



# LAHORE TRANSPORT COMPANY

(A Company set up under section 42 of the Companies Ordinance, 1984.)



## PRE-QUALIFICATION DOCUMENTS FOR SUPPLIERS AND CONTRACTORS

Name of Bidder/Organization: \_\_\_\_\_

Advertisement Serial No. : \_\_\_\_\_

Supply / Service Area : \_\_\_\_\_

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

Contact No. : \_\_\_\_\_

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

\_\_\_\_\_

## LAHORE TRANSPORT COMPANY

4th Floor, 97-B-D/I, Engineering Centre, Liberty Roundabout, Gulberg III, Lahore.

UAN: 111-582-111, Fax:+92-42-99268200, email: [procurement@ltc.gop.pk](mailto:procurement@ltc.gop.pk)

[www.ltc.gop.pk](http://www.ltc.gop.pk)

## Brief Introduction of the Bidder/Organization

Sr.	Factors	Description
1	Name of the Bidder/Organization	: _____
2	Date of Establishment	: _____
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	: _____
4	Owner / Proprietor / MD / CEO Name	: _____
5	CNIC No.	: _____
6	Mailing Address	: _____ _____
7	Contact / Cell No(s).	: _____
8	Fax No(s).	: _____
9	Email Address	: _____
10	NTN No.	: _____
11	Bank Name & Account No. (for which statement is enclosed)	: _____
12	Attachments	: <ul style="list-style-type: none"> <li>a) Attested copy of Registration / Incorporation Certificate;</li> <li>b) Attested copy of valid CNIC and NTN Certificate;</li> <li>c) Attested copy of valid GST Certificate;</li> <li>d) Attested copy of registration certificate with Punjab Revenue Authority (for services);</li> <li>e) Attested copy (ies) of valid technical association;</li> <li>f) Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);</li> <li>g) List of Existing Clients with contact person (regular and occasional) on specified format;</li> <li>h) List of Projects Completed (if exceeds 50, then only for last five years)</li> </ul>

<b>Company's Stamp</b>

<b>Signature</b>

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## **Introduction about Lahore Transport Company**

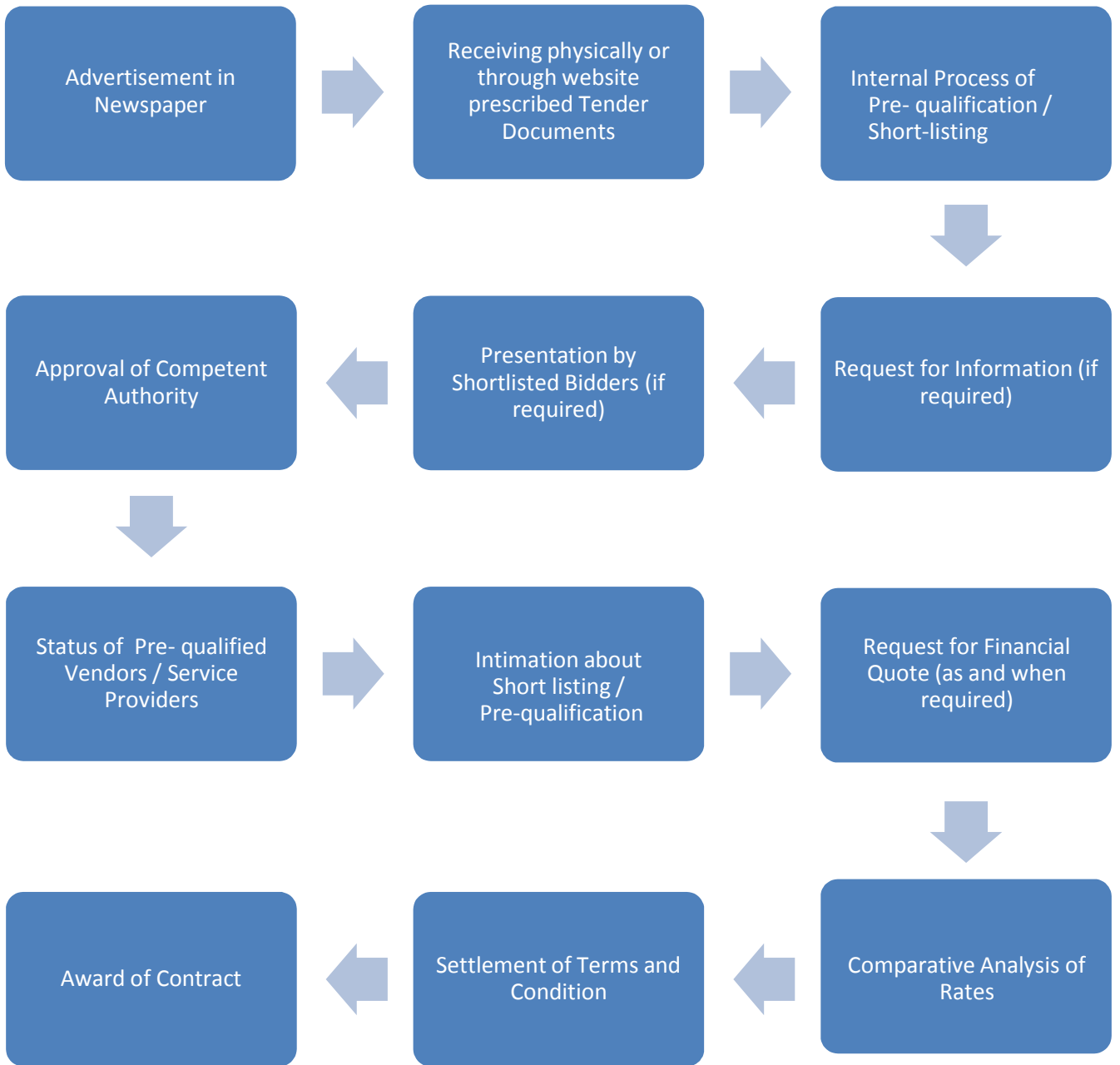
Lahore Transport Company (LTC), is a wholly owned company of Government of the Punjab, registered under section 42 of Companies Ordinance 1984. LTC is a regulatory Company, which has a mandate to develop and implement policies for the promotion of safe, integrated and efficient urban transport facilities, infrastructure and services for the citizens of Lahore.

As the regulator LTC awards urban bus routes to private bus operation companies through exclusive route franchise awards under Public Private Partnership framework backed by concession agreements. LTC under the concession agreements provides both capital and operating subsidy to provide incentive and encourage bus operators to invest in and operate modern buses in Lahore.

LTC is intending to pre-qualify Suppliers and Contractors for smooth functioning of its regulatory functions in accordance with the provisions of Punjab Procurement Rules, 2014.



## Evaluation & Flow of Process



Company's Stamp	Signature

## Technical Evaluation Documentation Requirement

Following documents are required and would be used for **Technical Evaluation**:

- (i) Covering Letter;
- (ii) Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc);
- (iii) Copy of Certificate of Incorporation from SECP or Registration from Registrar of Firms (whichever is applicable);
- (iv) Copy of valid CNIC and NTN Certificate;
- (v) Copy of valid Sales Tax Registration Certificate (if applicable);
- (vi) Copy of Registration Certificate with Punjab Revenue Authority (in case of services);
- (vii) Copy(ies) of certificate of professional / technical association;
- (viii) Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);
- (ix) Affidavit (on Stamp paper worth Rs.50/-) declaring that the Bidder is not blacklisted by any Government Department/Authority/Agency/Company and the Bidder is not engaged in any sort of litigation against any Government Department/Authority/Agency/Company;
- (x) Experience Certificate along with letters of satisfaction from the customers; It will also furnish documentary evidence/proof of major contracts with them.

**Documents required on prescribed format:**

- (xiii) List of major Clients with Contact Person (regular and occasional);
- (xiv) List of major works completed / executed and services rendered (if exceeds 50 then only of last 5 years);
- (xv) Details of Professional Staff (if applicable);
- (xvii) Any other formality/documents that may be required by LTC.

I / we hereby confirm that required documents are provided with the EOI / proposal.

Company's Stamp	Signature



# LAHORE TRANSPORT COMPANY

PROCUREMENT DEPARTMENT

Tender No.: LTC/PRQ-REG/06/2014

Issued to : \_\_\_\_\_

Advertisement Reference : \_\_\_\_\_

Issued on : \_\_\_\_\_ Issued by: \_\_\_\_\_

The Chief Technical Officer,  
Lahore Transport Company,  
Lahore..

**Subject: Pre-Qualification of Suppliers / Contractors**

I / We are interested to register / apply for pre-qualification of our organization / firm in the following category (ies) (please ✓ mark):

Sr.	Tick Mark	Category	Certificate of Proof* (if any) – Please mention Attached Annex No.
<b>Suppliers &amp; Service Providers</b>			
1		Uniform, Shoes, & Uniform Accessories of Enforcement Staff, Technical Staff, Drivers, Office Boys	
2		Stationary Items & Office Supplies, Printing etc.	
3		Contractors to provide Carpenter, Painter, Technician, AC Fitter , Plumber, Mason, Electrician and other skilled Labor	
4		Repair/Service and supply of parts of IT Hardware & Accessories & Toner Filling of Printers & Photocopiers	
5		Supply of Computers & Equipments, Printers, Photocopiers, Scanners, UPS, Mobiles, and related parts	
6		Supply of Parts, Tyres, accessories & lubricants of Official Motor Vehicles and Official Motor Bikes.	
7		Repair & Maintenance of Official Motor Vehicles	
8		Supply and Repair & Maintenance of Electronic Appliances & items	
9		Supply of Generators, their Parts, Maintenance and Service	
10		General Suppliers including Furniture & Fixture	
11		Civil Works	
12		Rent A Car Services	

\* Certificate of Proof is the **membership / registration certificate** of Federation, Chambers, trade bodies / associations such as FPCCI, LCCI, TAAP, IAP, APSAA, etc; regulatory bodies / authorities such as SECP, Stock Exchange, PEC, TDAP, etc and registration / certificate of working with government organizations such as CDGK, CDA, etc.

I / We can adequately supply and provide services to following cities (please ✓ mark):

Sr.	Tick Mark	City	Address of Offices / Branches / Showrooms / Shops
1		Lahore	

Company's Stamp	Signature













# LAHORE TRANSPORT COMPANY

## PROCUREMENT DEPARTMENT

### Terms & Conditions

#### **Pre-Tender Terms & Conditions (for Participation)**

1. The Suppliers and Contractors with nationwide supplies and contracts with own facilities will be preferred (if applicable);
2. The participating organization should have expertise in their relevant field;
3. The organization should have its own expertise in all respect;
4. The organization should at-least has one (1) year professional experience in respective categories for working with reputable clients;
5. Tenders should be submitted on LTC's prescribed format with Signature & stamp of the organization otherwise will be rejected;
6. The participants must submit valid CNIC, NTN certificate, Valid GST certificate (if available), last 6-month bank statement or certificate of financial soundness or annual report and list of clients with contact person (regular and occasional) on LTC specified format;
7. If required, the selected / short-listed organizations will be informed in due course of time;
8. The financial bids / quotations will be invited from selected / short-listed organizations as and when desired;
9. LTC reserves the rights to reject all organizations / firms applied for pre-qualification on the basis of technical grounds or any other reason;
10. On a request, LTC shall communicate to the Supplier or Contractor who has not been prequalified the reasons for not prequalifying the Contractor or Supplier.
11. The tender documents may be obtained from the following addresses or may be downloaded from the LTC's website. ([www.ltc.gop.pk](http://www.ltc.gop.pk)) or website of PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk))
12. The sealed documents should be submitted not later by \_\_\_\_\_ on the below mentioned addresses:

#### **Terms & Conditions for Selected / Short-listed Suppliers / Service Providers**

13. The pre-qualification / registration status of vendors / service-providers will remain valid till 30<sup>th</sup> June 2015 or until de-registered;
14. The registered / pre-qualified organizations will be preferred for inviting sealed financial bids / quotations;
15. The rates should be inclusive of all applicable taxes whenever financial bid will be quoted;
16. As and when desired depending on the products / services, earnest money may be required on inviting financial bids / quotations;
17. The sealed financial quotations may / may not be opened in front of bidders;
18. The retention money may be required in case of products / services warranty;
19. The invoice will be processed after completion of work and its satisfaction certificate by concerned department / officer (if required);
20. The payment will be made within thirty (30) days after submission of invoice and receiving satisfaction certificate;
21. The delivery challan should also be submitted for all part deliveries;
22. The task will be undertaken on the receipt of Purchase / Work Order and according to the specification provided or finally agreed;
23. In case of any change in the specification due to which prices are affected, the same must be informed to Procurement Department in advance;
24. The work should be completed within with specified time period after that penalty will be imposed;
25. Incomplete proposal or those received after deadline date and time will not be entertained;
26. In case of Tax exemption, tax exemption certificate will be required along with Invoice.

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Company's Stamp

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Signature

#### **For further information and clarification, please contact:**

**Procurement Department**

**LAHORE TRANSPORT COMPANY**

**4<sup>th</sup> Floor, 97-B-D/I, IEP Building, Liberty Round About, Gulberg-III, Lahore.**

**Phone: 042-111-582-111, Fax: +92-42-99268200, e-mail: [prcurement@ltc.gop.pk](mailto:prcurement@ltc.gop.pk)**

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