



**PRE-QUALIFICATION DOCUMENT FOR  
LOCAL/INTERNATIONAL ORGANIZATIONS  
INTERESTED FOR OPERATING PTDC  
FLASHMAN'S HOTEL RAWALPINDI**



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## SECTION-I Introduction & Background

### 1. Introduction

Pakistan Tourism Development Corporation (PTDC) hereby invites Expression of Interest from firms/companies/Joint Ventures that are interested in bidding to operate PTDC Flashman's Hotel Rawalpindi on long Lease-basis. PTDC is offering an opportunity to private investors to utilize PTDC property on lease-basis according to the highest and best commercial use, suggested to them by PTDC in order to maximize the return on investment for the private investor.

The property is located at prominent place of attractive tourist destinations of Pakistan having facilities such as rooms, lawns, parks, access roads, banquet halls, restaurant and they have historically generated significant revenue in shape of room charges, utilities and service charges from tourists availing these facilities. The property have potential to upgrade by adding additional facilities such as renovation, refurbishing and interior decoration without disturbing the original structure of existing buildings.

### 2. General

Pakistan Tourism Development Corporation (PTDC), issues this Pre-qualification Document to applicants interested for operating the attractive PTDC property on long lease-basis. Lease term proposed for the project is initially 20 years, with the option of review and extension of another similar period, subject to performance of the lessee in the first phase and subject to terms agreed in the Lease Agreement. PTDC is looking for companies or JV's that meet the minimum requirement that score the minimum qualifying marks, based on scoring criteria in Section III of this document.

### 3. Property wise Details of Selected PTDC Locations to be Leased Out

#### 3.1. PTDC Flashman's Hotel Rawalpindi



The Flashman's Hotel is a land mark of Rawalpindi and the history of the subcontinent. The

**PRE-QUALIFICATION**

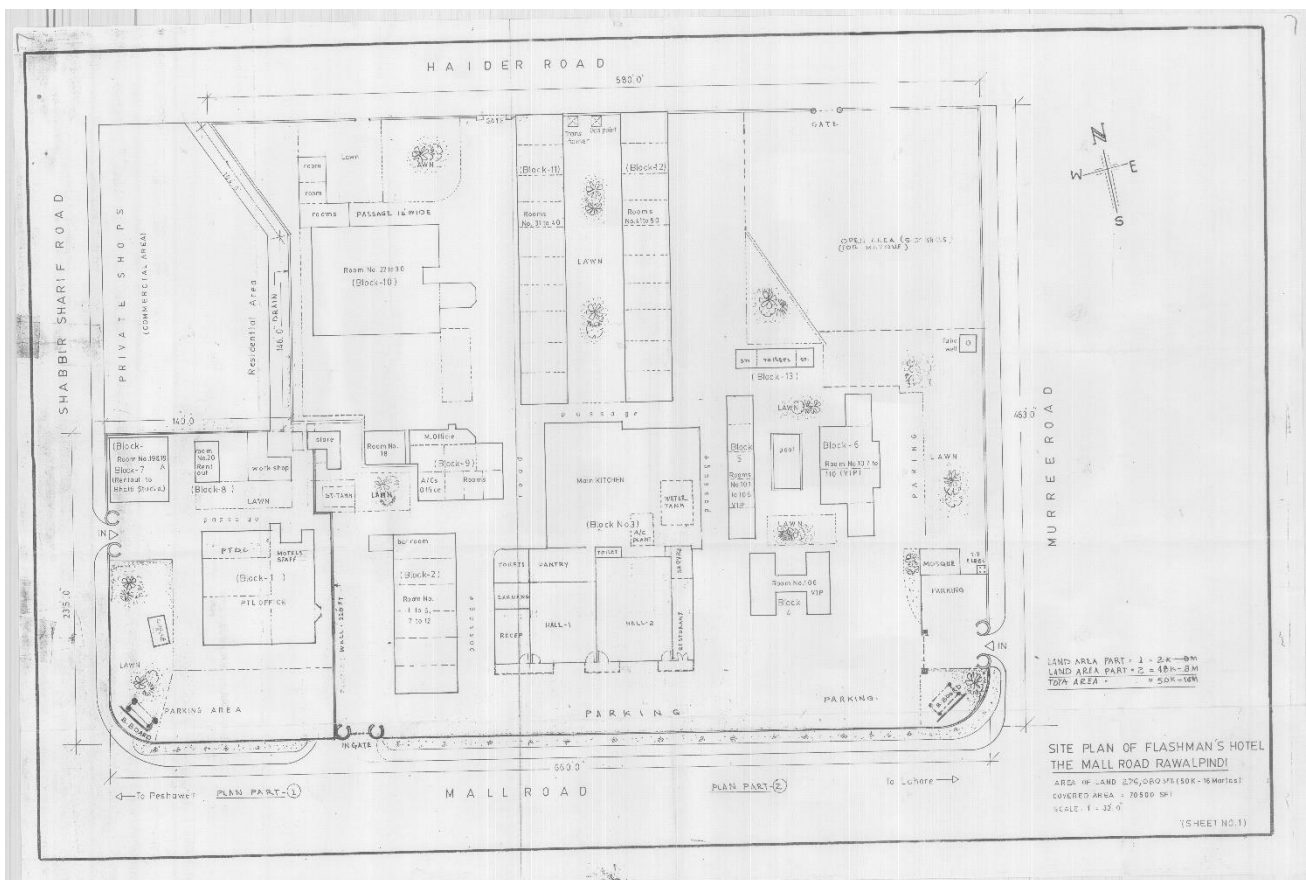
**Leasing of PTDC Property Flashman's Hotel, Rawalpindi**



Flashman's hotel was used from the English times and has hosted some of the greatest decision makers of the sub-continent. The rooms have now been fully re-furbished and the staff courteous. The Flashman's hotel has been built for Lords so all rooms are on ground floor one can park car straight in front of the room. Flashman's hotel is owned & operated by Pakistan Tourism Development Corporation. Hotel is ideally located near Saddar bazaar and is only 50-minutes' drive from New Islamabad International Airport. Chinar & Lalarukh Restaurants are tastefully decorated. Staying at Flashman's Hotel is being part of history so the amenities though many are available do not mater much.

**3.2. PTDC** Flashman's Hotel is situated on area of 48 Kanals and 8 Marla's. The hotel comprises of 73 rooms which include deluxe rooms, mini suites, offices, 02 banquet Halls, Restaurant, Permit Shop (Bar Room) and Swimming Pool. Open space measuring 5 1/2 kanals available for erection of Marque.

**Site Plan**



**SECTION-II**



## Information / Instructions To The Applicants

### 1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Prequalification Document and clearly mark it “**ORIGINAL**”. The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit 1 hard copy and 1 soft copy of the signed application in addition to the original application and clearly mark them as “COPY”.** In the event of any discrepancy between the original and the copy, the original shall prevail.

### 2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The PTDC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the prequalification process by the PTDC.

### 3. Language of Application

The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the PTDC, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

### 4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Prequalification Document shall contact PTDC's official email that is [info@tourism.gov.pk](mailto:info@tourism.gov.pk). PTDC will respond by email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The PTDC shall upload its response to all queries on the official website of PTDC, [www.tourism.gov.pk](http://www.tourism.gov.pk), including a description of the inquiry but without identifying its source. **PTDC reserves the right to amend the Pre-qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants by email.**

### 5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, PTDC may amend the Prequalification Document by Issuing addendum / Corrigendum. Any addendum / Corrigendum issued shall be part of the Prequalification Document and shall be communicated in writing or by Email to all who have obtained the Prequalification Document. The addendum/corrigendum shall also be uploaded on the website of PTDC and PPRA for information of all concerned.



## 6. Letter of Application

The applicant shall submit Application form along with the documentary evidences / information required as per **Appendix-A**. This form shall be completed without any alteration to its format and shall be duly signed by the authorized representative of the bidder.

## 7. Joint Venture

### a. Joint Venture Agreement

International Applicants may submit a Pre-qualification Application in a Joint Venture with a Pakistani firm. For local applicants, JV or joint bid is allowed only on the condition that the number of parties partnering for this purpose are not more than two, and the lead party should be clearly mentioned along with role of both parties. The lead party in this case will be evaluated against the eligibility criteria in Section III of this document, and the other party will be evaluated based on their role and expertise in the consortium. Prequalification Document shall be signed by all the members in the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Prequalification Document as per **Appendix-B**.

### a. Lead Member

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as Lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Appendix-C**.

### b. Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the pre-qualification and bidding period, and in the event of a successful bid, during contract execution.

## 8. Submission of Pre-Qualification Application

Application for Prequalification (**One original and two copies** (01 hard & 01 soft)) must be received in **sealed envelopes** to be delivered by hand or through registered mail on or before the closing date as mentioned in the advertisement in the name and address as stated below:

**General Manager (Motels), PTDC Head Office, Kohsar Block, New Secretariat, Islamabad.**



Envelope should be clearly marked as **“PRE-QUALIFICATION DOCUMENT FOR LOCAL/INTERNATIONAL ORGANIZATIONS INTERESTED IN ACQUIRING PTDC FLASHMAN’S HOTEL, RAWALPINDI AND PTDC RESTAURANT DAMAN-E-KOH ISLAMABAD ON LEASE-BASIS**

**9. Late Submission of Pre-Qualification Applications:**

The pre-qualification application which is received after the closing date and time shall not be entertained.

**10. Lack of Information**

Failure of an applicant to provide comprehensive and accurate information that is essential for the PTDC's evaluation of the applicant's prequalification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated to the respective bidder.

**11. Updating Pre-qualification Information**

Pre-qualified Applicants shall inform the PTDC of any material change in information that might affect their qualification status. Applicants shall be required to update key pre-qualification information at the time of bidding. Prior to award of contract, the bidder of most advantageous bid will be required to confirm its continued qualified status in a post-qualification review process as deemed appropriate by the PTDC.

**12. Only one Application**

An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as a member of a Joint venture.

**13. Fraud & Corruption:**

The PTDC requires that Applicants under this Prequalification process, observe the highest standards of ethics during this prequalification and further processing.

In pursuit of this policy, the PTDC defines for the purposes of this provision, the terms set forth below:

- i. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the prequalification process or in contract execution;
- ii. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence the prequalification;

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- iii. "collusive practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the PTDC, designed to establish artificial data/ information; and
- iv. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process;

The PTDC will reject an application for prequalification if it determined that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices; and

PTDC will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for prequalification if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

#### **14. No Conflict**

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- i. such applicant and any other applicant have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in an applicant or a constituent thereof in the other applicant(s) is less than 1% of its paid up and subscribed capital; or
- ii. a constituent of such applicant is also a constituent of another applicant; or
- iii. such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Prequalification of either or each of the other applicant; or
- iv. such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project: or
- v. such applicant or the subscribers of the applicant firm has any member who is in active employment of the PTDC or its subsidiary companies or who is a member of the Board of Directors of PTDC or its subsidiary companies.
- vi. Confirmation to the above clauses shall be provided by the bidder in the form of an Affidavit for No Conflict, stated as Form PQ-9 in the Annexure below.

#### **15. Confidentiality**

Information relating to the examination, clarification, evaluation and



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recommendation for the applicant shall not be disclosed to any person who is not officially concerned with the process or is not an Advisor in relation to, or matters arising out of, or concerning the Prequalification Process. The PTDC will treat all information, submitted as part of the Prequalification application, in confidence and will require all those who have access to such material to treat the same in confidence.

#### **16. PTDC's Right**

The PTDC reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the scope of work, if required while adhering to the Principles of Procurement as per Rule 4 of the Public Procurement Rules, 2004 during the prequalification process.
- ii. Cancel the pre-qualification process and reject all applications as per provisions of Rule 33 of Public Procurement Rules, 2004.

#### **17. Address of PTDC**

Kohsar Block (Ground Floor), New Secretariat, Islamabad.

#### **18. PTDC Representative**

General Manager (Motels), PTDC HO, Kohsar Block, New Secretariat, Islamabad.

Phone: 051-9212837, 9212829.



## SECTION-III

### Mandatory Eligibility Criteria Checklist

Before the bidders submit their prequalification documents, within the stipulated time mentioned in this prequalification document bidders are required to make sure that following mandatory requirements of the prequalification document are fulfilled. These requirements must be furnished at the time of submission of proposal. Non-submission of anyone of the following applicable requirements shall result in disqualification:

Sr. No.	Mandatory Eligibility Criteria Checklist	Mark
1	Letter of Application ( <b>Appendix-A</b> ) Applicant profile ( <b>Form PQ-1</b> ) Proof of Certificate of incorporation or Registration or equivalent	
2.	Proof of NTN Certificate (if applicable, please check ( <input type="checkbox"/> ) Otherwise put a Cross ( <input type="checkbox"/> ) in the Mark Column)	
3.	In case of bid being submitted as consortium/joint venture (JV). ( <b>Form PQ-2</b> ) a) Original affidavit on Stamp Paper(s) of worth PKR.1000 for joint venture agreement ( <b>Appendix B</b> ) b) Power of attorney for Lead Member of Joint Venture ( <b>Appendix C</b> )	
4.	Local applicants should submit tax payment history of past 3 years. a. In case of Joint Venture, tax statements for both members of the consortium will be needed. b. c. In case of international consortium, tax payment status of the local partner will be evaluated as a local bidder which will require tax payment history of past 3 years	
5.	Copy of Audited Annual Accounts (Last 3 years) ( <b>Form PQ-3</b> )	
6.	Relevant and General Experience for Hotel & Restaurant being managed & Operated (Last 3 years) ( <b>Form PQ-4</b> )	
7.	Proposed Team and Detail CVs ( <b>Form PQ-5</b> )	
8.	Litigation History for the Last Ten (10) Years ( <b>Form PQ-6</b> )	
9.	Affidavit for correctness of information ( <b>Form PQ-7</b> )	
10.	Original Affidavit on Stamp Paper (s) of worth of PKR. 100 ( <b>Form PQ-8</b> ) a) Not being backlisted by any entity or Government Department in Pakistan. In case of JV undertaking by both parties will be necessary. b) Not a defaulter of any bank in Pakistan. In case of JV undertaking by both parties will be necessary.	
11.	Original Affidavit on Stamp Paper(s) worth PKR 100 for No Conflict of Interest with PTDC ( <b>Form PQ-9</b> )	



## Eligibility & Evaluation Criteria

### 1. Eligibility Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation **(relevant documents to be attached)**:

#### i. Legal Requirements:

- 1.1. Applicant in Pakistan should be a registered company according to the laws of Pakistan, with a history of operations of at least 10 years under the same name and legal status. International bidders will not be allowed to bid without a local partner or representative with demonstrable experience of the sector and credentials.
- 1.2. Applications by international developers to be dealt according to the laws of Pakistan applicable for foreign investment.
- 1.3. Local applicants should be tax payers of Pakistan and should submit their tax payment history of past 3 years. In case of JV, tax statements for both members of the consortium will be needed. In case of international consortium, tax payment status of the local partner will be evaluated as a local bidder which will require tax payment history of past 3 years.
- 1.4. Applicant should provide undertakings in the form of Affidavit on a stamp paper of Rupees 100 of the following:
  - a. Not being blacklisted by any entity or government department in Pakistan. In case of JV undertaking by both parties will be necessary.
  - b. Not a defaulter of any bank in Pakistan. In case of JV undertaking by both parties will be necessary.

#### ii. Commercial Requirements:

- 2.1. Having demonstrable experience of operating and managing a similar project in the hospitality industry for at least ten years prior to the date of submission of EOI.
- 2.2. Experience to include management and operations of other hotel and Restaurant projects with at least 70 rooms or above, in one project or collectively in multiple locations.
- 2.3. Demonstrable experience of managing and operating Restaurants/ food and beverage related activities project with at least 10 years practical experience including; room service and restaurant management, with a capacity of at least more than 25 covers in a single restaurant.
- 2.4. Experience of handling and management of banquet facilities and corporate events within the project.
- 2.5. Having knowledge and capability of safety and health standards of Pakistan applicable to the hotel industry.
- 2.6. Having knowledge of tourism industry of Pakistan and the dynamics of seasonality in this business, especially in running hotel and restaurant.
- 2.7. In case of JV, requirements 2.1 to 2.6 will be applicable to the lead member in the two party consortium.



**iii. Financial Requirements: (To become eligible)**

- 3.1. Audited financial statements of the company operating the hotel and Restaurant business, for at least 3 years prior to the date of submission of this EOI,
- 3.2. Having an annual turnover of at least PKR 80 Mn. from the existing hotel business as discussed in the commercial requirements above,
- 3.3. Have sound financial stability with a current account ratio of at least 1.5 in the last two years of business, as stated in the audited financial statements submitted by the interested party.
- 3.4. Interested parties should demonstrate source of funds, if investment in PTDC properties is being made directly by the sponsors/owners.

**Note:** In case of JV, the financial soundness criteria will have to be met by both members of the consortium, as per requirement in Sub Category A: Financial Soundness mentioned below in Paragraph 2: Qualification Criteria.

**2. Qualification Criteria**

Pre-Qualification will be based on applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the applicant's response in the Pre-Qualification Forms and necessary documentary evidences for validating and confirming the information required in the following criteria and forms.

Pre-Qualification evaluation criteria as mentioned below is applicable for applicants:

<b>Sub-Category</b>	<b>Category</b>	<b>Weightage/ Marks</b>
A	Financial Soundness	40
B	Experience Record	40
C	Brief Understanding and Project Implementation plan	10
D	Personnel Capabilities	10
	<b>Total</b>	<b>100</b>

Marks shall only be given if the Prequalification Forms are filled by the applicant as per instructions given in this Document.

Pre-qualification status shall be decided on the basis of Pass/Fail Criteria. No compromise shall be made on minimum requirements of 50% marks in each category and an overall minimum of 70% marks as a total shall be required to pre-qualify.



In case of JV, marks will be awarded to each member of the consortium, based on the proposed role of each member in the consortium. For example the lead member will state clearly in the application if any attribute in the qualification criteria, other than the one mentioned in Sub Category A: Financial Soundness in Paragraph 2: Qualification Criteria, will be evaluated for the other member in the consortium who is not declared as the lead in the application for pre-qualification. The lead member will clearly state which attribute of the qualification criteria will be met by which member of the consortium and provide a rationale for doing so in the cover letter of the pre-qualification application as well as in the letter of association between the JV members.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

Any application submitted without fulfilling entirely the legal requirements mentioned in Section II/Paragraph 1/Sub Para 1) containing Legal requirements shall be considered invalid for evaluation and scoring.

#### **SUB CATEGORY A: FINANCIAL SOUNDNESS**

For financial soundness, audited financial statements for *last three financial years shall be submitted. **No marks shall be given if audited financial statements or Bank statements of last three financial years are not attached.***

*In case of Joint Venture (JV),*

- (i) All members combined are required to meet the given criteria of financial soundness,*
- (ii) Lead Member must meet at least 70% of the qualifying scores for financial soundness; and,*
- (iii) Each JV member (other than lead member) must meet at least 20% of the qualifying scores.*

Marks shall be awarded on the basis of the following criteria:

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<b>Sr. No</b>	<b>Category</b>	<b>Marks Assigned</b>	<b>Criteria for Marks</b>
a)	Audited financial statements of the company operating the hotel & restaurant business at least 03 years prior to the date of submission of this EOI,	15	<ul style="list-style-type: none"> <li>• Full Marks will be given if 3 years financial statements audited by category "A" Chartered accountancy firm are provided.</li> <li>• 5 Marks will be given if 3 years financial statements audited by category "B or below rating" Chartered accountancy firm are provided.</li> <li>• No marks will be given if audited financial statements of 3 years are not provided.</li> </ul>
b)	Having an annual turnover of at least PKR 70 mn from the existing hotel business in the last 3 years	15	<ul style="list-style-type: none"> <li>• Full Marks will be given if annual turnover in the last 3 years is more than PKR 80 MN.</li> <li>• 5 marks will be given if annual turnover in the last 3 years is between PKR 50 Mn to PKR 80 MN.</li> <li>• No Marks will be given if annual turnover of last 3 years is less than PKR 50 MN.</li> </ul>
d)	Have sound financial stability with a current account ratio of at least 1.5 in the last two years of business, as stated in the audited financial statements submitted by the interested party.	5	<ul style="list-style-type: none"> <li>• Full marks will be given if annual current account ratio in the past 2 years is more than 1.5 times as stated in the annual audited financial statements.</li> <li>• 3 marks will be given if annual current account ratio in the past 2 years is between 1.0 to 1.5 times as stated in the annual audited financial statements.</li> <li>• No marks will be given if annual current account ratio in the past 2 years is less than 1.0 times as stated in the annual audited financial statements.</li> </ul>
e)	Interested parties should demonstrate source of funds, if investment in PTDC properties is being made directly by the sponsors/owners.	5	<ul style="list-style-type: none"> <li>• Full marks will be given to applicants providing complete and accurate source of funds for investment in the PTDC project.</li> <li>• No marks will be given to applicants not providing complete and accurate source of funds for investment in the PTDC project.</li> </ul>
	<b>Sub-Category 'A' Total</b>	<b>40</b>	



**SUB CATEGORY B: EXPERIENCE RECORD**

Marks shall be awarded on the basis of the following criteria:

<b>Sr. No</b>	<b>Category</b>	<b>Marks Assigned</b>	<b>Criteria for Marks</b>
a)	Having demonstratable experience of operating and managing a similar project in the hospitality industry equal to 03 star category for at least (10)ten years prior to the date of submission of EOI.	10	<ul style="list-style-type: none"> <li>• Full Marks will be given if applicant has demonstratable experience of hotel business of at least 10 years prior to submission of this application.</li> <li>• No Marks will be given if applicant has no demonstratable experience of hotel business of at least 10 years prior to submission of this application.</li> </ul>
b)	Experience of management and operations of other hotel projects with at least 70 rooms or above, in one project or collectively in multiple locations.	10	<ul style="list-style-type: none"> <li>• Full Marks will be given if applicant has demonstratable experience of operating and managing a hotel project of 80 or more rooms for at least three years prior to the date of submission of EOI.</li> <li>• 5 Marks will be given if applicant has demonstratable experience of operating and managing a hotel project of 50 to 80 rooms for at least three years prior to the date of submission of EOI.</li> <li>• No Marks will be given if applicant does not provide demonstratable experience of operating and managing a hotel project below than 50 rooms for at least three years prior to the date of submission of EOI.</li> </ul>

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c)	Demonstratable experience of managing and operating food and beverage, bakery, laundry service and related activities including; room service and restaurant management, with a capacity of at least more than 25 covers/day in a single restaurant.	8	<ul style="list-style-type: none"><li>• Full Marks will be given if applicant has demonstratable experience of managing and operating food and beverage related activities including; room service and restaurant management, with a capacity of more than 25 covers/day in a single restaurant.</li><li>• 5 Marks will be given if applicant has demonstratable experience of managing and operating food and beverage related activities including; room service and restaurant management, with a capacity between 10 and 25 covers/day in a single restaurant.</li><li>• No Marks will be given if applicant does not have demonstratable experience of managing and operating food and beverage related activities including; room service and restaurant management, with a capacity of at least 10 covers/day in a single restaurant.</li></ul>
d)	Experience of handling and management of banquet facilities and corporate events within the project.	5	<ul style="list-style-type: none"><li>• Full marks will be given to applicants with Experience of handling and management of banquet facilities and corporate events within the project.</li><li>• No marks will be given to applicants with no Experience of handling and management of banquet facilities and corporate events within the project.</li></ul>



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e)	Have knowledge and capability of safety and health standards of Pakistan applicable to the hotel industry.	5	<ul style="list-style-type: none"> <li>• Full marks will be given to applicants providing a brief write up on their knowledge and capability of safety and health standards of Pakistan applicable to the hotel industry.</li> <li>• No marks will be given to applicants providing a brief write up on their prior knowledge and capability of safety and health standards of Pakistan applicable to the hotel industry.</li> </ul>
f)	Have knowledge of tourism industry of Pakistan and the dynamics of seasonality in this business, especially in running Hotel and Restaurants.	2	<ul style="list-style-type: none"> <li>• Full marks will be given to applicants providing a brief write up on their knowledge of tourism and hospitality industry</li> <li>• No marks will be given to applicants fail to providing a brief write up on their prior knowledge of tourism and hospitality industry.</li> </ul>
	<b>Sub-Category 'B' Total</b>	<b>40</b>	

**SUB-CATEGORY C: BRIEF UNDERSTANDING AND PROJECT IMPLEMENTATION PLAN**

Firms/Contractors has to provide a brief understanding of the project along with a detail project implementation plan.

Marks shall be awarded on the basis of detail and thoughtfulness of the project development and implementation plan by the applicant. **Maximum of 10 marks can be obtained in this category.**



**SUB-CATEGORY D: CAPABILITIES OF PERSONNEL PROPOSED BY THE APPLICANT**

Marks shall be awarded on the basis of the following criteria:

<b>Sr. No</b>	<b>Category</b>	<b>Marks Assigned</b>	<b>Criteria for Marks</b>
a)	CVs of Professional Staff with relevant experience of Hotel and Restaurant management	10	<ul style="list-style-type: none"><li>• 1 to 5 Marks will be given if a detailed and thought out organisation chart is provided, showcasing a comprehensive management approach of the property being applied for.</li><li>• 1 to 5 Marks will be given if detailed CVs with experience of key management professionals proposed for the project are provided.</li></ul>
	<b>Sub-Category 'D' Total</b>	<b>10</b>	



## **SECTION-IV**

### **APPENDICES & PREQUALIFICATION FORMS**



**Letter of Application**

*[Letterhead paper of the Applicant, or Lead Member of joint venture, including full Postal address, telephone no., fax no and email address]*

Date: \_\_\_\_\_

To: \_\_\_\_\_

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as an applicant for the Lease Out Option of PTDC Property(ies) in \_\_\_\_\_(maximum two properties).
2. Attached to this letter are copies of original documents defining:
  - a) The Applicant's legal status;
  - b) The principal place of business; and
  - c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The PTDC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. The PTDC and its authorized representatives may contact the following persons for further information, if needed.



<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
  - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) The PTDC reserves the right to:
    - (i) Amend the scope of work if required during the prequalification process; and
    - (ii) Reject or accept all application, cancel the prequalification process.
  - (c) The PTDC shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
  - (d) The PTDC shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.
  
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed for and on behalf of  
 [Bidder/Lead Member]

Signature \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

Seal \_\_\_\_\_



### Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000) To:

\_\_\_\_\_

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm]  
who for the purpose of this Agreement shall hereinafter called "Member".

They hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the Development of \_\_\_\_\_ is awarded to their group.
2. That they have nominated \_\_\_\_\_ (name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr./Ms. \_\_\_\_\_ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of the execution of the Construction of \_\_\_\_\_ under this contract.
6. That if the PTDC accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the PTDC.
7. That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.
8. That the Members shall enter into a definitive Joint Venture Agreement, in case of award of Contract, covering the detailed rights and obligations of the members and others details as deemed necessary for successful execution of the Project.

**PRE-QUALIFICATION**  
**Leasing of PTDC Property Flashman's Hotel,**  
**Rawalpindi**



1. Signed for and on behalf of  
[Name of the Lead Member]

Signature

Name:

Designation:

Date:

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Seal

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2. Signed for and on behalf of  
[Name of the Member]

Signature

Name:

Designation:

Date:

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### Power of Attorney for Lead Member of Joint Venture

*[To be printed on a PKR 100 stamp paper]*

Whereas the PTDC has invited Application for Prequalification of Applicants for Developing PTDC Motel \_\_\_\_\_ on Lease Basis.

Whereas, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (collectively the "**Joint Venture**" and individually as the "**Member**") being members of the Joint Venture are interested in Prequalification for the Project in accordance with the terms and conditions of the Prequalification Document and:

Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV's Prequalification Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, \_\_\_\_\_ having our registered office at \_\_\_\_\_, M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, and M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the Prequalification process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ JV.





IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\*\*.

For: \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

For: \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

Witnesses:

- 1.
  - 2.
- (Executants)

(To be executed by both the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

**AGREEMENT FOR HIRING OF SUB-CONTRACTOR**

**TERMS AND CONDITIONS**

[To be executed on Rs. 100 stamp paper]

THIS AGREEMENT FOR HIRING OF SUB-CONTRACTOR (hereinafter called the "Agreement") made and entered into on this ..... day of the month of ..... 2016 by and between:

**A. PRINCIPAL:**

[Name and address of the prospective general contractor] (hereinafter called "General Contractor"), which expression shall include its successors, legal representatives and permitted assigns, party of the first part;

**B. SUB-CONTRACTOR:**

[Name and address of the prospective sub-contractor] (hereinafter called the "Sub-Contractor"), which expression shall include its successors, legal representatives and permitted assigns, party of the second part;

(hereinafter individually referred to as the "Party" and collectively as the "Parties").

**WHEREAS**, the General Contractor intends to hire services of the Sub-Contractor for providing \_\_\_\_\_ (hereinafter called the "Services") for \_\_\_\_\_ (hereinafter called the "Project");

**AND WHEREAS**, the Parties have agreed to enter into this Agreement for hiring of Sub-Contractor to provide Services on the Project. However, the provision of Services on the Project shall not be in derogation to any provision of the contract to be executed by the PTDC and the General Contractor.

**NOW THEREFORE**, the Parties hereby agree as follows:

1. the General Contractor shall be responsible and liable for all services to be provided by it and the Sub-Contractor for the Project; and
2. The Parties shall enter into a detailed Sub-Contract Agreement, in case of award of works which shall include but not limited to detailed scope of Sub-Contracted services to be performed by the Sub-Contractor, payment mechanism and other terms and conditions as agreed between the parties.
3. PTDC shall not be responsible for any payment or any other obligation arising from any arrangement or agreement between the General Contractor and the Sub-Contractor in accordance with the provisions of this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.



For and on behalf of

**[Name of the General Contractor]**

Witness

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(Seal)

For and on behalf of

**[Name of the Sub-Contractor]**

Witness

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(Seal)



### **General Information**

*Applicant (or each Member of a Joint Venture) applying for prequalification is required to complete the information in this form.*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Type of Organization	
6.	Place of Incorporation/Registratio	Year of incorporation/registration
7.	NTN#	
9.	Name, Designation and Mobile Number of Firm's Representative	

#### ***Detail of Owners/ Directors***

	Name	Designation	Nationality
1.			
2.			
3.			
4.			
5.			



### Joint Venture Details

<b>Names of all Members of a Joint Venture</b>
1. Lead Member
2. Member

- Role of each member in the JV, with respect to the project,
- Reason for forming the JV, especially in this context and the value this JV will create for the Client,
- Clearly spell out the term of the JV which should be state that it will be intact till the term of the lease being applied for and any breach in the JV before the expiry of lease term with PTDC will result in penalties to the lead member unless indemnity is provided to PTDC by the lead member for continuing the project without the consortium member in the event of early dissolution of the JV.



### Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.**

Financial information in Pak Rupees	Year 1	Year 2	Year 3
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current assets			
Current liabilities			
Profits before taxes			
Profits After taxes			
Total Debt			
Total Equity			
Total Revenue			



**Details Similar Nature Hotel & Restaurant Projects being Managed & Operated**

*Applicant and each Member of a Joint Venture applying for prequalification is required to complete the information in this form.*

*(Use a separate sheet for each Member of a Joint Venture.)*

**Project Details:**

- Project name and location,
- Year of commencement of commercial operations,
- Type of ownership of property (owned or leased),
- Lease term and lessor name (if applicable),
- If Franchise is obtained, the terms of franchise restricting use of name in any other property or any restriction on starting a new project outside the scope of franchise,
- Number of rooms in the project (with each category of room),
- Occupancy levels in the last 3 years,
- Number of restaurants in the property,
- Details of restaurant, with type of cuisine, number of covers per day and annually in the past 3 years,
- Banquet hall or corporate events in the property, along with occupancy levels and meal covers in the last 3 years,
- Facilities inside the property, in terms of room services, amenities, packages or other services
- Facilities outdoor, such as sports (with type of sport), swimming pool or any other guest attraction,
- Associated arrangements for guest convenience such as rent a car or tour operator desk etc.
- Any other detail worth mentioning about the project. E.g. Unique location, heritage site, or cultural focus.



### Personnel Capabilities

**Name of Applicant:**

\_\_\_\_\_  
*(Applicant or Member of Joint Venture)*  
\_\_\_\_\_

1	Title of Position	
	Name of Proposed staff	
2	Title of Position	
	Name of Proposed staff	
3	Title of Position	
	Name of Proposed staff	
4	Title of Position	
	Name of Proposed staff	
5	Title of Position	
	Name of Proposed staff	

Note:

CVs of proposed personal shall be attached for detailed evaluation.





**Litigation History for the last Ten (10) Years**

**Name:** \_\_\_\_\_  
*(Applicant or Member of Joint Venture)*

Description of Contract	Year	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in PKR or US\$ equivalent)	Award FOR or AGAINST Applicant	Remarks by Applicant

Attach Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.



**AFFIDAVIT FOR CORRECTNESS OF INFORMATION**  
**(To be printed on PKR 100 Stamp Paper)**

**Name:**

\_\_\_\_\_

*(Applicant or member of Joint Venture)*

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by PTDC if the PTDC, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the PTDC 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 PTDC.

PTDC undertakes to treat all information provided as confidential.

*Signed by an authorized  
Officer of the firm*

Title of Officer

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Date

\_\_\_\_\_



**AFFIDAVIT FOR NON-BLACKLISTING BY ANY GOVERNMENT ORGANISATION OR  
DEPARTMENT**

**(To be printed on PKR 100 Stamp Paper)**

*(To be completed by each member of Joint Venture)*

**Name:**

\_\_\_\_\_

We hereby confirm and declare that we, M/s \_\_\_\_\_,  
are not blacklisted/ De-registered/ debarred by any Government department/  
Public Sector Undertaking/ Private Sector/ or any other agency for which we have  
Executed/ Undertaken Works/ Services during the last 10 years.

For .....

Authorized Signatory

Date:



**AFFIDAVIT FOR NO CONFLICT-OF-INTEREST WITH PTDC**  
**(To be printed on PKR 100 Stamp Paper)**

*(To be completed by each member of Joint Venture)*

**Name:** \_\_\_\_\_

We hereby confirm and declare that we, M/s \_\_\_\_\_,  
do not have any conflict of interest as per Clause 14 of this Pre-qualification  
document.

For \_\_\_\_\_

Authorized Signatory

Date:





## SECTION -III

### **Mandatory Eligibility Criteria Checklist**

Before the bidders submit their prequalification documents, within the stipulated time mentioned in this prequalification document bidders are required to make sure that following mandatory requirements of the prequalification document are fulfilled. These requirements must be furnished at the time of submission of proposal. Non-submission of anyone of the following applicable requirements shall result in disqualification:

Sr. No.	Mandatory Eligibility Criteria Checklist	Mark
1	Letter of Application <b>(Appendix-A)</b> Applicant profile <b>(Form PQ-1)</b> Proof of Certificate of incorporation or Registration or equivalent	
2.	Proof of NTN Certificate (if applicable, please check ( <input type="checkbox"/> ) Otherwise put a Cross ( <input type="checkbox"/> ) in the Mark Column)	
3.	In case of bid being submitted as consortium/joint venture (JV). <b>(Form PQ-2)</b> c) Original affidavit on Stamp Paper(s) of worth PKR.1000 for joint venture agreement <b>(Appendix B)</b> d) Power of attorney for Lead Member of Joint Venture <b>(Appendix C)</b>	
4.	Local applicants should submit tax payment history of past 3 years. d. In case of Joint Venture, tax statements for both members of the consortium will be needed. e. In case of intentional consortium, tax payment status of the local partner will be evaluated as a local bidder which will require tax payment history of past 3 years	
5.	Copy of Audited Annual Accounts (Last 3 years) <b>(Form PQ-3)</b>	
6.	Relevant and General Experience for Hotel being managed & Operated (Last 3 years) <b>(Form PQ-4)</b>	
7.	Proposed Team AND Detail CVs <b>(Form PQ-5)</b>	
8.	Litigation History for the Last Ten (10) Years <b>(Form PQ-6)</b>	
9.	Affidavit for correctness of information <b>(Form PQ-7)</b>	
10.	Original Affidavit on Stamp Paper (s) of worth of PKR. 100 <b>(Form PQ-8)</b> c) Not being blacklisted by any entity or Government Department in Pakistan. In case of JV undertaking by both parties will be necessary. d) Not a defaulter of any bank in Pakistan. In case of JV undertaking by both parties will be necessary.	
11.	Original Affidavit on Stamp Paper(s) worth PKR 100 for No Conflict of Interest with PTDC <b>(Form PQ-9)</b>	