

PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY



REQUEST FOR QUOTATION (RFQ)

HIRING OF SERVICES OF A SUITABLE TRAVEL AGENT FOR UMRAH FACILITY FOR EMPLOYEES OF PIEDMC

Contract # PIE/P&C/Hiring of Services of Travel Agent/

Head Office:

**Punjab Industrial Estates Development and Management Company (PIEDMC),
Commercial Area North, Sundar Industrial Estate, Sundar - Raiwind Road,**

Lahore - Pakistan

Tel: 042-35297203-6, Fax: 042-35297207

REQUEST FOR QUOTATION (RFQ)

Subject: REQUEST FOR QUOTATION (RFQ) FOR HIRING OF SERVICES OF A SUITABLE TRAVEL AGENT FOR UMRAH FACILITY FOR EMPLOYEES OF PIEDMC

1. Punjab Industrial Estates Development and Management Company (PIEDMC) is incorporated as a not for profit organization under Section 42 of Companies Ordinance, 1984 (Now Companies Act 2017) by Govt. of Punjab. PIEDMC is mandated to achieve orderly, planned and rapid industrialization in the province of the Punjab by developing a chain of new industrial estates and upgradation of existing ones. PIEDMC invites sealed bids from IATA registered Travel Agents for sending its 3 employees alongwith their ‘Mahrams’ (Total 06 persons) on Umrah for 15 days in the month of ‘February’ 2024.

Submission of Bids

2. Sealed financial bid must receive at the address provided in Bidding document not later than time and date stipulated therein. i.e. **15th February, 2024** by 1500 hours either through post or by hand. Bids will be opened on same day at 1530 hours’ publically at PIEDMC Head Office.

3. Bids forwarded through fax, telex or email shall not be considered.

4. Bids received after due date / time shall not be considered and will be returned unopened.

5. One person or company may submit one bid and if one person submits more than one bid, the PIEDMC shall reject all such bids

6. If a consortium of persons has submitted its bid, it shall be construed that each member of the consortium has submitted the bid

Validity of Bid

7. All bids must be valid for not less than 90 days.

Terms and Conditions / Eligibility Criteria

8. The quoted prices should be inclusive of all applicable taxes.
9. Firms / companies participating for bids should be in business for not less than 10 years.
10. Certificate on stamp paper that the company has never been blacklisted from any Govt. / Semi Govt. department / organization
11. Registration with Income and Sales Tax department and should be active tax payer.
12. Registration with IATA.
13. Govt license for Hajj-o-Umrah services

Services Required

14. Arrangement of air tickets from Lahore to Jeddah and back in economy class.
15. Hotel stay at Makkah and Madinah
16. Arranged hotel accommodation should be twin sharing rooms (total 3 rooms) and hotel location must not be beyond 500 meters from holy places at Makkah and Madinah
17. Local Journey (Jeddah – Makkah – Madinah – Makkah – Jeddah)
18. Processing of visas and other necessary documentations, if any
19. Arrangement of local ziarats at Makkah and Madina as part of package

Payment Schedule

19. Payments will be made through cross cheque in the name of successful bidder as per following schedule: -
 - i. 50 % In advance (for Visas & Tickets)
 - ii. 50 % after completion of assignment

Tax Deduction

17. Payment will be made after deduction of applicable taxes as per prevailing tax laws

Award Criteria

18. Services shall be hired from the lowest responsive bidder by following the least cost basis method of PPRA Punjab Rules 2014 (amended up to date)

Completion Time

19. Visas, tickets and other relevant documents shall be arranged by the selected bidder within 15 days after the award of assignment

Number of Copies of the Bid to be Submitted

20. One (01) in original

Single Stage One Envelop Procedure

21. Procurement / Services will be hired as per PPRA Rules 2014 (amended up to date) Single Stage One Envelop procedure and Work Order will be issued to the lowest evaluated responsive bidder.

Employer's Address

Chief Engineer (Planning & Contracts)

Punjab Industrial Estates Development and Management Company (PIEDMC),

Commercial Area North, Sundar Industrial Estate,

Sundar - Raiwind Road, Lahore

Tel: 042-35297203-6

Address of Focal Person in case of any Query

Manager (Admin & HR)

Punjab Industrial Estates Development and Management Company (PIEDMC),

Commercial Area North, Sundar Industrial Estate,

Sundar - Raiwind Road, Lahore

Tel: 042-35297203-6

Mobile # 03200840630

MANDATORY REQUIREMENTS

(i) Name of Firm/ Company:-----

(ii) Name of Bidder:-----

(iii) Postal Address:-----

(iv) Office Phone No:-----

(v) Active Mobile No:-----

(vi) GST No:-----

(vii) NTN No:-----

(viii) Evidence that firms / companies participating for bids are in business for not less than 10 years.

(ix) Certificate on stamp paper that the company has never been blacklisted from any Govt. / Semi Govt. department / organization

(x) Registration with Income and Sales Tax department and should be active tax payer.

(xi) Registration with IATA.

(xii) Govt license for Hajj-o-Umrah services

(xiii) Rates quoted must be inclusive of all applicable taxes

Name of Authorised Person

Date of Submission

Official Stamp