

----/--/-----

To, **M/s** \_\_\_\_\_

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

Punjab Industrial Estates Development and Management Company (PIEDMC) has planned to hire the services of IATA registered Travel Agent for carrying out Umrah facility (15 days' package) in holy month of Ramadan for its four employees with their 'Mahrams' (08 personal).

**1. Services to be provided:**

- a. Return air tickets from Lahore to Jeddah to Lahore (economy class).
- b. Stay at Makkah and Medina (Not beyond 500 meters at both holy places).
- c. Local Journey (Jeddah-Makkah-Medina-Makkah-Jeddah).
- d. Visa related documentation, complete in all respect.

**2. Eligibility Criteria (Mandatory Requirements):**

- a. Company experience more than 10 years
- b. Certificate or stamp paper that the company has never been blacklisted from any Govt. / Semi Govt. department / organization
- c. Registration with Income and Sales Tax department
- d. Registration with IATA.
- e. Govt license for Hajj-o-Umrah services

**3. Terms and Conditions:**

- a. Mode of Payment (Payments will be made through cross cheque):
  - i. 50 % In advance (for Visa & Tickets)
  - ii. 50 % after completion of assignment
- b. Tax Deduction etc.:
  - i. As per prevailing tax laws.

**4. Award Criteria:**

Services shall be hired from the lowest responsive bidder using least cost basis as per PPRA Punjab Rules 2014 (amended upto date)

**5. Completion Time:**

- a. Visa, tickets and other relevant documents shall be arranged within 15 days after awarding the assignment.

**(Mr. Muhammad Javed Ilyas)  
GM (Planning & Contracts)**