

**TERMS OF REFERENCE (TOR)**  
**For inviting**  
**EXPRESSION OF INTEREST FOR THE**  
**MANAGEMENT OF PTDC FLASHMAN'S HOTEL**

**PAKISTAN TOURISM DEVELOPMENT CORPORATION**  
**CABINET DIVISION, GOVERNMENT OF PAKISTAN**

**Invitation for expression of interest for the project  
(Management of Flashman's Hotel)**

**INTRODUCTION**

Pakistan Tourism Development Corporation under the administrative control of Cabinet of Division, Government of Pakistan, is a corporate entity designed to operate on a commercial basis and on corporate lines. PTDC has among its assets of Hotel, Motels and other ventures some prize real estate located at lucrative locations. These locations were acquired with a view to develop Tourism infrastructure facilities while optimizing on its revenue generation capacity.

**Salient Features**

- Flashman's Hotel Rawalpindi is situated in the Cantonment Area 17/22, The Mall, Rawalpindi.
- Total Area of Hotel is 9.34 Acres which includes 2.1 Kanals plot of old servant quarters which is situated between Haider Road and Bank Road.
- The Hotel comprises of 73 rooms which include Deluxe rooms, Mini Suites, Suites and offices, 02 Banquet Halls, Restaurant and Mini Swimming Pool.

**Staff Strength.**

Manager (BS-19)	=	01
Controller (Accounts) (BS-19)	=	01
Manager (Security) (BS-18)	=	01
Other Staff	=	82
<b>Total Employees</b>	<b>=</b>	<b>85</b>

## **OBJECTIVE**

In pursuance of the present Government strategy to develop tourism, through a Public Private Partnership mechanism. PTDC decided to transfer the management of Flashman's Hotel Rawalpindi to private sector in order to upgrade, renovate and operate this facility to International standard. The prime purpose of the assignment is to take over the Management of Flashman's Hotel and all technical issues to ensure the effective coordination and implementation of the whole project. The operator shall be responsible for effectively leading and taking initiative to manage, execution and reporting implement the project delineate installing procedures, operationalizing procedures and reporting systems.

## **TERMS OF REFERENCE**

This assignment is for up-gradation and management for establishing Flashman's Hotel as heritage hotel and uplift to the level of 4-5 star Hotel henceforth referred to as operator on behalf of PTDC, which henceforth referred to as the owner. The operator is proposed to be engaged for assisting the client for establishing the project on turnkey basis. The major description of the duties and responsibilities of the operator is as follows:

- i) Development concept and conceptual design.
- ii) Development of methodology and Schedule.
- iii) Detail of facilities being developed within built structure.
- iv) Restaurant, banquet and dining facilities.
- v) PTDC will monitor progress of development and up-gradation within scheduled time.
- vi) Rooms, parking area, liquor outlet, banquet hall, restaurant swimming pool shall be included.
- vii) The successful operation would not be allowed to interfere in the property already leased out i.e. rooms occupied by PTDC Head Office, shops, millennium Marquee, bill boards and other assets leased out earlier by the Flashman's Hotel.

### **Submission of EOI**

The operator qualifying the criteria shall submit the EOI in sealed cover containing documents in support of the eligibility conditions as mentioned with the following documents:

- i) Company profile activities, background of key shareholders and capabilities.
- ii) Audited reports including balance sheets and income statements for the last 5 years with legal aspects.
- iii) Skill and experience of consortium organization and management personnel.
- iv) Experience and capabilities of efficiently developing and managing similar business of hoteling for the last 5 years.
- v) Interested firms shall attach a bank draft/ pay order in the name of Fleishman's Hotel worth Rs. 2.00 million (Refundable) as earnest money and Rs. 10,000/- as bid money (Non-refundable)
- vi) Income tax and sales tax registration certificate
- vii) Valid Registration with Department of Tourist Services as hotelier.
- viii) The EOIs of the applicant which fulfils the eligibility conditions will be called for presentation which will be evaluated by the committee.

### **Rejection of EOIs**

The application for the management operation is liable to be rejected if:

- a) The application technical/financial bid is not covered in proper sealed envelope.
- b) Not in prescribed form and not containing all required details
- c) Not properly signed
- d) Received after the expiry of due date and time
- e) Bid received without earnest/bid money

## **TIME LINES AND WORK SCHEDULE**

Since the project has to be completed on a time bound manner, the operator has to co-ordinate all agencies involved in the project to adhere the following time line:

<b>S.No.</b>	<b>Description of work</b>	<b>Tentative completion time</b>
1	Preparation of feasibility/study report and submission of preliminary design	30 days
2	Submission of detailed design and drawings	30 days
3	Tendering and awarding of contract	15 days
4	Execution of work	8 months
5	HVAC / refurbishing	1-1/2 months

### **Other terms and conditions**

- i) The services of the employees of Flashman's Hotel shall be fully protected and no employee shall be terminated the new management.
- ii) Interested parties must clearly mention their offer of lease/rent money on yearly basis, payable in monthly installments.
- iii) The Flashman's Hotel possesses all required licenses, NOC's/permissions from respective departments/ agencies. The successful firm/bidder will be responsible to obtain any NOC's/Permissions etc. from concerned quarters it will be his responsibility, if required during the lease period.
- iv) Successful Firm will be liable to pay all the relevant taxes imposed by Federal and provincial governments from time to time and shall regularly provide the copies of paid challans to PTDC Management for its record.
- v) The successful bidders will deposit an amount of Rs. 2.00 million as security (refundable) till the completion of tenure of Management Agreement.
- vi) The party/Firm shall liable to pay the Management Fee on monthly basis regularly without fail as per agreed amount. In case the Firm/Party fails to deposit the amount for consecutive three months, the Agreement shall stand cancelled without notice.

- vii) That tariff of the Hotel shall be fixed in consultation with PTDC Management.
- viii) The eligible applicants will be called for presentation on multimedia to elaborate their future course of action for promotion of Hospitality sector.
- ix) After the expiry of contract period, the Firm shall surrender the possession of all movable and immovable assets and properties without any compensation.
- x) The operator / management firm have right to operate the Hotel under the owner's brand and standards (PTDC Flashman's Hotel).
- xi) Indoor facilities i.e. hotel Reception, Deluxe rooms, Mini Suites, Suites and offices, 02 Banquet Halls, Restaurant and Mini Swimming Pool and other facilities will be at par with the standard maintained by Serena, Marriott Islamabad, Pearl Continental and Flattie's Hotel Lahore.
- xii) The owner (PTDC) also extract the right to terminate if the operator/management fail to meet defined performance, measures, detailed in the management agreement.
- xiii) In the event of devolution to provinces under 18<sup>th</sup> Constitutional Amendment OR privatization of Hotel the Lease Agreement shall automatically stands terminated immediately and second Firm/Party shall not be entitled to any notice and shall not have any claim, whatsoever, against the first party/Firm.
- xiv) No cemented construction will be allowed.
- xv) The lessee will not be allowed structural changes in Flashman's Hotel's premises.

### **Arbitration**

In case of any dispute arises between the two parties/Firms, in that case matter shall be referred to the Arbitrator i.e. Secretary Cabinet Division. The decision of the arbitrator shall be final and the parties/Firms shall abide by the decision at all cost.

**Format for Submitting the Expression of Interest**

Managing Director,  
Pakistan Tourism Development Corporation (PTDC),  
Flashman's Hotel, The Mall,  
Rawalpindi.

Subject: **Transfer of Management of PTDC Flashman's Hotel**

Dear Sir,

The undersigned having read and examined in detail all the EOI documents for the transfer of Management as operator for up-gradation, renovation and rehabilitation of Flashman's Hotel. The details of our firm along with the documents forming part of the EOI are given below

1.	Name of the Firm	
2	Address of the Firm	
3	Name & Designation of the contact person to whom all references shall be made regarding this tender	
4	Telephone, Fax No., (with STD code), Cell No and e-mail of the contact person	
5	Company profile activities, background of key shareholders and capabilities.	
6	Audited reports including balance sheets and income statements for the last 5 years with legal aspects.	
7	Skill and experience of consortium organization and management personnel.	
8	Experience and capabilities of efficiently developing and managing similar business of hoteling for the last 5 years.	
9	Interested firms shall attach a bank draft/ pay order in the name of Flashman's Hotel worth Rs. 2.00 million (Refundable) as earnest money and Rs. 10,000/- as bid money (Non-refundable)	
10	Income tax and sales tax registration certificate	
11	Valid Registration with Department of Tourist Services as hotelier.	
12	The EOIs of the applicant which fulfils the eligibility conditions will be called for presentation which will be evaluated by the committee.	

Signature & Stamp

Interested parties must clearly mention their offer of lease/rent money on yearly basis, payable in monthly installments.

The Flashman's Hotel possesses all required licenses, NOC's/permissions from respective departments/agencies. The successful firm/bidder will be responsible to obtain any NOC's/Permissions etc. from concerned quarters it will be his responsibility, if required during the lease period.

Indoor facilities i.e. hotel Reception, Deluxe rooms, Mini Suites, Suites and offices, 02 Banquet Halls, Restaurant and Mini Swimming Pool and other facilities will be at par with the standard maintained by Serena, Marriott Islamabad, Pearl Continental and Flattie's Hotel Lahore.