

EXPRESSION OF INTEREST (EOI) / PRE-QUALIFICATION DOCUMENT (PQD)

FOR

**PROCUREMENT OF JANITORIAL AND
HOUSEKEEPING SERVICES FOR MASS TRANSIT
SYSTEMS IN PUNJAB**



THE PUNJAB MASSTRANSIT AUTHORITY

Government of the Punjab

5th Floor, Arfa Software Technology Park (ASTP)

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MARCH 2024

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INVITATION FOR EXPRESSION OF INTEREST (EOI)

1. The Punjab Masstransit Authority (PMA) of the Government of the Punjab (GoPb) invites Expression of Interest to provide “JANITORIAL AND HOUSEKEEPING SERVICES FOR MASS TRANSIT SYSTEMS IN PUNJAB”.
2. The Tender Number is **PMA-TNDA-PQD-JAHS/01/2024**
3. Punjab Procurement Regulatory Authority (PPRA) Rules 2014 modified from time to time will be followed which may be downloaded from www.ppra.punjab.gov.pk.
4. The firms shall be pre-qualified first as per the criteria and procedures mentioned in this document. Afterwards, competitive bidding process shall be carried out only among the prequalified firms.
5. This Tender shall be a local Tender with response time not less than 15 days as per PPRA Rule 14.
6. As per Rule 12, 12(1) and 12(3), this tender is being placed online at PPRA's website, as well as being advertised in print media. The EOI document carrying all details can be downloaded from websites www.pma.punjab.gov.pk and www.ppra.punjab.gov.pk
7. The tender fee for obtaining EOI is **PKR 10,000/-** (non-refundable). Only those applicants who have paid the fee shall be allowed to participate in the tendering process. The tender fee can be paid through Demand Draft/ Pay Order/ Cross Cheque in favor of “**Metrobus Authority Fund Account**”.
8. The EOIs must be dropped in Tender Box placed at the office of the Punjab Masstransit Authority, 5th Floor, Arfa Software Technology Park (ASTP), Lahore, PAKISTAN, on or before **1200 hours on 18th April 2024**. The EOIs will be publicly opened in the Committee Room of the Punjab Masstransit Authority, 5th Floor, Arfa Software Technology Park (ASTP), at **1230 hours on 18th April 2024**. Applicants are advised to keep in mind the time required for adhering to building access protocols while submitting their EOIs. EOIs received later than the specified time and date shall not be entertained for any reasons whatsoever and will be returned unopened to the Applicant.
9. The Client’s representative is: Mr. Muhammad Ozair Shah, General Manager (Operations) PMA.

Address: 5th Floor, Arfa Software Technology Park, 346-B Ferozpur Road Lahore, Pakistan

Telephone: +92 42 99028000 Facsimile: +92 42 9923 2541

E-mail: muhammad.yasin@pma.punjab.gov.pk

PREQUALIFICATION DOCUMENT (PQD)

1. It is mandatory for applicants to submit EOI using the Standard Forms. Applications that are not submitted in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit shall be given in the relevant section of the evaluation.
2. The interested firms who are eligible and have the requisite experience may apply for selection.
3. Superfluous/ irrelevant/ false information shall lead to disqualification.
4. Maximum three (03) numbers of firms are allowed to make JV. The same firm shall not be allowed to submit EOI individually and in JV with any other firm. Every JV shall be unique. An Agreement Deed legally executed to that effect, or a Memorandum of Understanding (MOU), signed by all the partners shall be submitted with the EOI. One partner will be designated as lead partner who shall be a local registered firm with Registrar of Firms or duly registered with SECP having proven track record and relevant experience in Janitorial and Housing Keeping Services. A power of attorney to that effect, legally executed, signed by all the partners shall be submitted with the EOI. All the partners shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract.
5. Once a firm / JV is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as parent companies, subsidiaries and affiliates. Furthermore, the Client will reject a Proposal if a JV Member is dropped without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting/ debarment of the JV Member or occurrence of Force Majeure.
6. The Punjab Masstransit Authority shall hold a **clarification meeting at 1100 hours on 4th April 2024** in the Committee Room of Punjab Masstransit Authority, 5th Floor, Arfa Software Technology Park (ASTP), Lahore, PAKISTAN. Applicants in case of any queries for seeking clarifications may send their queries in writing at the office of Punjab Masstransit Authority, 5th Floor, Arfa Software Technology Park (ASTP), Lahore, PAKISTAN, or via designated email on or before **4th April 2024** or raise them during the Clarification Meeting. The minutes of Clarification Meeting will be made public by uploading on PMA official website and shall be considered as part of EOI. All queries shall be responded to within due time. No query shall be responded if received after the Clarification Meeting.
7. The applicants must submit their EOI on the basis of complete fulfillment of requirements. Failure to meet all conditions may cause disqualification.
8. The EOI, supporting documents, and related correspondence exchanged by the applicant and the Client, shall be written in English.

9. The applicant shall ensure that the information furnished as per the document submitted is true and correct and nothing is concealed or tampered with. Otherwise, the applicant shall be liable to any punitive action for furnishing false information / documents.
10. The applications shall be first checked against the Eligibility Criteria. Only Eligible applications shall be evaluated as per the criteria mentioned in this document. Minimum 70 marks are required to pass the evaluation criteria. Eligible applicants with marks 70 or more in the evaluation criteria shall stand prequalified.
11. PMA shall have the right to seek any further information or clarification as deemed necessary for assessment and evaluation of the applicants.
12. All pages of the EOI shall be signed and stamped by declared Power of Attorney of the applicant. The stamp will be of applicant in case of single bidder and that of lead member in case of JV.
13. The applications shall be submitted as per following formats:
 - a. The EOI shall comprise of a single package containing two (2) separate envelopes.
 - b. First envelope clearly marked as “Original” shall contain original document in hard form. One scanned soft copy of the original in USB shall be part of the original document.
 - c. Second envelope clearly marked as “Duplicate” shall contain copy of the original document in hard form.
 - d. All envelopes shall bear tender name, Client’s name, applicant’s name, contact person’s name and number, applicant’s official address.
14. The applicants shall be prequalified for 03 years. The prequalification process may be repeated as and when required by the Client.
15. The PQD includes the following additional sections:
 - a. Introduction and Overview of PMA Systems
 - b. Scope of Work
 - c. Eligibility Criteria
 - d. Evaluation Criteria
 - e. Document Checklist
 - f. Standard Forms (Appendix 1 to 6)

INTRODUCTION AND OVERVIEW OF PMA SYSTEMS

Punjab Masstransit Authority (PMA) is established by the Government of Punjab for the purposes of planning, construction, operation and maintenance of mass transit systems in the major cities of Punjab for providing safe, efficient and comfortable transportation system. Currently, PMA is operating **01 metro train** and **05 bus systems** in the cities of Lahore, Rawalpindi-Islamabad and Multan as under: -

1. Orange Line Metro Train System (OLMTS)
2. Lahore Metrobus System (LMBS)
3. Pakistan Metrobus System (PMBS)
4. Multan Metrobus System (MMBS)
5. Lahore Feeder Routes (LFR)
6. Multan Feeder Routes (MFR)

Orange Line Metro Train System

- Located in Lahore.
- Total length of the corridor from Ali Town to Dera Gujran is approximately 27.1 Km.
- Portion from Ali Town to Chowburji and Lakshmi to Dera Gujran is elevated (25.4 Km)
- Estimated number of pillars/Columns in the elevated portion is 770.
- Portion from Chowburji to Lakshmi is underground (1.7 Km)
- There are total 26 Stations having average inter-distance of 1 km. Each station has two platforms for both directions. 24 numbers of stations are elevated while 2 stations (GPO and Anarkli) are underground.
- The access to the elevated stations is grade-separated. Each elevated station has two entrances except Lakshami, Railway Station and Thokar Niaz Baig having four entrances. The entrances to underground stations i.e. GPO & Anarkali are at-grade with the exception of one entrance for GPO which is through pedestrian underpass.
- Two types of electronic fare media are used i.e. token and smart card which are validated through turnstiles in passenger lounge area before entering into the platforms.
- Each station excluding the platform level is centrally air conditioned.
- Each station is equipped with Passenger Information System which consists of LED screens.
- Train Operational hours are from 6:15 AM to 10:00 PM according to the current implemented schedule.
- The average daily ridership is 218,821 passengers.

Lahore Metrobus System

- Located in Lahore.
- Total length of the corridor from Gajjumata to Shahdara is approximately 27 Km.
- Two lane - limited access corridor (10m wide). Access is controlled by fenced barrier along the curb sides. Intersections are at Nishtar Station, Naseerabad Station, Kalma Station, Timber Station, Niazi Station and Ravi Bridge.
- Portion from Canal to Bhati Station is elevated (8.3 Km).
- Portion from Niazi Station till start of Ravi Bridge is Mixed traffic zone.
- There are total 27 Stations having average inter-distance of 1 km. Each station has two platforms each with three (03) docking bays except MAO College station which has five (05) docking bays. 18 numbers of stations are at-grade while 9 stations are elevated.
- The access to the stations is grade-separated. Pedestrian bridge is used for station access except Kalma, Canal, Qartaba and Azadi Stations where station access is through pedestrian underpasses. One additional underpass is near Ichra stations used for road crossing. This underpass contains shops owned by PMA which are currently being used as stores.
- MAO, Qartaba and Canal stations have multiple accesses (at least four).
- The pedestrian bridges and underpasses are used for stations access as well as road crossing.
- Bus Operational hours are from 6:15 AM to 10:00 PM according to the current implemented schedule.
- Two types of electronic fare media are used i.e. token and smart card which are validated at turnstiles before entering into the platforms.
- There are 64 Articulated air-conditioned diesel buses each with capacity of 160 passengers.
- Bus Depot is located at Nishtar, Lahore.
- The average daily ridership is 141,641 passengers.

Pakistan Metrobus System

- Located in Rawalpindi - Islamabad.
- Total length of the corridor from Saddar to Pak Secretariat is approximately 24 Km.
- Two lane - limited access corridor (10m wide). Access is controlled by fenced barrier along the curb sides.
- The section from Saddar to Faizabad is elevated having a total length is approximately 8.4 Km.
- There are total 24 Stations having average inter-distance of 1 km. Each station has single center aligned platform with three (03) docking bays on each side. 10 numbers of stations are at-grade, 10 stations are elevated and 04 stations are under ground.
- The access to the stations is grade-separated. Pedestrian bridge and underpasses will be used for station access. 14 stations have access through pedestrian bridge while 10 stations have access through underpasses.

- The bridges and underpasses are used for stations access as well as road crossing.
- Bus Operational hours are from 6:15 AM to 10:00 PM according to the current implemented schedule.
- Two types of electronic fare media are used i.e. token and smart card which are validated at turnstiles before entering into the platforms.
- There are 68 Articulated air-conditioned diesel buses each with capacity of 160 passengers.
- Bus Depot is located at Peshawar Mor (Near Kashmir Highway Station).
- The average daily ridership is 138,707 passengers.

Multan Metrobus System

- Located in Multan.
- Total length of the corridor from BZU to Chowk Kumharan is approximately 18.5 Km.
- Two lane - limited access corridor (~10m wide). Access is controlled by barrier along the curb sides.
- The section from Northern Bypass to BCG Chowk and Vehari Chowk to General Bus Stand is elevated having a total length of 12.5 Km.
- Intersections near Bahadarpur Station, Depot and Jinnah Park Station.
- Total 21 Stations having average inter-distance of 850-900m. Each station has single platform with two (02) docking bays on either side. 07 numbers of stations are at-grade while 14 stations are elevated.
- The access to the stations is grade-separated. Pedestrian bridge and underpasses are used for station access. 19 stations have access through pedestrian bridge while 02 stations have access through underpasses.
- The bridges and underpasses are used for stations access as well as road crossing.
- Bus Operational hours are from 6:15 AM to 10:00 PM according to the currently implemented schedule.
- Two types of electronic fare media are used i.e. token and smart card which are validated at turnstiles before entering into the platforms.
- There are 35 Articulated air-conditioned diesel buses each with capacity of 160 passengers.
- Bus Depot is located near Bahauddin-Zakariya University.
- The average daily ridership is 69,089 passengers.

Lahore Feeder Routes

- Located in Lahore.
- These consists of 18 routes having an average length of 15 kilometers which are used to feed Lahore Metrobus System.

- There are 200 buses (recognized by citizens as Speedo Buses) out of which 162 are 12m long each with capacity of 80 passengers and 38 are 8m long each with a capacity of 40 passengers.
- Network length is 266 Kms.
- There are 02 bus depot. One is located near Railway Station while other at Green Town, Lahore.
- Fare is collected on-board either through Smart Card or Cash.
- The average daily ridership is 175,996 passengers.

Multan Feeder Routes

- Located in Multan.
- These consists of 19 routes having an average length of 15 kilometers which are used to feed Multan Metrobus System.
- There are 100 buses which are 8 m long each with capacity of 40 passengers.
- Network length is 377 Kms.
- Depot is located at Derra Adda, Multan.
- Fare is collected on-board either through Smart Card or Cash.
- The average daily ridership is 49,850 passengers.

GENERAL SCOPE OF WORK

The general scope of work includes but not limited to the following: -

1. Provide Janitorial and Housekeeping Services in proper manner and frequency to maintain high standard;
2. Arrange all necessary consumables, tools and equipment for its employees to perform the Janitorial and Housekeeping Services;
3. Provide cleaning service through duly trained janitorial staff;
4. Arrange collection and transfer of solid waste as required;
5. Supply/install/refill/maintain all such items/equipments used for cleaning purposes and store them under minimum operating and environmental conditions in accordance with the activities and terms established for that purpose;
6. Abide local laws, as well as regulations of PMA to safeguard the security, health and physical integrity of all persons;
7. Obtain such permission / license as may be required under the local laws;
8. Any other allied works or functions of janitorial and housekeeping services mentioned in bidding documents.
9. The specific scope of work and contractual terms and conditions shall be made as part of the bidding documents.

ELIGIBILITY CRITERIA

Sr. No	Criteria	Document / Evidence Required
1	Local Registered Company with Securities & Exchange Commission of Pakistan (SECP) or Registrar of Firms.	Company Registration with Registrar of Firms or SECP / Certified Copy of Certificate of Incorporation <i>(Memorandum of Understanding (MOU) in case of JV)</i>
2	Registered for at least 5 years in country of origin, and has proven experience in Janitorial and Housekeeping services.	Firm Establishment record for at least 5 years OR equivalent documents from the country of origin in case of foreign company as JV member in case not registered in Pakistan. <i>(In case of JV, applicable to any one member)</i>
3	Company has proven experience in Janitorial and Housekeeping services for at least 5 years.	Experience Certificates or any other valid evidence to establish proven experience. <i>(In case of JV Applicable to any one member)</i>
4	Valid Registration Certificate for Income Tax and Sales Tax (on goods and services where applicable).	Valid NTN and PRA registration certificates OR equivalent documents from the country of origin in case of foreign company as JV member in case not registered in Pakistan <i>(In case of JV, applicable to all members)</i>
5	Income Tax Returns for the last three tax years.	Income tax returns for the last three (03) years. <i>(In case of JV Applicable to lead member)</i>
6	An Affidavit/sworn statement that the firm is not presently blacklisted or debarred by any Government/Semi-Government/ Autonomous/ International Body. <i>(In case of JV, applicable to all members)</i>	Affidavit on Stamp Paper (Appendix-6)

In addition to above, the firm must ensure that all required documents are submitted in EOIs in a manner prescribed in this document.

TECHNICAL EVALUATION CRITERIA

- It is mandatory to score minimum total 70 marks.
- Bid will be disqualified in case of (0) zero point in any criteria excluding criteria at Sr. No 4.
- In case of JV, marks shall be evaluated jointly for all members unless stated otherwise.

Sr	Criteria	Max. Marks	Scoring Criteria	Documents Required
1	Total worth in PKR Millions of the Contracts for Janitorial and Housekeeping Services executed fully or partially within last 05 years. <i>(If the firm has rendered its services in form of JV, the contract worth will be considered based on the percentage share of bidder in that JV)</i>	30	Less than 200 = 0 Points 200 to 250 = 05 Points >250 to 300 = 10 Points >300 to 350 = 15 Points >350 to 400 = 20 Points >400 to 450 = 25 Points >450 = 30 Points	a) Contract Documents, Completion Certificates OR any other valid evidence clearly establishing required worth. b) List of Contracts along with their <u>title, client's name, start date, end date, duration, salient features of the scope, total contract value, contract worth</u> executed within last 05 years. <i>Requirement at (a) should be traceable from the list to be provided at (b)</i>
2	Total Number of Janitorial Staff currently under employment.	15	Less Than 200 = 0 Points 200 to 275 = 03 Points >275 to 350 = 06 Points >350 to 425 = 09 Points >425 to 450 = 12 Points > 450 = 15 Points	a) Ongoing Contract Documents OR any other valid evidence clearly establishing number of janitorial staff engaged through the particular Contract. b) List of <u>ongoing Contracts along with their title, client's name, start date, end date, and number of Janitorial staff</u> engaged. <i>Requirement at (a) should be traceable from the list to be provided at (b)</i>
3	No of years of experience in Janitorial and Housekeeping Services	15	Less Than 5 = 0 Points 5 to 6 = 04 Points >6 to 7 = 08 Points >7 to 8 = 12 Points > 8 = 15 Points	Evidence to establish quoted number of years. <i>(In case of JV, applicable to any one member with maximum experience)</i>
4	Experience of Janitorial and Housekeeping Services in Public Sector Organization	05	Yes = 5 points No = 0 Points	Experience Letter OR Any other valid document for evidence. <i>(In case of JV, applicable to any one member)</i>

5	Total Number of Clientele for Janitorial and Housekeeping Services in Corporate and Public Sector	10	2 or Less = 0 Points 3 to 4 = 02 Points 5 to 6 = 04 Points 7 to 8 = 06 Points 9 to 10 = 08 Points > 10 =10 Points	a) Experience Letter OR Any other valid document for evidence b) List of Clientele including <u>client's name, contact person name, contact person designation, official address and contact details.</u> <i>Requirement at (a) should be traceable from the list to be provided at (b)</i>
6	Average Annual Turnover in last three years in PKR Millions	25	Less than 175 = 0 Points 175 to 200 = 05 Points >200 to 225 = 10 Points >225 to 250 = 15 Points >250 to 275 = 20 Points > 275 = 25 Points	Audited Financial Statements for the last three years i.e. 2023, 2022 & 2021 (<i>Approved Financial Statements may be acceptable for Public Sector Organization</i>)
Total		100	Minimum Passing Marks = 70	

DOCUMENT CHECK LIST

1. Letter of EOI application duly signed and stamped as per **Appendix-1**
2. Memorandum of Understanding (MOU) on stamp paper (*In case of JV only*)
3. Company Registration with Registrar of Firms or SECP / Certified Copy of Certificate of Incorporation (*In case of JV, applicable to all members*)
4. Firm establishment record for at least 5 years OR equivalent documents from the country of origin in case of foreign company as JV member in case not registered in Pakistan (*In case of JV, applicable to any one member*)
5. Experience Certificates or any other valid evidence to establish proven experience for at least 5 years in janitorial and housekeeping services. (*In case of JV Applicable to any one member*)
6. Evidence to establish for the lead member, proven track record and relevant experience in janitorial and housekeeping services. (*In case of JV only*)
7. Valid NTN and PRA registration certificates OR equivalent documents from the country of origin in case of foreign company as JV member in case not registered in Pakistan. (*In case of JV, applicable to all members*)
8. Income tax returns for the last three (03) years (*In case of JV Applicable to lead member*)
9. Affidavit for non-blacklisting on Stamp Paper as per **Appendix-6** (*In case of JV, applicable to all members*)
10. Technical Evaluation Form as per **Appendix-2** along with following supporting documents must be provided:
 - i). Sr. No 1 (Contracts worth executed in last 05 years) - Contract Documents, completion certificates OR any other valid evidence clearly establishing required worth. List of contracts along with their title, client's name, start date, end date, duration, salient features of the scope, total contract value, contract worth executed within last 05 years.
 - ii). Sr. No 2 (Total staff under employment) – Ongoing Contract Documents OR any other valid evidence clearly establishing number of janitorial staff engaged through the particular contract. List of ongoing contracts along with their title, client's name, start date, end date and number of janitorial staff engaged.
 - iii). Sr. No 3 (Experience in years) - Evidence to establish quoted number of years (*In case of JV, applicable to any one member with maximum experience*)
 - iv). Sr. No 4 (Experience with Public Sector Organization) - Experience Letter OR Any other valid document for evidence (*In case of JV, applicable to any one member*)
 - v). Sr. No 5 (Clientele) - Experience Letter OR Any other valid document for evidence. List of Clientele including client's name, contract person name, contact person designation, official address and contact details.
 - vi). Sr. No 6 (Average Annual Turnover for last 3 years) – Audited Financial Statements for the last three years; however, approved Financial Statements may be acceptable for Public Sector Organization.
11. Firm's Financial Capacity details as per **Appendix-3**
12. Power of Attorney as per **Appendix-4**
13. Undertaking as per **Appendix-5**
14. Scanned soft copy of the complete documents attached with EOI

All documents should be tagged according to the serial numbers of above checklist for traceability

APPENDIX – 1

FORMAT FOR LETTER OF EOI APPLICATION

[On the Letter Head of the Applicant (in case of Single or Lead Member (in case of a JV))]

Date:

The Managing Director,
Punjab Masstransit Authority
Lahore.

EXPRESSION OF INTEREST (EOI) FOR PROCUREMENT OF JANITORIAL AND HOUSEKEEPING SERVICES FOR MASS TRANSIT SYSTEMS IN PUNJAB

Sir,

Being duly authorized to represent and act on behalf of (_____). and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for the subject Janitorial and Housekeeping services.

We are enclosing our Expression of Interests (EOIs) in the prescribed manner with the details as per the requirements of the EOI for your evaluation. We, the undersigned, certify to the best of our knowledge and belief that:

- a. We have read the EOI / PQD including the scope for this assignment.
- b. We confirm that the references submitted as part of this EOI accurately reflect the experience of the specified firm/JV (or a Member of JV).
- c. The Firm/ JV Member(s) are NOT currently blacklisted/ debarred by any Govt./ Semi Govt. Organizations etc. Neither the firm nor the JV Members have ever been convicted of an integrity-related offense or crime related to corrupt and fraudulent practice.
- d. We understand that it is our obligation to notify PMA should the Firm or any Member of the JV become ineligible to work with PMA or be convicted of corrupt and fraudulent practice.
- e. JV Members confirmed/ authorized us in writing to represent them in expressing interest in this activity.
- f. We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the application, proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with available Mechanism and Manner for Blacklisting of firm.
- g. All pages of the EOI have been signed by the Authorized Person and stamped.

The undersigned hereby also declares that the statements made and the information provided in the EOIs are complete, true and correct in every detail.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Applicant)

Applicant's seal& stamp

APPENDIX – 2

FORMAT FOR TECHNICAL EVALUATION

The following data form shall be filled out by the Applicant; and by all partners in case of a Joint Venture along with one summary from all partners, with supporting documents for evidence as described in Technical Evaluation Criteria. The Client reserves the right to request additional information for values/information entered by the Applicant against any criteria.

Sr. No.	Criteria	Enter Value / Information
1	Total worth in PKR Millions of the Contracts for Janitorial and Housekeeping Services executed fully or partially within last 05 years. <i>(If the firm has rendered its services in form of JV, the contract worth will be considered based on the percentage share of bidder in that JV)</i>	
2	Total Number of Janitorial Staff currently under employment.	
3	No of years of experience in Janitorial and Housekeeping Services	
4	Experience of Janitorial and Housekeeping Services in Public Sector Organization (Yes / No)	
5	Total Number of Clientele for Janitorial and Housekeeping Services in Corporate and Public Sector	
6	Average Annual Turnover in last three (03) years in PKR Millions.	

APPENDIX – 3

FORMAT FOR ESTABLISHING FINANCIAL CAPACITY

The following financial data form shall be filled out by the Applicant; and by all partners in case of a Joint Venture and along with one summary form for all partners.

Information from Balance Sheet:(In PKR) for the last Year	
(1) Total Assets	
(2) Current Assets	
(3) Total Liabilities	
(4) Current Liabilities	
Information from Income Statement: Total Revenue (including subsidy from the Government if any) for last three (03) applicable Years: (In PKR)	
(5) First Year	
(6) Second Year	
(7) Third Year	

Current Ratio (2) / (4)	
Debt Ratio (3) / (1)	
Average Annual Turnover [(5) + (6) + (7)] / 3	

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below if any:-		
Year	Matter in Dispute	Value of Award Against the Bidder (PKR)

Bidder has to provide copies of the original audited financial statements for the last three financial years; however, approved Financial Statements may be acceptable for Public Sector Organization. In case the currency used in financial audited statements is not PKR, use the PKR equivalent figures required in worked out by using the average exchange rate for the relevant time period obtained from xe.com. Where the financial statements are not in English, attested and notarized English-copies of the Income Statement (and Statement of Other Comprehensive Income), Balance Sheet, Statement of Cash Flows and Statement of Shareholders' Equity must be provided.

Authorized Signatures with Official

Seal

APPENDIX – 4
POWER OF ATTORNEY

(On a Legal / Revenue Stamp Paper of PAKISTAN of the relevant value)

We [name of the company and address of the registered office] do hereby appoint and authorize Mr. / Ms. (full name and residential address) bearing National Identity Card (CNIC) of PAKISTAN OR equivalent as in Applicant's country of origin. (Ref No _____, copy enclosed) who is presently engaged with us and holding the position of _____, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for [Name of the Tender] in response to the EOIs invited by the Punjab Masstransit Authority and our subsequent proposal(s) thereof in response to invitation of bids in future including signing and submission of all documents and providing information/responses to Punjab Masstransit Authority in all matters in this connection

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Instructions for preparation of power of attorney

- a) *To be executed by an authorized representative of the Applicant.*
- b) *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- c) *Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- d) *In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.*

APPENDIX – 5
FORMAT FOR UNDERTAKING

(On a Legal / Revenue Stamp Paper of PAKISTAN in the relevant value.)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20____

Signature

(Company Seal)

In the capacity of

Duly authorized to sign EOI for and on behalf of:

APPENDIX – 6
FORMAT FOR NON-BLACKLISTING

(On a relevant valued Legal / Revenue Stamp Paper of PAKISTAN)

In response to the EOI / PQD Document for [Name] We hereby solemnly declare that presently [Name of Firm] is having unblemished record and is not presently blacklisted on any grounds whatsoever by any Government entity (Federal, Provincial, Local Body) or Public Sector Organization in Pakistan, the country of origin and other countries of the world.

It is understood that if this declaration is found to be incorrect for [Name of firm] or any member in case of Joint Venture, then without prejudice to any other action that may be taken, our application shall be cancelled followed by further remedial action in accordance with available mechanism and manner in governing laws / rules/ regulations.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign EOI / bid for and on behalf of: