

F. No. 1-16/2025-26-General
GOVERNMENT OF PAKISTAN
Ministry of Inter Provincial Coordination
ISLAMABAD
Tel: 051-9103512



TENDER FORM /BIDDING DOCUMENTS

PRE-QUALIFICATION OF TRAVEL AGENCIES FOR PROVISION SERVICES I.E. AIR TICKET BOOKING (LOCAL & INTERNATIONAL), HOTEL RESERVATIONS (LOCAL & INTERNATIONAL) VISA ASSISTANCE SERVICES ETC IN TERMS OF PUBLIC PROCUREMENT RULES, 2004 FOR ONE YEAR.

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION**

CRITERIA FOR PRE-QUALIFICATION OF TRAVEL AGENCIES

Terms & Conditions

Ministry of Inter Provincial Coordination, Islamabad invites the "Proposals" on "Single Stage – One Envelope Procedure" from reputed, experienced and financially sound travel agencies for pre-qualification to provide travel-related services for Local & International visit, the travel agencies / companies for one year, 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, AGPR Vendor Number for the **Provision of services i.e. Air Ticket Booking (local & international), Hotel reservations (local & international) visa assistance services etc.,**

2. Pre-qualification process shall be carried out through EPADS (<https://eprocure.gov.pk>)
3. Interesting 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 AGPR, Islamabad.
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 Ministry will address grievances.
7. Further information in this regard, if any, can be sought during office hours on Phone No.051-9103512 or on EPADS.

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

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

1. Booking of Hotels both local & international;
2. Booking and issuance of local & international air tickets;
3. The agency would ensure booking of tickets /confirmation of waitlisted tickets, delivery of tickets mainly at Ministry of Inter Provincial Coordination (2nd Floor, new Secretariat, Kohsar Block, Islamabad) or other designated place(s) as instructed by authorized representative of this Ministry during working hours/holidays/ after office hours (at the expense of the agency), collection of tickets for cancellation, getting visa, passports, confirmation/cancellation, up gradation/revalidation of tickets, delivery of tickets, documents.
4. The services shall be procured based on "AS AND WHEN REQUIRED"
5. The payment shall be made within 02-months upon receipt of invoice(s).

6. Assistance for obtaining visas /transit visas and submitting passports at the embassies;
7. Obtaining travel related insurances;
8. Round the clock (24/7) availability of dedicated personnel for bookings / cancellation of tickets ;
9. Assisting traveler so get enrolled infrequent flyer programs;
10. Fast and timely delivery of tickets at Ministry of IPC premises or other designated place(s) as instructed by authorized representative of Ministry of IPC;
11. Provision of services at very short period of time when so required;
12. Offering and exploring the best suitable flights schedules and best fare offers/ promotions / discounts on air fares;
13. The supplier shall offer a wider choice of airlines while ensuring booking at the lowest rates.
14. The supplier shall facilitate all travel plans as directed by Procuring Agency i.e. (Purchase of Air Tickets, Booking and Reservation and assist with seating requirements and other formalities).
15. The Agency shall intimate and transfer all additional discounts that are given by authorities/airline to Ministry of IPC;
16. Travel arrangements through foreign carriers not operating in Pakistan;
17. Provision of car rental/cruises rental services when required;
18. Arrangements of prepaid ticket advice(PTA); and
19. Any other relevant work assigned by the Ministry of IPC.

MANDATORY REQUIREMENTS FOR APPLICANTS TO QUALIFY:

S/No.	Attributes	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 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.

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

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)	20
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,subjecttomaximumof6marksforeachofthe mentioned categories)	20
C	Geographical Coverage (7-marks each for Offices at Karachi, Lahore, Islamabad)	10
D	Credit period: Upto 20-days= 05 Marks Upto 30-days=10 Marks Up to and above45-days=15 Marks	20
E	<u>Credit Limit-</u> Up to 500,000= 05 Marks Up to 02 million= 15 Marks Above 02 million=20 Marks	20
J	Annual Turn Over (MaxMarks10) Above Rs.10 million= 10 AboveRs.7 million=8 Above Rs.5 million= 6 Less than 05-Million =05,	10
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