



PRE-QUALIFICATION DOCUMENTS



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"The company is registered under Section 42 of the Companies Act, 2017 in the province of Punjab, with the Registrar Joint Stock Companies, Lahore"



LAHORE TRANSPORT COMPANY

PRE-QUALIFICATION SUPPLIERS AND CONTRACTORS REQUEST FORM

Name of Bidder/Organization : _____

Supply / Service Area : _____

Address : _____

Email Address (if any) : _____

Signature and Stamp

Brief Introduction of the Bidder/Organization

Sr. No.	Factors	Description
1	Name of the Bidder/Organization:	_____
2	Date of Establishment (NTN/SECP/ relevant registration authority date)	_____
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	_____
4	Owner / Proprietor / MD / CEO / Director Name:	_____
5	CNIC No:	_____
6	NTN Number:	_____
7	PRA/GST Number (if any)	_____
8	Contact / Cell No(s):	_____
9	Mailing Address:	_____ _____ _____
10	Fax No(s). (if any)	_____
11	Email Address (if any)	_____

Signature

Company Stamp

INTRODUCTION:

Lahore Transport Company, a public company limited by guarantee set up under section 42 of Companies Ordinance, 1984 repealed with Companies Act 2017, has been notified by the Government of the Punjab to act as an 'Urban Transport Company' for the purposes of Chapter V-A of the [Punjab] Motor Vehicles Ordinance, 1965 (XIX of 1965) in the notified area of the territorial jurisdiction of the City District Lahore.

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.

LTC intends to shortlist / pre-qualify suppliers and contractors for smooth functioning of its regulatory functions against different categories in accordance with the provisions of Punjab Procurement Rules, 2014 amended in 2020.

TECHNICAL EVALUATION DOCUMENTATION REQUIREMENT

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

Sr. No.	Documents	Mark <input checked="" type="checkbox"/> if document available
1.	Covering Letter	
2.	Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc.	
3.	Copy of Certificate of Incorporation from SECP or Registration from Registrar of Firms / undertaking of establishment in case of sole proprietor /partnership deed (if available);	
4.	Proof of valid and active CNIC / NTN Registration	
5.	Proof of valid and active Sales Tax Registration (if available)	
6.	Proof of valid and active Punjab Revenue Authority Registration (in case of services) if available	
7.	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	
8.	Sole proprietor/partnership/company/firm will provide last year income tax return/Annual Audited Report.	
9.	Experience certificate / letters of satisfaction from the customer / purchase order / work order/relevant evidence.	
10.	Processing fee in the form of Demand Draft/Pay Order of Rs.2,000/- (non-refundable) favoring Lahore Transport Company	
11.	List of Projects Completed	
12.	List of Clients	
13.	List of Available Staff	
14.	List of Office(s) with Contact Person	

Note:

- If 2019-2020 income tax return/annual audited report submission date is extended by the department (FBR) then 2018-2019 tax return/annual audited report will be considered for technical evaluation.
- Any other formality/documents that may be required by LTC.

I / we hereby confirm that required documents are provided with the pre-qualification / proposal.

Signature

Company Stamp



LAHORE TRANSPORT COMPANY

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E&I DEPARTMENT

INVITATION FOR PRE-QUALIFICATION

The Chairman Tender Committee,
Lahore Transport Company,
Lahore.

Subject: Pre-Qualification of Suppliers / Contractors

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

Sr. #	Tick Mark	Category
1		Printing/supply/installation/ of flexes/vinyl/flags/streamers/pasting stickers etc. at events and events-based beautification of transport related infrastructure (bus sheds/ bus bays/ depots etc.)
2		Supply of generator parts /official motor vehicle/bikes parts/tyres/accessories, repair & maintenance of official motor vehicles/Bikes/generators.
3		Supply and repair & maintenance of electric/electronic appliances/IT equipment/ computers / printers / photocopiers / scanners / UPS and parts of IT hardware/ IT accessories etc./supply/maintenance/installation of solar system and related accessories.
4		Repair & Maintenance work / Renovation work / re-installation of transport related infrastructure in discipline of Civil / Solar / Electrical / Mechanical along with related Accessories
5		General order suppliers / Furniture & fixtures, etc.

Note: one (1) vendor can apply in a single category.

Signature

Company Stamp

Annex-A

ORGANIZATION'S INFORMATION

List of Projects Completed

[illegible]

Use extra sheet in the same format if required.

Signature

Company Stamp

Annex-B

ORGANIZATIO N' S INFORMATION

CLIENTS

List of Clients

I / We have provided supplies / services to following **Clients** (along with their details):

[illegible]

Use extra sheet in the same format if required

Signature

Company Stamp

ORGANIZATION'S INFORMATION

[illegible]

Signature _____

	Company Stamp
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ORGANIZATION'S INFORMATION

OFFICES

[illegible]

Signature

Company Stamp	



LAHORE TRANSPORT COMPANY

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TERMS & CONDITIONS

A. 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. Pre-qualification documents should be submitted on LTC prescribed format with signature & stamp of the organization;
3. The participants must submit valid CNIC, NTN registration evidence, Income Tax Return or annual audit report, list of clients with contact person (regular and occasional), list of projects, list of staff and list of offices on LTC specified format; If required, the selected / short-listed organizations will be informed in due course of time;
4. The financial bids / quotations will be invited from pre-qualified / selected / enlisted / short-listed organizations / Firms as and when desired;
5. LTC may reject all proposals at any time prior to the acceptance of prequalification. LTC shall upon request communicate to any company/firm who submitted a proposal, the grounds for its rejection of all proposals, but it is not required to justify those grounds. LTC shall incur no liability, solely by virtue of its invoking clause 5 towards the participant. The participant shall be promptly informed about the rejection of the proposals, if any.
6. Firm can only submit the document/proposal against one category.
7. The Pre-qualification documents may be obtained from the following address or may be downloaded from the LTC's (www.ltc.gop.pk) and Punjab Procurement Regulatory Authority (<http://www.ppra.punjab.gov.pk>) websites.
8. The sealed documents should be submitted not later by **8th February, 2021, at 11:00am** on the below mentioned address which will be opened on the same day at **11:30am**:
9. LTC will not consider any proposal from the potential bidder if he is in litigation at any judicial forum or has defaulted with LTC
10. LTC may cancel the proposal of any Firm, which has not performed satisfactorily in past with LTC.

B. Terms & Conditions for Selected / Short-listed Suppliers / Service Providers

1. The pre-qualification / registration status of vendors / service-providers will remain valid upto Financial year 2021-22 i.e. till 30th June, 2022;
 2. The registered / pre-qualified Firms / organizations will be preferred for inviting sealed financial bids / quotations as and when required;
 3. The rates should be inclusive of all applicable taxes whenever financial bid will be quoted;
 4. As and when desired depending on the products / services/works, Performance security in shape of PO / DD may be required from successful bidder.
 5. The invoice will be processed after completion of work and its satisfaction certificate by concerned department / officer (if required);
 6. The payment will be made within thirty (30) days after submission of invoice and receiving satisfaction certificate;
 7. The delivery challan should also be submitted for all part deliveries;
 8. The task will be undertaken on the receipt of Purchase / Work Order and according to the specification provided or finally agreed;
 9. In case of any change in the specification due to which prices are affected, the same must be informed to Procurement Department in advance;
 10. Incomplete proposal or those received after deadline date and time will not be entertained;
 11. In case of Tax exemption, tax exemption certificate will be required along with Invoice.
- Pre-qualified Firm(s) may be terminated/pre-qualification may be cancelled on substandard work /supply/repair & maintenance etc.

Company's Stamp

Signature

-For further information and clarification, please contact:

Chairman Tender Committee

LAHORE TRANSPORT COMPANY

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

Phone: 042-111-582-111, Fax: +92-42-99268200,

E-mail: procurement@ltc.gop.pk www.ltc.gop.pk