based on "AS AND WHEN REQUIRED"
4. The payment shall be made as per procuring agency SOPs upon receipt of invoice(s).

5. Round the clock (24/7) availability of dedicated personnel for bookings / cancellation of tickets ;
6. Fast and timely delivery of tickets at Pakistan Railways Academy Walton, Lahore premises or other designated place(s) as instructed by authorized representative of this office;
7. Provision of services at very short period of time when so required;
8. Offering and exploring the best suitable flights schedules and best fare offers/ promotions / discounts on air fares;
9. The supplier shall offer a wider choice of airlines while ensuring booking at the lowest rates.
10. The supplier shall facilitate all travel plans as directed by Procuring Agency i.e. (Purchase of Air Tickets and assist with seating requirements and other formalities).
11. Travel arrangements through foreign carriers not operating in Pakistan;
12. Any other relevant work assigned by this office.

MANDATORY REQUIREMENTS FOR APPLICANTS TO QUALIFY:

S/No.	Attributes	Yes/No	Ref page # in Proposal
1	Complete company profile including name, registered office address, telephone, fax and e-mail address and web address, complete contact details of the contact person, details of branch offices and staff details (branch-wise).		
2	NTN, GST and IATA Registration Certificates		
3	Last 03 years Audited Financial Statements/Bank certificate		
4	List of Clients as per Annex "A" must have at least 05 clients to its credit. Provide performance certificates from clients.		
5	Date of establishment of business and relevant business experience of at least for 03 years		
6	Established office setup in Lahore/Karachi/Rawalpindi/Islamabad		
8	Signed Compliance certificate/under taking Annex "B"		
9	Undertaking that the Applicant/firm and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state owned organization and their cases regarding black listing are not under trial by any Court of Law.		

Proposals must follow the given format.

Annex"A"

Applicant's References

Relevant services carried out in the Last 05 Years that best illustrate qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

a. Name of Client:
b. Address:
c. Start Date (Month/Year):
d. Completion Date (Month/Year):
e. Approx. Value of Services (in PKR):
f. Narrative Description of Project:
g. Description of Actual Services Provided by

Note: use multiple entries or different clients

Annex "B"

COMPLIANCE CERTIFICATE/UNDERTAKING

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this Pre-Qualification Document and have found the document in whole as non-biased to any particular vendor or product/ brand. I hereby undertake and firmly bound myself to abide by/ comply with all sections / conditions of this Pre-Qualification Document.

I do not have any objection/comment on any item and fully understand the requirement of SECP.

Authorized Signature of the Applicant:

EVALUATION CRITERIA

S. No.	Evaluation Grounds	Marks
A	Experience in the field, in number of year, since inception of business operations as registered travel agent at Registered with relevant Govt. and International Department (4MarksperYear,Maxmarksfor5yearsplusexperience)	**30**
B	No. of clients. Clientele of the applicant (1 mark for each of the, National , Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks,subject to maximum of 6marks for each of the mentioned categories)	**20**
C	Geographical Coverage (7-marks each for Offices at Lahore, Karachi, Rawalpindi, Islamabad)	**15**
D	Credit Limit- Up to 500,000= 05 Marks Up to 02 million= 15 Marks Above 02 million=20 Marks	**20**
E	Annual Turn Over (MaxMarks10) Above Rs.10 million= 10 AboveRs.7 million=8 Above Rs.5 million= 6 Less than 05-Million =05,	**15**
	Grand Total	**100**

Applicant's complying all mandatory requirements and securing 60% marks shall be considered as pre-qualified for required services.

Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner To be attached with

Name:_____*(Applicant)*

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]* The undersigned further affirms on behalf of the firm that:

i. The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order
ii. The documents/photocopies provided with Bid are authentic In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules
iii. Affidavit for correctness of information
iv. Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	International Air Transport Association (IATA) Membership Certificate	
2.	NTN No. with copy of certificate	
3.	GST No. with copy of certificate	
4.	Copy of Active Taxpayer List	
5.	Bank Account No.	
6.	Stamp paper /declaration about Non-black listing	
7.	Signature and Stamp on Tender Documents	
8.	Proof of financial soundness / copy of bank statement for the last six months.	
9.	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details	
10.	Experience Certificate	

Name of Bidder/Firm

Signature._____

Date: _____

Seal