

PREQUALIFICATION DOCUMENT
RAVI URBAN DEVELOPMENT AUTHORITY (RUDA)

Government of the Punjab



PREQUALIFICATION OF TRAVEL AGENTS
(For Local and International Travel)

FOR

RAVI URBAN DEVELOPMENT AUTHORITY
PQD Ref No. RUDA-PRCCNT-25-6845

151 Abu Bakar Block, Garden Town Lahore. Pakistan
TEL: +92-42-99333531-6
Web: <http://www.ruda.gov.pk>



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Important Note

Bidders must ensure that they submit all the required documents indicated in the Pre-Qualification Document (PQD) without fail. Applications received without supporting documents and the manner for the various requirements mentioned in the PQD are liable to be rejected. The data sheets, valid documentary evidence for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of RUDA Procurement Regulations 2022 (amended)

This Pre-Qualification Process will be governed under RUDA Procurement Regulations 2022 (amended), as amended from time to time and instructions of the Government of the Punjab as and when received.



Section-I Invitation for Prequalification



RAVI URBAN DEVELOPMENT AUTHORITY
GOVERNMENT OF THE PUNJAB

**NOTICE FOR PRE-QUALIFICATION
OF TRAVEL AGENTS**

Ravi Urban Development Authority (RUDA) hereinafter referred as "Procuring Agency" is inviting sealed bids for prequalification of Travel Agents (For Local and International Travel Services).

Interested Companies / Firms, who are providing the above-mentioned services and registered with relevant authority are invited to participate.

Prequalification document (PQD) can be obtained from the Procurement Wing of Ravi Urban Development Authority (RUDA), 151 Abu Bakar, Block Garden Town, Lahore on deposit of pay order amounting **PKR 10,000/-** (Non-refundable being the tender cost for each category) issued by any scheduled bank of Pakistan having validity of 90 days, in favour of Ravi Urban Development Authority on any working day (Monday to Friday) during office hours. A copy of advertisement and prequalification document is also available on the website of **Ravi Urban Development Authority (RUDA)** <http://www.ruda.gov.pk/tenders> however, such submission will only be accepted if a pay order amounting **PKR 10,000/-** is attached with the bidding document.

Sealed bids must be submitted at the given office address on or before **29 October 2025** by **11:00AM** and bids will be in the presence of the bidders of their authorized representatives who chose to be present at 11:30 AM on the same day in the office of Ravi Urban Development Authority.

Incomplete and overwritten bids will be rejected. Multiple submissions from a firm shall not be entertained.

In case of official holiday or any local holiday falling on last submission date, the next working day will automatically be the last date of submission and opening of the bid. RUDA will not be responsible for any cost or expenses incurred by Bidders in connection with the preparation or delivery of bids.

It is further added as and when required, pre-qualified bidders will be invited for the financial bids/quotations to compete in accordance with the RUDA Regulations. RUDA reserves the right to accept or reject all proposals at any time prior to the acceptance of the proposal.

IPL-5163
DEPUTY DIRECTOR PROCUREMENT
RAVI URBAN DEVELOPMENT AUTHORITY
151, ABU BAKAR BLOCK, NEW GARDEN TOWN, LAHORE
TEL: +92-42-99333531-6
EMAIL: raja.imran@ruda.gov.pk



Section -II Instructions to Applicants

Note:- All the procurement procedures shall be conducted in accordance with RUDA Procurement Regulations 2022 (Amended).

2.1 Introduction

2.1.1 Scope of Application

- i) **Ravi Urban Development Authority (RUDA) “the Procuring Agency”** in connection with the invitation for **“Prequalification for Travel Agents (for Local and International Travel Services)”** issues this prequalification document for the services mentioned in **Section-III, Scope of Services** of this PQD.

2.1.2 Source of Funds

- i) RUDA has its own source of fund as per Section 34 of RUDA Act 2020 (Amended and updated).

2.1.3 Eligible Bidders

- i) The Invitation to Prequalification is open to all vendors / suppliers i.e. association of firms / companies / sole proprietor registered with relevant Registration Authorities and Tax Departments / Authorities in relevant category (Income Tax, Sales Tax & Punjab Sales Tax etc.) except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the RUDA to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods/services to be procured under this Invitation to Bids.
- iii) Government-owned enterprises may participate only if they are duly / legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by RUDA or any other procuring agency.
- v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the



execution of the Contract in accordance with the terms and conditions of the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

- vi) The appointment of Lead Member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the RUDA.
- vii) Any agreement that form a Joint Venture, Consortium or Association shall be required to be submitted as part of the Bid and shall be attested.
- viii) Any bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the RUDA and in line with any instructions issued by the Authority.
- ix) The invitation for Bids is open to all prospective Vendors/ Supplier, Manufacturers or Authorized Agents / Dealers / Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business.
- x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - a) Are associated or have been associated for the procurement of the goods to be purchased under this



Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the RUDA to provide consulting services for the preparation of the design, specifications and other documents to be used.

- b) Have controlling shareholders in common; or
 - c) Receive or have received any direct or indirect subsidy from any of them; or
 - d) Have the same legal representative for purposes of this Bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the RUDA regarding this Bidding process; or
- xii) A Bidder may be ineligible if;
- (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;



- (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of Regulation 23 read with SCHEDULE (**Blacklisting Mechanism or Process**) of RUDA Procurement Regulations 2022 (amended).
- (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the Regulation 23 read with SCHEDULE (**Blacklisting Mechanism or Process**) of RUDA Procurement Regulations 2022 (amended).
- (g) The firm, supplier and contractor is blacklisted/ debarred by any international organization.
- xiii) Bidders shall provide to the RUDA evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the RUDA, as the RUDA shall reasonably request.
- xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

2.1.4 Cost of Bidding

- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the RUDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.1.5 One person one bid

- i) As per Regulation 39 of RUDA Procurement Regulations 2022 (amended), a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.



- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.2 The Prequalification Documents

2.2.1 Contents of Prequalification Documents

- i) The applicant is required to examine all instructions, forms, terms, and specifications in the prequalification documents (PQD). Failure to furnish all information as required by the PQD or to submit a Bid not responsive to the PWD in every respect will be at the Bidder's risk and may result in the rejection/disqualification of its prequalification.
- ii) In case of discrepancies between the Invitation to Prequalification and the Prequalification Documents (PQD) listed above, the said PQD, not in conflict with any provision of RUDA Procurement Regulations 2022 (amended), will take precedence.
- iii) RUDA is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the RUDA or from its website.

2.2.2 Clarification of Prequalification Documents

- i) A prospective applicant requiring any clarification of the PQD may notify Procuring Agency in writing or by email at the Procuring Agency address. The Procuring Agency will respond in writing to any request for clarification of the PQD which it receives no later than **seven (7) days** prior to the deadline for the submission of application.

2.2.3 Amendment of Prequalification Document

- i) At any time prior to the deadline for submission of pre-qualification document, before the closing date of the submission of application, the RUDA, for any reason, whether at its own initiative or in response to a clarification



requested by a prospective applicant, may modify the PQD by amendment.

2.3 Preparation of Application

2.3.1 Language of PQD

- i) The PQD and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the PQD's / Application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language duly certified appropriately. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the PQD, the English language translation shall prevail.

2.3.2 Documents Establishing Bidder's Eligibility and Qualification

- a) The applicant shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- b) The documentary evidence of the Applicant's eligibility to Bid shall establish to the RUDA's satisfaction that the Applicants, at the time of submission of its Bid, is eligible.
- c) The documentary evidence, of the Applicant qualifications to perform the contract if its application is accepted, shall establish to the RUDA's satisfaction:
 - (a) has the financial, technical, and production capability necessary to perform the contract/assignment;
 - (b) that the applicant meets the qualification criteria.

2.3.3 Format and Signing of PQD

- i) The prospective applicant shall prepare an original application, clearly marking each "ORIGINAL" as appropriate. In the event of any discrepancy between them, the original shall prevail.
- ii) The Applicant shall authorize a person / persons for signing, submission and further correspondence with



RUDA on behalf of bidder. Authority letter must be part of PQD. However, in case of any issue applicant shall be responsible for all consequences.

2.4 Submission of Application

2.4.1 Sealing and Marking of Application

- i) As per Regulation 26 of RUDA Procurement Regulations 2022 (amended), the applicant shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as **“ORIGINAL”**. The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
 - a. be addressed to the RUDA at the address given; and
 - b. bear the title of prequalification indicated above.
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared **“late”**.

2.4.2 Deadline for Submission of PQD

2.4.3 Late application

- i) Bids must be received by the RUDA at the address specified, no later than the time and date specified.
- i) Any PQD application received by the RUDA after the deadline for submission of PQD application prescribed by the RUDA will be rejected and returned unopened.
- ii) The RUDA shall not consider for evaluation any application that arrives after the deadline for submission of PQD Application.



2.5 Evaluation of Applications

2.5.1

Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of PQD and recommendation of prequalification shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of Regulation 40 of RUDA Procurement Regulations 2022 (Amended).
- ii) Any effort by the applicant to influence the RUDA processing of prequalification or decisions may result in the rejection of its prequalification application.

2.5.2 Clarification of Bids

- i) As per Regulation 35(2) of RUDA Procurement Regulations 2022 (amended), to assist in the examination, evaluation and comparison of Bids and post-qualification of the prospective applicant, the RUDA may, at its discretion, ask any applicant for a clarification of its application. Any clarification submitted by a prospective applicant that is not in response to a request by the RUDA shall not be considered.

2.5.3 Responsiveness of application & Technical Evaluation

- i) The RUDA shall examine the applications received to confirm that all terms and conditions specified have been accepted by the Bidder without any deviation or reservation.
- ii) The RUDA shall evaluate the technical aspects of the application submitted to confirm that all requirements specified in **Section III-Scope of Services and Section-IV Evaluation Criteria**, as provided in PQD, have been met without deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the RUDA determines that the Bid is not responsive in accordance, it shall reject the Bid.



2.5.4 Grievance Redressal

- i) As per Regulation 76 of RUDA Procurement Regulations 2022 (amended), RUDA shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of members with proper powers and authorization to address the complaints.
- ii) Any Applicant feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification documents found contrary to provision of ibid Regulations, and the same shall be addressed by the RUDA well before the proposal submission deadline.

2.6 Notification of Prequalification

2.6.1 Notification of Prequalification

- i) Once the RUDA has completed the evaluation of the prospective applications received, the RUDA will notify the successful applicants that its application has been accepted, and they have been prequalified.
- ii) On request, the RUDA shall communicate to the applicant the reasons for not being qualified.

2.6.2 Re-Bidding

- i) If the RUDA rejects all the application received under Regulation 37 of RUDA Procurement Regulations 2022 (amended), it may proceed with the process of fresh prequalification process but before doing that it shall assess the reasons for rejection and may, if necessary, revise, evaluation criteria or any other condition for applicants.

2.6.3 Corrupt or Fraudulent Practices

- i) The RUDA observe the highest standard of ethics during the procurement and execution of contracts.
- ii) RUDA may, on its own motion, or on receipt of information provided by any party, carry out an investigation to determine whether there is sufficient cause for blacklisting a contractor, consultant or supplier. If the Competent Authority is satisfied that such a cause exists, it shall initiate the process of blacklisting in accordance with the procedure laid down in the Schedule to these Regulations;



Section-III. Scope of Services

SCOPE OF SERVICES (DOMESTIC & INTERNATIONAL)

- 1) Booking and issuance of international / domestic air tickets.
- 2) The agency would ensure booking of tickets /confirmation of waitlisted tickets, delivery of tickets mainly at RUDA offices or other designated place(s) as instructed by authorized representative of RUDA during working hours / holidays / after office hours (at the expense of the agency), collection of tickets for cancellation, getting visa, passports, confirmation/cancellation, up gradation/revalidation of tickets, delivery of tickets, documents.
- 3) Assistance for obtaining visas / transit visas and submitting passports at the embassies.
- 4) Obtaining travel related insurances.
- 5) Round the clock (24/7) availability of dedicated personnel for bookings / cancellation of tickets.
- 6) Provision of hotel / car rental including airport pick and drop / cruise rental services as per bidding documents.
- 7) Translation services
- 8) Pre and post flight covid testing
- 9) End to end Hajj/ Umrah Tour Operation
- 10) Itinerary organizing and management
- 11) Sim & Communication
- 12) Any other relevant work as and when required.



Section-IV: Evaluation Criteria

The Applicants / Bidders shall be pre-qualified using criteria given below.

a. TECHNICAL EVALUATION CRITERIA:

1. Legal (Mandatory)

- i. Valid NTN, PST Registration (copy of same to be submitted)
- ii. Valid Registration Certificate of **Department of Tourist Services (DTS)** (copy of the same to be submitted).
- iii. Valid Registration of **International Air Transport Association (IATA)** (copy of the same to be submitted)
- iv. Single Undertaking (**on Rs 100 stamp paper**) covering following aspects:
 - a. that the firm neither blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan nor has gone in the court against such order.

Note: Firm / Company not fulfilling the mandatory criteria will be characterized as **non-responsive** and will not participate in the further evaluation process.

b. TECHNICAL EVALUATION CRITERIA FOR PREQUALIFICATION OF TRAVEL AGENTS:

The Applicants / Bidders shall be pre-qualified using criteria given below.

• Existence(Total Marks 20)

S. No.	Company Existence (Attach Evidence)	Marks
1	04 to 05 Years	4
2	06 to 07 Years	8
3	08 to 09 Years	12
4	10 to 11 Years	16
5	12 years & above	20



- **General Experience (Total Marks 40)**

Sr. No.	Experience of Similar Assignment (The applicant must attach Purchase / Work Orders, Contracts for Verifications of Last 03 Years)	Marks
1	Experience of the Travel Services (Please attach list of Clients along with verifiable Purchase / Work Order or Contracts) 02 Marks for each client / job done	40

- **Human Resource (Total Marks 20)**

Sr. No.	Technical/Managerial Resource (Provide a detailed CV & evidence of engagement / Collaboration with personnel)	Marks
1	3 to 6 Employees	05
2	7 to 10 Employees	10
3	11 to 14 Employees	15
4	More than 15 Employees	20

- **Organization Average Annual Turnover in PKR for last 03 Years (Total Marks 20)**

Sr. No.	Last 03 Years Audited Financial Statements Attach Audited Financial Statements of last three (03) years i.e. FY 2022, 2023, and 2024	Marks
1	10 to 20 million	04
2	21 to 30 million	08
3	31 to 40 million	12
4	41 to 50 million	16
5	51 million or more	20

Total Marks: 100

Passing Marks: 65



GENERAL TERMS & CONDITIONS

- a) The Pre-Qualification of Travel Agents will remain valid for a period of one year from the date of notification.
- b) The firms scoring the minimum **65%** mark in the Evaluation Criteria will be pre-qualified.
- c) After Pre-Qualification, the Procuring Agency will call Financial proposals / quotations from the Pre-Qualified Firms as and when desired as per requirement.
- d) The services required will be specified at the time of assignment.
- e) The rates shall be inclusive of all applicable taxes whenever the financial bids are quoted.
- f) Pre-Qualification of the firm in question may be cancelled in case of substandard performance.
- g) The Procuring Agency may cancel the Pre-Qualification Process at any stage.
- h) The results of Pre-Qualification will be intimated to the bidders.
- i) The Bidders are required to submit all the documentary evidence to establish their responsiveness.



Section-V: Sample Forms

General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head]

	Particulars		
Company Name			
National Tax No.		Sales Tax Registration No	
PRA Tax No.		IATA No.	
No. of Employees		Company's Date of Registration	
DTS License No.			

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State / Province	
		Postal Code	
Mobile No.		Office Tele No.	
Email Address		Website Address (if any)	



UNDERTAKING

[To be printed on PKR 100 Stamp Paper, duly attested]

We, the undersigned, hereby offer to participate for **(Prequalification of Travel Agents (Local & International))** required by **Ravi Urban Development Authority (RUDA)** in accordance with its Pre-Qualification Document due for opening on **29 October 2025** at **11:30 a.m.**

We are hereby submitting our application, and we hereby declare that:

- All the information and statements made in this application/Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- We are currently not on the blacklisted/removed or suspended by any procuring agency of Pakistan or by any regulatory body in Pakistan and has no dispute with any Government Organization.
- We do not have any pending litigation/arbitration/bankruptcy proceeding (other than the litigation declared alongside this form) with any government department/public sector undertaking/ private sector entity/or any other agency for which we have executed/ undertaken the works/services during the last 3 years.

We agree to abide by the terms and conditions of the Pre-Qualification Document and in addition to the conditions we also agree to abide by all the special instructions mentioned in the Pre-Qualification Document. We also hereby categorically confirm that we are fully capable of providing the services of external auditors as laid down in the terms of reference.

We fully understand and recognize that RUDA is not bound to accept this Bid/Proposal that we shall bear all costs associated with its preparation and submission, and that RUDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Name, ID Card No and Title of Signatory:

Authorized Signature and Stamp [In full and initials]: _____

Name of Firm: _____

Contact Details: _____

WITNESS

Signature: _____

Designation & ID Card No.



PREQUALIFICATION DOCUMENT SUBMISSION FORM

[Location, Date]

To: ED Procurement
Ravi Urban Development Authority,
151-Abu Bakar Block, Garden Town,
Lahore, Pakistan

Dear Sir,

We, the undersigned, apply to be prequalified for prequalification of Travel Agents (For Local and International Travel Services) bearing reference Pre-Qualification Document No. **RUDA-PRCCNT-25-6845**. We have examined and have no reservations to the prequalification documents included addenda (if any).

We are hereby submitting our proposal, which includes the Prequalification Document Application sealed in the envelope. Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We further affirm that the Government of Pakistan/Punjab has not declared us ineligible due to allegations of corrupt, fraudulent, collusive, or coercive conduct. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you may cancel the prequalification process at any time and that you are not bound either to accept any application that you may receive or to invite the prequalified applicants to bid for the contract subject to this prequalification, without incurring any liability to the applicant.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original):

Name and Designation of Signatory:

Name of Firm:

Address:
