

EXPRESSION OF INTEREST

Pakistan Expo Centres Private Limited intends to register / prequalify the well reputed entities in the below mentioned categories.

CATEGORIES

1	Cafeteria Operational Vendor / Catering Companies	2	Security Companies
3	General Construction Companies		

TERMS & CONDITIONS

1. The bids submitted after the closing date and time shall not be accepted except for category No.1.
2. The Sealed documents reach the office at **11:00 AM, May 24, 2022**, and submittals will be opened in the presence of bidders or their authorized representatives at **11:30 AM** on the same day.
3. Entities who applied already against our notices dated **02.12.2021** & **09.02.2022** cannot apply for this notice.
4. Shortlisting will be on the basis of criteria defined in E.O.I Documents / TOR's.
5. Information provided by the bidders, if found to be incomplete / false at any stage, may result in immediate disqualification.
6. The advertisement and E.O.I can be downloaded from the website of PPRA (www.ppra.org.pk) and from website of PECPL (www.pakexcel.com) or can be collected from below mentioned office address during the office hours.

For Information & Submission

Procurement Department

Pakistan Expo Centres Private Limited

1-A Johar Town, Expo Centre Lahore. Ph # 042 3529 8005-7, Fax # 042 3529 8004

Email: procurementcommittee@pakexcel.com, www.pakexcel.com



Nawa-i-Waqat, The News, 29.04.2022.



EXPRESSION OF INTEREST

OF

**CAFETERIA OPERATIONAL VENDOR / CATERING
COMPANIES**

Pakistan Expo Centres Private Limited

April, 2022

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INSTRUCTIONS TO BIDDERS

A. INTRODUCTION:

Pakistan Expo Centres Private Limited (PECPL) is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Lahore International Expo Centre was the flagship project of the Government/Company, which being a success story is conducting its operations since 2010 effectively and efficiently. The company as per initiative Govt. of Pakistan in collaboration with provincial Government now intends to develop Expo Centres in Peshawar and Quetta the spade work of which has already been initiated.

1. OPERATIVE LAW / REGULATION

1.1 Public Procurement Regulatory Authority rules 2004 shall be the operative rule / regulation for the instant procurement.

2. SCOPE OF WORK

2.1 Pakistan Expo Centres Private Limited is intend to registered the cafeteria operational vendor / catering companies for events.

3. DURATION OF CONTRACT

Interested entities may register their companies in the following type of categories:

3.1 Yearly basis Registration / Permanent Registration:

3.1.1 Permanent registration means a registration in which a registered entity paid their fee at the time of registration only. This security fee will be refundable at the time of termination of contract with PECPL. Incase of withdrawal before one-year period the PECPL will deduct 10% of the security deposit before processing the refund.

3.2 Job to Job Basis Registration:

3.2.1 Job to job basis registration means a vendor will register with PECPL on job-to-job basis during the events. Vendor will pay their non-refundable security deposit and fee in the following manners:

Sr. No.	Categories of Service Providers	Yearly Basis Registration (Refundable)	Job to Job Basis Registration (Non-Refundable)
01	Cafeteria Operational Vendor / Catering Companies	25,000/-	5,000/-

Vendors registered in the category of cafeteria operational vendor / catering companies have to pay the charges as a rent of cafeteria per day PKR. 10,000/- inclusive per cafeteria during

events. These charges are applicable to whom vendor who is chosen by the PECPL from the registered list for specific event.

4. COST OF BIDDING

4.1. The bidder shall bear all costs associated with the preparation and delivery of his bid, and PECPL will in no case be responsible or liable for those costs.

5. E.O.I DOCUMENTS

5.1. The bidders are expected to examine the contents of all the documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of bidder.

6. CLARIFICATION OF E.O.I DOCUMENTS

6.1. The prospective bidder requiring any further information or clarification of the E.O.I documents may request PECPL in writing or by e-mail or by visiting at the following address prior to seven (7) days of the submission of bid date:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004
Email: procurementcommittee@pakexcel.com

7. AMENDMENT OF PREQUALIFICATION DOCUMENTS

7.1. At any time prior to the deadline for submission of bid, PECPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the E.O.I documents by amendment(s).

7.2. The amendment(s) shall be part of the E.O.I document and shall be notified in writing, e-mail, or fax or by posting on company's website to all the prospective bidders who have received the E.O.I documents, and will be binding on all.

7.3. In order to facilitate the prospective bidder reasonable time to take the amendment into account in preparing its bid, PECPL may, at its discretion, extend the deadline for the submission of bid.

8. PECPL'S RIGHT TO ACCEPT THE BID OR REJECT THE BID (PPRA clause. 33)

8.1. PECPL may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.

8.2. PECPL shall upon request communicate to any company/firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.

8.3. PECPL shall incur no liability.

B. PREPARATION OF BID

9. LANGUAGE OF BID

9.1. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and PECPL shall be written in the English language.

10. DOCUMENTS COMPRISING THE BID (CHECKLIST)

10.1. The bid prepared by the bidder shall be accompanied by the following documents:

- (i) Covering Letter
- (ii) Profile of the company
- (iii) Provide client list / experience
- (iv) E.O.I Documents duly signed & stamped on each page
- (v) Contact Detail of concerns
- (vi) Proof of valid and active NTN registration
- (vii) Proof of valid and active Provincial Revenue Authority registration (in case of services).
- (viii) Copy of registration certificate with relevant authority (if any)
- (ix) Authority Letter, Company representative duly signed and stamped
- (x) Furnish undertaking declaring that neither they have been blacklisted by any of the public sector organization, Government / Autonomous.

C. SUBMISSION OF BID

11. SEALING AND MARKING OF BID

11.1. The bidder shall seal the bid, duly marking the envelope as "Pre-Qualification For (Category Name)" and mailed to the following address:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004

12. DEADLINE FOR SUBMISSION OF BID

11.1. The Sealed pre-qualification documents must be received by the PECPL at the address specified no later than 11:00 AM, May 24, 2022, and submittals will be opened in the presence of bidders or their authorized representatives at 11:30 AM on the same day. PECPL may, at its discretion, extend the deadline for the submission of bids by amending the prequalification documents or conveying to all bidders.

11.2. The bids may submitted after the closing date and time shall be accepted.

- 11.3. All prospective bidder shall be required to furnish undertaking declaring that neither they have been blacklisted by any of the public sector organization Government/Autonomous Bodies.

D. OPENING AND EVALUATION OF BIDS

13. OPENING OF E.O.I DOCUMENTS

- 13.1. The bid shall be opened by the procurement evaluation committee PECPL in the presence of bidder's or their authorized representatives who choose to be present. Attendee of the bid opening shall be required to mark their attendance on the attendance sheet.

14. EVALUATION OF BID:

The procurement committee will evaluate the documents as per evaluation criteria mentioned below. In case of any document found incomplete / ambiguous shall be declared as non-responsive.

No.	Criteria	Marks
A. Experience (30 Marks)		
1	Served at least 03 clients with similar nature assignments in last 02 Years.	30 (10 marks for each Client)
B. About Firm (20 Marks)		
1	Appear in Active Tax Payer List	20
C. Information About Litigation (25 Marks)		
1	A undertaking, duly signed by the authorized signatory, that the firm/company is never blacklisted by any Government/Autonomous body	25
D. Complete Information (25 Marks)		
1	Application Form	25
Overall Score:		100

* The experience shall be taken into account from the date of registration of the firm.

Firm having 50 % or more marks in evaluation shall registered.

- 14.1. All bidders in addition to the evaluation criteria mentioned above must also possess the following. In second phase, Procurement committee will evaluate the following technical documents. Bidders who fail to provide the evidence will be considered technically non-responsive.
- 14.2. Must have correspondence office in Lahore.
- 14.3. Must have valid tax number.

15. CLARIFICATION OF BID

- 15.1 To assist facilitate PECPL in the examination, evaluation and comparison of bid, PECPL may require the bidder to clarify any point of its bid. The clarification can be sought from the bidder regarding any point of the bid.

The E.O.I documents should be submitted using following standard forms:

Form-1 Application Form



Application Form

For Cafeteria Operational Vendor / Catering Company

A. Organization Information			
Organization Name		Date of Establishment	
Address			
Phone No.		Fax No.	
Mobile No. (If any)		E-Mail/URL	
B. Statuary Information			
1. Legal Status	a) Public Limited	<input type="checkbox"/>	b) Private Limited <input type="checkbox"/>
	c) AOP	<input type="checkbox"/>	d) Partnership <input type="checkbox"/>
	e) Sole Proprietorship	<input type="checkbox"/>	f) Any other (please mention) <input type="checkbox"/>
2. National Tax Number, NTN (If any)		Sales Tax Number From FBR (If any)	
Provincial Sales Tax Number (If any)		CNIC Number (only in case of Sole Proprietorship)	

C. Operational Information

Type of Business	a) Manufacturer	<input type="checkbox"/>	b) Service Provider	<input type="checkbox"/>
	c) Retailer	<input type="checkbox"/>	d) Distributer	<input type="checkbox"/>
	e) General Order Supplier (GOS)	<input type="checkbox"/>	f) Other	<input type="checkbox"/>
Brief Company Profile (If any)	Attached <input type="checkbox"/> Not Attached <input type="checkbox"/>			

D. About Clients

I.	Name of Top Three Clients / Projects (in last five years)
1	
2	
3	
Note: Pakistan Expo Centres Private Limited may ask for details if required.	

E. Information of the Key Person of the Organization (Owner /Director / Proprietor/Chief Executive)			
Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			
F. Information of Focal Coordinator			
Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			
G. Submitted by			
Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			
Signature		Submission Date	
Stamp			



PREQUALIFICATION DOCUMENTS

OF

CONSTRUCTION COMPANIES

Pakistan Expo Centres Private Limited

April, 2022

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INSTRUCTIONS TO BIDDERS

A. INTRODUCTION:

Pakistan Expo Centres Private Limited (PECPL) is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Lahore International Expo Centre was the flagship project of the Government/Company, which being a success story is conducting its operations since 2010 effectively and efficiently. The company as per initiative Govt of Pakistan in collaboration with provincial Government now intends to develop Expo Centres in Peshawar and Quetta the spade work of which has already been initiated.

1. OPERATIVE LAW / REGULATION

1.1 Public Procurement Regulatory Authority rules 2004 shall be the operative rule / regulation for the instant procurement.

2. SCOPE OF WORK

2.1 Pakistan Expo Centres Private Limited is intend to prequalify the construction companies for its miscellaneous construction activities.

3. DURATION OF CONTRACT

3.1 This Prequalification shall be valid for a period of one year, from the date of issuance of Letter of Consents, which can be extended for further periods on sole discretion of PECPL

4. ONE CATEGORY MORE THEN ONE CATEGORY

4.1. Each bidder shall apply for one category or more than one category either by himself, or as a partner in a joint venture.

5. COST OF BIDDING

5.1. The bidder shall bear all costs associated with the preparation and delivery of his bid, and PECPL will in no case be responsible or liable for those costs.

6. PREQUALIFICATION DOCUMENTS

6.1. The bidders are expected to examine the contents of all the documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of bidder.

7. CLARIFICATION OF PREQUALIFICATION DOCUMENTS

- 7.1. The prospective bidder requiring any further information or clarification of the prequalification documents may request PECPL in writing or by e-mail or by visiting at the following address prior to seven (7) days of the submission of bid date:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004
Email: procurementcommittee@pakexcel.com

8. AMENDMENT OF PREQUALIFICATION DOCUMENTS

- 8.1. At any time prior to the deadline for submission of bid, PECPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the prequalification documents by amendment(s).
- 8.2. The amendment(s) shall be part of the prequalification document and shall be notified in writing or e-mail or fax or by posting on company's website to all the prospective bidders who have received the prequalification documents, and will be binding on all.
- 8.3. In order to facilitate the prospective bidder reasonable time to take the amendment into account in preparing its bid, PECPL may, at its discretion, extend the deadline for the submission of bid.

9. PECPL'S RIGHT TO ACCEPT THE BID OR REJECT THE BID

(PPRA clause. 33)

- 9.1. PECPL may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.
- 9.2. PECPL shall upon request communicate to any company/firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
- 9.3. PECPL shall incur no liability.

B. PREPARATION OF BID

10. LANGUAGE OF BID

- 10.1. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and PECPL shall be written in the English language.

11. DOCUMENTS COMPRISING THE BID (CHECKLIST)

11.1. The bid prepared by the bidder shall be accompanied by the following documents:

- (i) Covering Letter
- (ii) Profile of the company.
- (iii) Provide relevant experience.
- (iv) Prequalification Documents duly signed & stamped on each page.
- (v) Contact Detail of concerns.
- (vi) Proof of valid and active NTN registration.
- (vii) Proof of valid and active Provincial Revenue Authority registration (in case of services).
- (viii) Authority Letter, Company representative duly signed and stamped.
- (ix) Copy of registration certificate with Pakistan Engineering Council (PEC).
- (x) A certificate, on a stamp paper of Rs. 100/- duly signed by the authorized signatory that any Government / Autonomous body never blacklists the firm/company.

C. SUBMISSION OF BID

12. SEALING AND MARKING OF BID

12.1. The bidder shall seal the bid, duly marking the envelope as “Pre-Qualification For (Category Name)” and mailed to the following address:

Chairman Procurement Committee
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre
Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004

13. DEADLINE FOR SUBMISSION OF BID

13.1. The Sealed pre-qualification documents must be received by the PECPL at the address specified no later than 11:00 AM, May 24, 2022, and submittals will be opened in the presence of bidders or their authorized representatives at 11:30 AM on the same day. PECPL may, at its discretion, extend the deadline for the submission of bids by amending the prequalification documents or conveying to all bidders.

13.2. All prospective bidder shall be required to furnish undertaking that neither they have been blacklisted by any of the public sector organization Government/Autonomous Bodies.

D. OPENING AND EVALUATION OF BIDS

14. OPENING OF PREQUALIFICATION DOCUMENTS

14.1. The bid shall be opened by the procurement committee PECPL in the presence of bidder's or their authorized representatives who choose to be present. Attendee of the bid opening shall be required to mark their attendance on the attendance sheet.

15. EVALUATION OF BID:

In first phase, the procurement evaluation committee will evaluate the prequalification documents as per evaluation criteria mentioned below. In case of any document found incomplete/ambiguous shall be declared as non-responsive.

No.	Criteria	Marks
A. Similar Nature Experience (30 Marks)		
1	Served at least 03 clients with construction assignment in last 05 Years. Clients should be from public and private sector. (Copies of agreements required)	30 (10 marks for each Client)
B. About Firm (50 Marks)		
1	Appear in Active Tax Payer List (FBR for NTN)	15
2	Valid PEC Certificate	15
3	Number of Engineers (attached the list of Engineers with designation and PEC Number)	10
4	Number of Working Staff (attached the complete list with designation)	10
C. Information About Litigation (10 Marks)		
1	A stamp paper of Rs. 100/-, duly signed by the authorized signatory, that the firm/company is never blacklisted by any Government/Autonomous body	10
D. Complete Information (10 Marks)		
1	Application Form	10
Overall Score:		100

* The experience shall be taken into account from the date of registration of the firm.

Firm having 70% or more marks in evaluation shall qualify.

15.1. All bidders in addition to the evaluation criteria mentioned above must also possess the following. In second phase, bid evaluation committee will evaluate the following technical documents. Bidders who fail to provide the evidence will be considered technically non-responsive.

15.2. Must have Registration with Pakistan Engineering Council (PEC).

16. CLARIFICATION OF BID

16.1. To assist facilitate PECPL in the examination, evaluation and comparison of bid, PECPL may require the bidder to clarify any point of its bid. The clarification can be sought from the bidder regarding any point of the bid. The clarification however shall not impact the scope and cost of the bid. While Any discrepancy or arithmetical error noticed in the rates quoted

by the bidder shall be referred to the rates quoted in words. Any clarification regarding bid will not allow the bidder to effect any change in the price or substance of the bid except the arithmetical error if noticed.

17. OPENING OF FINANCIAL BID:

- 17.1. PECPL shall open the sealed Financial Bid(s) of the qualified Bidder(s) on a pre-determined date and time which will be intimated in advance in response of any inquiry for supplies/services.

Note:

A mis-statement/mis-representation for any part of the TORs/prequalification documents shall disqualify the entity.

18. ANNOUNCEMENT OF EVALUATION REPORTS

- 18.1. PECPL in terms of rule 35 of PPRA Rule 2004 will announce the results of bid evaluation in the form of a report for acceptance or rejection of bids at least fifteen (15) days prior to the award of procurement contract / agreement.

E. AWARD OF CONTRACT

19. POST-QUALIFICATION AND AWARD CRITERIA

- 19.1 PECPL will award the contract to the bidders qualify according to the selection criteria, will be invited to submit their offered/rates/quotation in PAK Rupees for supplies/services as and when required in accordance with PPRA Rules 2004.
- 19.2 Single stage one envelop bidding process will be adopted as per sub rule (a) of the rule 36 PPRA Rules 2004.
- 19.3 In case of any dispute or grievance against the decision of the grievance committee head by Senior General Manager/CFO, the decision of CEO of PECPL or the nominated officer on his behalf shall be binding and conclusive.

20. PERFORMANCE SECURITY

- 20.1 In case of award of tender, the successful bidder will be required to submit 10% performance guarantee in shape of Pay-order/ Demand-draft of the value of the contract within ten (10) days of the issuance of LOI. (in additional to the security deposit, already submitted, for prequalification purpose)
- 20.2 If the successful bidder fails to deposit the performance security within the stipulated time in terms of rule 19 of PPRA Rule 2004 may be debarred or cross debarred in all procurement processes for a period of six (6) months.
- 20.3 The performance security shall have the validity 30 days beyond the time of contract.
- 20.4 If the contractor violates any of the terms and conditions of the contract performance security shall be forfeited.

- 20.5 The Performance Security shall be returned to the Contractor after the successful execution of the contract on a certificate of satisfactory performance of the contractual obligations by the end user.

21. NOTIFICATION OF AWARD OF PURCHASE ORDER / WORK ORDER

- 21.1 PECPL will notify the successful bidder in writing by a registered post/in person that he has been declared as a successful bidder and shall be provided with the letter termed as "Letter of Intent" (LOA).
- 21.2 TORs/prequalification documents shall be read as integral part of the Contract.
- 21.3 The PECPL prior to signing of the contract with the successful bidder in terms of section 21 of the General Clauses Act 1897 reserve the rights to add, amend, vary or rescind the LOI terms and conditions.
- 21.4 Contract may be terminated with prior notice of one month by PECPL upon event of default as mentioned in contract.

The prequalification proposal should be submitted using following standard forms:

Form-1 Application Form



Application For Prequalification

For Construction Companies

A. Organization Information

Organization Name		Date of Establishment	
Address			
Phone No.		Fax No.	
Mobile No. (If any)		E-Mail/URL	

B. Statuary Information

1. Legal Status	a) Public Limited	<input type="checkbox"/>	b) Private Limited	<input type="checkbox"/>
	c) AOP	<input type="checkbox"/>	d) Partnership	<input type="checkbox"/>
	e) Sole Proprietorship	<input type="checkbox"/>	f) Any other (please mention)	<input type="checkbox"/>
2. National Tax Number, NTN (If any)			Sales Tax Number From FBR (If any)	
Provincial Sales Tax Number			CNIC Number (only in case of Sole Proprietorship)	

D. Operational Information

Type of Business	a) Manufacturer	<input type="checkbox"/>	b) Service Provider	<input type="checkbox"/>
	c) Retailer	<input type="checkbox"/>	d) Distributer	<input type="checkbox"/>
	e) General Order Supplier (GOS)	<input type="checkbox"/>	f) Other	<input type="checkbox"/>
Brief Company Profile (If any)	Attached <input type="checkbox"/> Not Attached <input type="checkbox"/>			

E. About Existing Clients

I.	Name of Top Three Clients / Projects (in last five years)
1	
2	
3	

F. Information of the Key Person of the Organization (Owner / Director / Proprietor / Chief Executive)

Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			

G. Information of Focal Coordinator

Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			

H. Submitted by

Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			
Signature		Submission Date	
Stamp			



PREQUALIFICATION DOCUMENTS

OF

PREQUALIFICATION OF SECURITY COMPANY

Pakistan Expo Centres Private Limited

April, 2022

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INSTRUCTIONS TO BIDDERS

A. INTRODUCTION:

Pakistan Expo Centres Private Limited (PECPL) is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Lahore International Expo Centre was the flagship project of the Government/Company, which being a success story is conducting its operations since 2010 effectively and efficiently. The company as per initiative Govt of Pakistan in collaboration with provincial Government now intends to develop Expo Centres in Peshawar and Quetta the spade work of which has already been initiated.

1. OPERATIVE LAW / REGULATION

1.1 Public Procurement Regulatory Authority rules 2004 shall be the operative rule / regulation for the instant procurement.

2. SCOPE OF WORK

2.1. Pakistan Expo Centres Private Limited intend to registered the reputable security services provider entities in Pakistan. PECPL required security services during different events and occasions according to the requirement of Management at different locations. Security companies must have the following:

2.2. NOC of Punjab, Sindh, KPK, Balochistan and Islamabad.

2.3. Valid PTA Wireless License Number

3. DURATION OF CONTRACT

3.1 This Prequalification shall be valid for a period of one year, from the date of issuance of Letter of Consents, which can be extended for further periods on sole discretion of PECPL

4. COST OF BIDDING

4.1. The bidder shall bear all costs associated with the preparation and delivery of his bid, and PECPL will in no case be responsible or liable for those costs.

5. PREQUALIFICATION DOCUMENTS

5.1. The bidders are expected to examine the contents of all the documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of bidder.

6. CLARIFICATION OF PREQUALIFICATION DOCUMENTS

- 6.1. The prospective bidder requiring any further information or clarification of the prequalification documents may request PECPL in writing or by e-mail or by visiting at the following address prior to seven (7) days of the submission of bid date:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004
Email: procurementcommittee@pakexcel.com

7. AMENDMENT OF PREQUALIFICATION DOCUMENTS

- 7.1. At any time prior to the deadline for submission of bid, PECPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the prequalification documents by amendment(s).
- 7.2. The amendment(s) shall be part of the prequalification document and shall be notified in writing or e-mail or fax or by posting on company's website to all the prospective bidders who have received the prequalification documents, and will be binding on all.
- 7.3. In order to facilitate the prospective bidder reasonable time to take the amendment into account in preparing its bid, PECPL may, at its discretion, extend the deadline for the submission of bid.

8. PECPL'S RIGHT TO ACCEPT THE BID OR REJECT THE BID

(PPRA clause. 33)

- 8.1. PECPL may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.
- 8.2. PECPL shall upon request communicate to any company/firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
- 8.3. PECPL shall incur no liability.

B. PREPARATION OF BID

9. LANGUAGE OF BID

- 9.1. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and PECPL shall be written in the English language.

10. DOCUMENTS COMPRISING THE BID (CHECKLIST)

10.1. The bid prepared by the bidder shall be accompanied by the following documents:

- (i) Covering Letter
- (ii) Profile of the company.
- (iii) Provide relevant experience.
- (iv) Tender Documents duly signed & stamped on each page.
- (v) Contact Detail of concerns.
- (vi) Prices to be quoted on Company letter head duly signed & stamped.
- (vii) Proof of valid and active NTN registration.
- (viii) Proof of valid and active Provisional Revenue Authority registration.
- (ix) Copy NOC to provide Security Services from Punjab, Sindh, KPK, Balochistan and Islamabad.
- (x) Valid PTA wireless License.
- (xi) List of Complete Employs
- (xii) Authority Letter, Company representative duly signed and stamped.
- (xiii) A certificate, on a stamp paper of Rs. 100/- duly signed by the authorized signatory that any Government / Autonomous body never blacklists the firm/company.

C. SUBMISSION OF BID

11. SEALING AND MARKING OF BID

11.1. The bidder shall seal the bid, duly marking the envelope as “Pre-Qualification For (Category Name)” and mailed to the following address:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004

12. DEADLINE FOR SUBMISSION OF BID

- 12.1. The Sealed pre-qualification documents must be received by the PECPL at the address specified no later than 11:00 AM, May 24, 2022, and submittals will be opened in the presence of bidders or their authorized representatives at 11:30 AM on the same day. PECPL may, at its discretion, extend the deadline for the submission of bids by amending the prequalification documents or conveying to all bidders.
- 12.2. All prospective bidder shall be required to furnish undertaking on a stamp paper of Rs. 100/- declaring that neither they have been blacklisted by any of the public sector organization Government/Autonomous Bodies during the last two years nor have gone into the court against such orders.

D. OPENING AND EVALUATION OF BIDS

13. OPENING OF PREQUALIFICATION DOCUMENTS

13.1. The bid shall be opened by the procurement evaluation committee PECPL in the presence of bidder's or their authorized representatives who choose to be present. Attendee of the bid opening shall be required to mark their attendance on the attendance sheet.

14. EVALUATION OF BID:

In first phase, the procurement committee will evaluate the prequalification documents as per evaluation criteria mentioned below. In case of any document found incomplete/ambiguous shall be declared as non-responsive.

No.	Criteria	Marks
A. Similar Nature Experience (30 Marks)		
1	Served at least 10 clients with similar nature assignments in last 05 Years. Clients should be from public and private sector. (Copies of agreements required)	30 (3 marks for each Client)
B. About Firm (50 Marks)		
1	Appear in Active Tax Payer List (FBR for NTN)	15
2	NOC of Punjab, Sindh, KPK, Balochistan and Islamabad	15
3	Valid PTA Wireless License.	10
4	Number of security personnel (Ex-servicemen) Minimum 25 persons (attached the complete list with designation)	20
C. Information About Litigation (10 Marks)		
1	A stamp paper of Rs. 100/-, duly signed by the authorized signatory, that the firm/company is never blacklisted by any Government/Autonomous body	10
Overall Score:		100

* The experience shall be taken into account from the date of registration of the firm.

Firm having 80 % or more marks in evaluation shall qualify.

14.1. All bidders in addition to the evaluation criteria mentioned above must also possess the following. In second phase, bid evaluation committee will evaluate the following technical documents. Bidders who fail to provide the evidence will be considered technically non-responsive.

14.2. Must have NOC from Punjab, Sindh, KPK, Balochistan and Islamabad.

14.3. Valid PTA Wireless License.

15. CLARIFICATION OF BID

- 15.1 To assist facilitate PECPL in the examination, evaluation and comparison of bid, PECPL may require the bidder to clarify any point of its bid. The clarification can be sought from the bidder regarding any point of the bid. The clarification however shall not impact the scope and cost of the bid. While Any discrepancy or arithmetical error noticed in the rates quoted by the bidder shall be referred to the rates quoted in words. Any clarification regarding bid will not allow the bidder to effect any change in the price or substance of the bid except the arithmetical error if noticed.

16. OPENING OF FINANCIAL BID:

- 16.1 PECPL shall open the sealed Financial Bid(s) of the qualified Bidder(s) on a pre-determined date and time which will be intimated in advance in response of any inquiry for supplies/services.

Note:

A mis-statement/mis-representation for any part of the TORs/prequalification documents shall disqualify the entity.

17. ANNOUNCEMENT OF EVALUATION REPORTS

- 17.1 PECPL in terms of rule 35 of PPRA Rule 2004 will announce the results of bid evaluation in the form of a report for acceptance or rejection of bids at least fifteen (15) days prior to the award of procurement contract / agreement.

E. AWARD OF CONTRACT

18. POST-QUALIFICATION AND AWARD CRITERIA

- 18.1 PECPL will award the contract to the bidders qualify according to the selection criteria, will be invited to submit their offered/rates/quotation in PAK Rupees for services as and when required in accordance with PPRA Rules 2004.
- 18.2 Single stage one envelop bidding process will be adopted as per sub rule (a) of the rule 36 PPRA Rules 2004.
- 18.3 In case of any dispute or grievance against the decision of the grievance committee head by Senior General Manager/CFO, the decision of CEO of PECPL or the nominated officer on his behalf shall be binding and conclusive.

19. NOTIFICATION OF AWARD OF PURCHASE ORDER / WORK ORDER

- 19.1 PECPL will notify the successful bidder in writing by a registered post/in person that he has been declared as a successful bidder and shall be provided with the letter termed as "Letter of Award" (LOA).

- 19.2 TORs/prequalification documents shall be read as integral part of the Contract.
- 19.3 The PECPL prior to signing of the contract with the successful bidder in terms of section 21 of the General Clauses Act 1897 reserve the rights to add, amend, vary or rescind the LOI terms and conditions.
- 19.4 Contract may be terminated with prior notice of one month by PECPL upon event of default as mentioned in contract.

The prequalification proposal should be submitted using following standard forms:

Form-1 Application Form



Application Form

For Security Companies

A. Organization Information

Organization Name		Date of Establishment	
Address			
Phone No.		Fax No.	
Mobile No. (If any)		E-Mail/URL	

B. Statutory Information

National Tax Number, NTN (If any)		Sales Tax Number From FBR (If any)	
Provincial Sales Tax Number (If any)		CNIC Number (only in case of Sole Proprietorship)	
NOC form Punjab, Number and Validity Period		NOC form Sindh, Number and Validity Period	
NOC form KP, Number and Validity Period		NOC form Balochistan, Number and Validity Period	
NOC form Islamabad, Number and Validity Period		PTA Wireless Licensee Number and Validity	

C. Operational Information

Brief Company Profile (If any)	Attached <input type="checkbox"/>	Not Attached <input type="checkbox"/>
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D. About Clients

I.	Name of Top Three Clients / Projects (in last five years)
1	
2	
3	

Note: Pakistan Expo Centres Private Limited may ask for details if required.

E. Information of the Key Person of the Organization (Owner /Director / Proprietor/Chief Executive)

Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			

F. Information of Focal Coordinator

Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			

G. Submitted by

Name		Designation	
Phone No.		Fax No.	
Mobile No.		E-Mail Address	
CNIC Number			
Signature		Submission Date	
Stamp			