

Pre-Qualification Document

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING SERVICES OF HOTEL (Pre-qualification through Closed Framework Agreement for hiring of services of hotels) (Non-Consultancy Services)

National

Single Stage-One Envelope



August 05, 2026

*Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL)), Unit Head
Procurement Department, Room-205, 2nd Floor, Main Building, ZTBL Head Office, Zero Point. Islamabad.,
Islamabad Capital Territory
Phone: +92-344-544-4455, Email: head.gpu@ztbl.com.pk*

Table of Contents

Instructions to Applicants	3
Pre-qualification Data Sheet	17
Prequalification Data Sheet (PDS)	18
Eligibility & Qualification Criteria	21
Evaluation Criteria	22
Annexure	26
Scope of Services	27
Procurement Forms	28
Past Experience and Completed Contracts	1
Historical Contract Non-Performance, and Pending Litigation and Litigation History	1
Current Contracts and Their Progress	1
Additional Forms and Documents	31

INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))** has reserved Funds for the procurement planned for FY **2026-27**. The **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING SERVICES OF HOTEL (Pre-qualification through Closed Framework Agreement for hiring of services of hotels)**" with the reference of "**P78691**"
2. The **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of "**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING SERVICES OF HOTEL (Pre-qualification through Closed Framework Agreement for hiring of services of hotels)**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/78691>**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, August 20, 2026 11:00 AM**. E-applications will be opened using **EPADS v2.0** on the same day at **Thursday, August 20, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

Zarai Taraqiat Bank Ltd (ZTBL) (Zarai Taraqiat Bank Ltd (ZTBL)), Unit Head
Procurement Department, Room-205, 2nd Floor, Main Building, ZTBL Head
Office, Zero Point. Islamabad., Islamabad Capital Territory
+92-344-544-4455
head.gpu@ztbl.com.pk



Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with “Mechanism for Blacklisting Regulations, 2024”.



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P78691**

The Procuring Agency is: **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))**

The name of Project / Procurement is: **NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING SERVICES OF HOTEL (Pre-qualification through Closed Framework Agreement for hiring of services of hotels)**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Sunday, August 16, 2026**

Pre-Bid Meeting: Tuesday, August 11, 2026 11:00 AM

Venue: Procurement Department, Room-205, 2nd Floor, Main Building, ZTBL Head Office, Zero Point. Islamabad.

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Thursday**

Date: **Thursday, August 20, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Thursday**

Date: **Thursday, August 20, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Any	FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
History of Non-Performing Contracts - Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration or the period of debarment has been over. Form attached at Procurement Forms	Yes
Affidavit of non- blacklisting: Bidder is not blacklisted by any public or private organization in Pakistan. (Attach Affidavit on Stamp Paper)	Yes
The Applicant shall disclose details of any pending litigation, arbitration or legal proceedings involving the Applicant, its owners/partners/directors, which may materially affect its financial position or ability to perform the required services. The Procuring Agency reserves the right to assess the disclosed litigation and determine the Applicant's eligibility based on its materiality and potential impact on performance. Form attached at Procurement Forms	Yes
Hotel License: The bidder must be a registered hotel and possess valid (renewed upto date) license issued by the Department of Tourist Services (DTS), Govt of Pakistan, in accordance with the Pakistan Hotels and Restaurants Act, 1976 and the Pakistan Hotels and Restaurants Rules, 1977 to operate as 'One Star', 'Two Star', 'Three Star' or 'Four Star' category in Islamabad/Rawalpindi Copy of valid (renewed upto date) license issued by the Department of Tourist Services (DTS) or any	Yes

Hotel Capacity:Minimum 25 rooms (minimum 20 double-occupancy rooms + 5 single rooms) in one premises. (attach Room inventory details / hotel registration certificate / photographs.)	Yes
Location: Hotel must be located within 25 km radius of ZTBL Staff College, Islamabad. (attach Google Map or verified location sketch with distance proof.)	Yes
Past Performance / Reputation: At least one institutional client (training, corporate, or public sector etc) served within last 12 months. (attach Copies of work orders / client letters / completion certificates.)	Yes
Transport Facility: Must have dedicated executive transport for pick & drop of ZTBL executives. (attach Proof of ownership or valid rental/arrangement agreement.)	Yes
Nationality: Nationality in accordance with Instructions to Applicants ITA 5.1: 5.1. Applicants may be ineligible if they are nationals of ineligible countries (Attach relevant proof)	Yes
Conflict of Interest: No conflicts of interest in accordance with Instructions to Applicants ITA 4.5 (Declaration on Firm Letter Head)	Yes

Evaluation Criteria

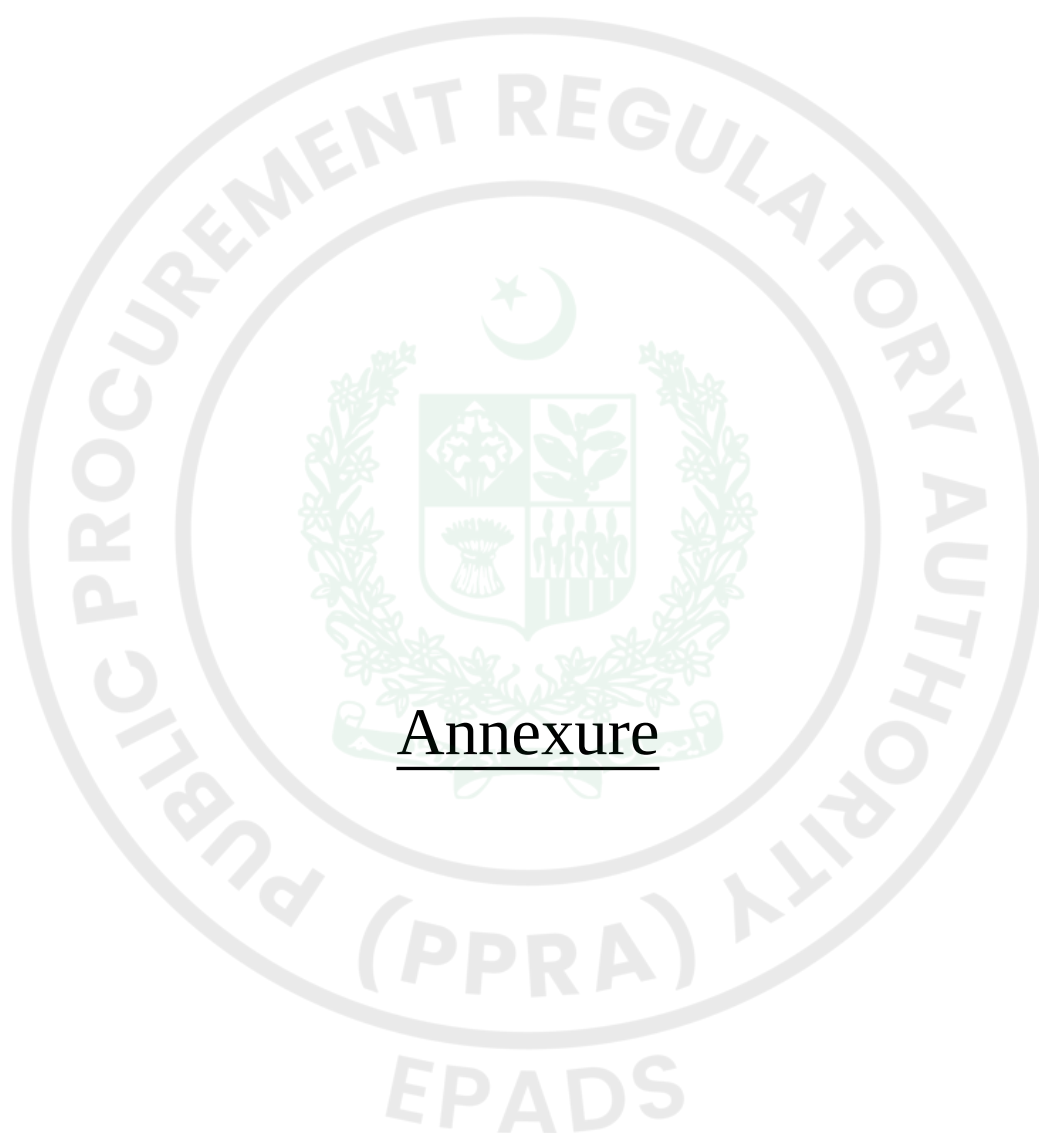
Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	75
Hotel Capacity	

Number of double-occupancy rooms (Quantitative)(Doc Required)	20
Above 25 Rooms (20)	
20 to 25 Rooms (15)	
below 20 Rooms (10)	
Service Standards & Amenities	
24/7 front desk, housekeeping, security, laundry, power backup, (Quantitative)(Doc Required)	20
All proven (20)	
Mostly compliant (10)	
Room Quality & Comfort Level	
Attached bath, AC/heating, TV, toiletries, good furnishing. (Quantitative)(Doc Required)	20
Fully Compliant (20)	
Mostly Compliant (10)	
Corporate / Institutional Experience	
Corporate / Institutional Experience (Quantitative)(Doc Required)	10
more than 01 Client (10)	
01 Client (5)	

Health and Safty Certification: Valid local authority health/sanitation license and inspection record. • Valid certificate = 5 marks (Quantitative)(Doc Required)	5
Transport Facility (Quantitative)(Doc Required) Transport Facility: Owned (10) Transport Facility: Outsourced (5)	10
Environmental / Hygiene Practices: Commitment + verifiable SOP for sanitation & bedding care. compliant = 10 marks Non-compliant= 0 marks (Quantitative)(Doc Required)	10
Facility Inspection / Site Visit (ZTBL Evaluation Team): Assessment of actual standards, cleanliness, service readiness. (Quantitative)(Doc Required)	5





Annexure

Scope of Services

Signand Stamp the Scope of Services and upload the same here.

Technical Submission (Vendor)

See Form Under Additional Forms and Documents: **Scope of Services** (page number: 32)





Procurement Forms

Past Experience and Completed Contracts

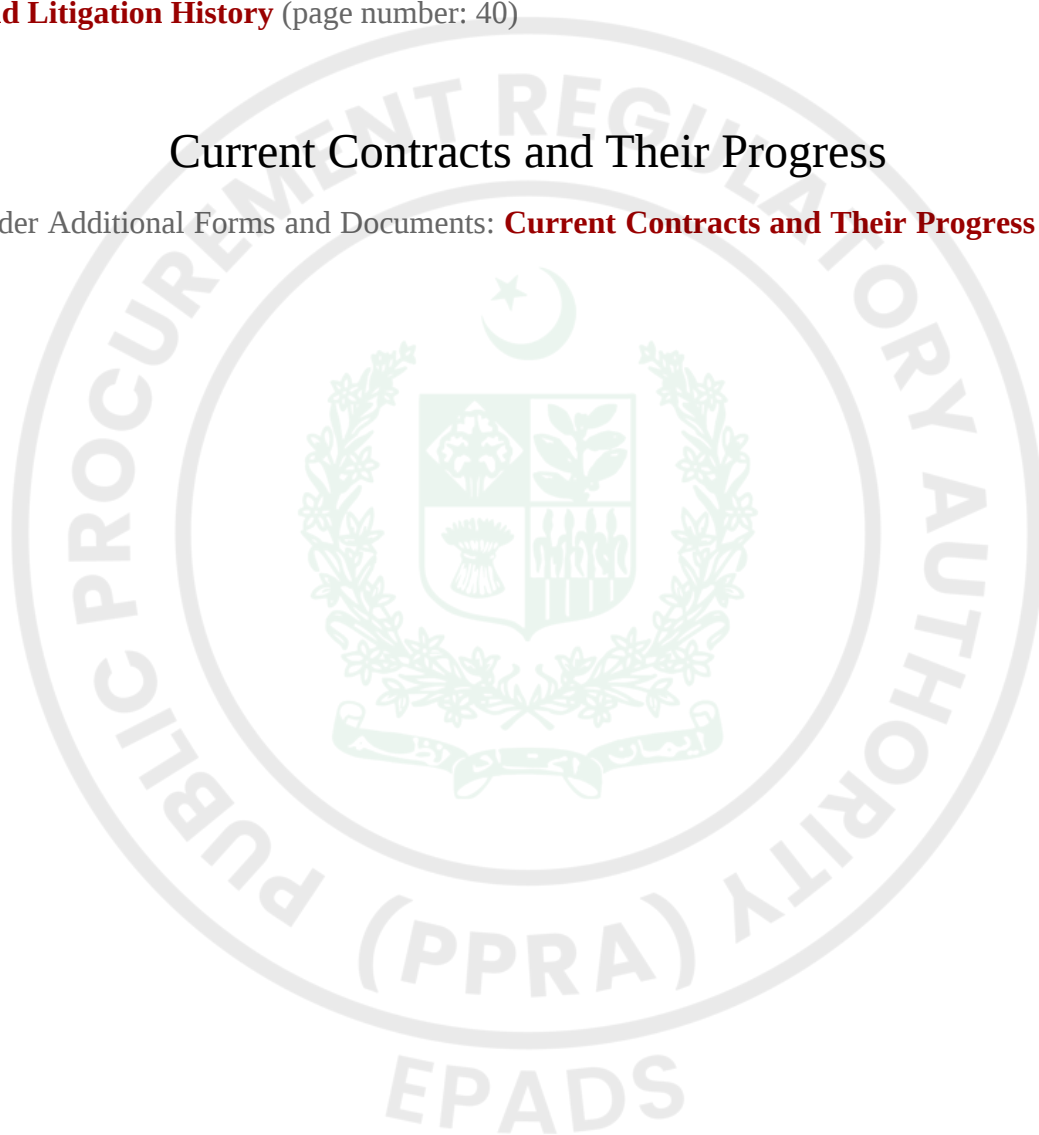
See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 39)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 40)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 42)







Additional Forms and Documents

Scope of Services

1. Background and Objective

Zarai Taraqiati Bank Limited (ZTBL) intends to procure hotel accommodation and related hospitality services through Closed Framework Agreements on a Cost-Based Selection (CBS) method, in accordance with the Public Procurement Rules, 2004 and the Standard Bidding Documents for Framework Agreements issued by PPRA. The objective of this procurement is to ensure availability of quality, standardized, and cost-effective hotel accommodation and allied facilities for ZTBL officials attending training programs, workshops, or official assignments primarily at ZTBL Staff College, Islamabad.

2. Procurement Framework

- a) ZTBL shall carry out this procurement under Closed Framework Agreements using a multi-supplier arrangement.
- b) Framework Agreements will be established category-wise (One-Star, Two-Star, Three-Star, and Four-Star), among hotels/bidders whose offers are found substantially responsive and represent the lowest evaluated cost upon completion of the prescribed evaluation process.
- c) Bidders must submit separate price quotations for single occupancy and double occupancy rooms. The quoted price shall be inclusive of room rent, all mandatory services (as specified in the relevant section), all applicable taxes (GST, Bed Tax, etc.), duties, service charges, and any other incidental costs. All components of price must also be mentioned separately.
- d) All pre-qualified hotels shall be ranked based on their evaluated cost in each category with the lowest-cost bidder ranked first, followed by the second-lowest, and so forth.
- e) Services shall be obtained on an as-and-when required basis throughout the contract period through the issuance of Call-off Orders / Purchase Orders / Booking Orders to any hotel as per ZTBL sole discretion.
- f) Firms operating their business from residential premises or from areas where commercial/business activities are prohibited by the Capital Development Authority (CDA) or any other relevant authority shall not be eligible to participate in the prequalification process.
- g) The Second Stage of the bidding process (Part-II of the Bidding Documents) shall be issued only to the pre-qualified bidders shortlisted under Part-I.

3. Duration of Contract

- a) The Framework Agreement shall initially remain valid for one (01) year.
- b) The successful bidder shall ensure the continuous availability of the required services throughout the contract period, in accordance with the terms and conditions of the contract.
- c) Subject to satisfactory performance, the agreement may be extended annually for up to three (03) years with mutual consent of both parties and approval of the Competent Authority with the increase of 10 percent per annum.

4. Service Categories

- a) For the purpose of fair competition and to match accommodation standards, this procurement is divided into **four (04) Categories**:

S.No.	Category	Applicable For
1	Category-1	One Star Hotels
2	Category-2	Two Star Hotels
3	Category-3	Three Star Hotels
4	Category-4	Four Star Hotels

5. Utilization of the Panel

- (a) ZTBL shall select the appropriate hotel category (One Star to Four Star) for each training batch or other requirements based on the rank of majority of participants and their admissible room rent entitlements under the Bank's policy.
- (b) When accommodation is required, ZTBL shall first approach the top-ranked (lowest-rate) hotel within the relevant category.
- (c) If sufficient rooms are not available, ZTBL shall then approach the next-ranked hotel in the same category, and so on, until the accommodation requirement is fully met. If none of the hotels in the selected category can meet the requirement, ZTBL may engage hotels from another category, in order of merit.
- (d) ZTBL requires that all participants of a training batch be accommodated in a single hotel; however, it reserves the right to distribute trainees across multiple hotels if necessary.
- (e) Reservations shall be made through the issuance of Call-off Orders, Purchase Orders, or Booking Orders, as applicable.

6. Accommodation

- a) The Hotel shall provide accommodation within a single premise (i.e., not spread across multiple distant buildings unless approved by ZTBL) on a single or double-occupancy or sharing basis for ZTBL staff. Single occupancy shall be allowed only when no other trainee is available for room sharing or when the trainee is a senior-level executive which shall be conveyed in advance.
- b) Unless otherwise authorized by ZTBL, all officials (trainees and course participants) must be accommodated exclusively within the contracted hotel premises.
- c) The accommodation shall include an attached bathroom for each room, daily cleaning and servicing, essential amenities, and all other features described in next sections.

7. Mandatory Services

Each hotel must ensure following minimum facilities and standards as part of the contracted package:

- a) **Attached Bathroom:** Rooms must have a properly sanitized and tidy attached bathroom with running water (warm + cold) and appropriate toiletries (soap, shampoo, toothpaste/tooth-brush or kit), slippers, tissue box.
- b) **Air Conditioning / Heating:**
 - During summer season: 24/7 functional air conditioning (AC) in the rooms.
 - During winter season: 24/7 functional heating in rooms.
- c) **Complimentary Wi-Fi / internet** in room/premises, available 24 hours per day.
- d) **Daily Room Service & Housekeeping:**
 - Room cleaning each day, change of bed sheets and pillow covers daily.
 - Change of neat and clean towels daily.
 - Cleaning of bathroom/washroom at least twice a day (morning + evening) or equivalent standard.
- e) Each room shall have a TV with all known channels.
- f) **Alternate Power Arrangements:** Generator/ UPS / solar backup etc in case of power load shedding or breakdown, to ensure services (AC/Heating, lights, lift, Internet) remain functional.
- g) **24/7 Reception:** The hotel must operate its reception desk 24 hours per day, to receive/check-in guests at any time.
- h) **Security:** External security guards and internal security (CCTV monitoring) must be functional and maintained.
- i) **Environmental Hygiene & Sanitation:** The Hotel must maintain clean floors, good hygiene for all public areas, personal hygiene of staff, proper sanitation of blankets/quilts (sanitized or dry-cleaned properly) and general cleanliness of premises.
- j) **Parking Facility:** Complimentary parking for vehicles of ZTBL officials (if applicable).
- k) **Pick-Drop Facility:** On each training day, a neat and clean coaster/minibus/van shall pick up hotel guests (ZTBL training participants) from Hotel to ZTBL Staff College at 08:30 AM and return from Staff College to Hotel at 05:30 PM (or as per ZTBL schedule). In case of other transportation requirements ZTBL & hotel shall decide the rate mutually.
- l) **Complimentary Shoe Shine and Cloth Pressing:**
 - One shoe shine per guest.
 - Two pieces of clothing per guest to be pressed; for female guests, the dupatta (scarf) shall also be pressed daily.
- m) **Complimentary Welcome Drink:** On arrival of each guest, a complimentary welcome drink (juice etc) to be provided.
- n) **Complimentary Mineral Water:** Mineral water per room per day (or as specified) free of charge.
- o) **Complimentary Buffet Breakfast:** Free buffet breakfast for each guest, included in room rate shall be provided.

- p) Room Service: 24/7 room service shall be available.
- q) Low-Cost Room for Driver: The Hotel must offer a separate “low cost” room (cash basis) for the driver of the guest, for the duration of the guest’s stay, at a mutually agreed rate and on cash payment basis.
- r) Dinner (cash payment out of guest's personal pocket) at subsidized rates: The Hotel will provide a dinner option to ZTBL staff at a special subsidized rate, available each training evening.
- s) Any other value-added service that the Hotel may propose (e.g., use of gym, swimming pool, lounge, meeting room perks etc) - these should be clearly listed in the proposal along with discounted price / compensatory offer.
- t) The ZTBL can request Provision of rooms on same agreed rates for their guests (Non-ZTBL employees i.e. Panel Lawyers, Government Officials etc.).

8. Period & Room Block

- a) The Hotel must be able to provide rooms at short notice (subject to availability) in accordance with ZTBL’s training schedule or other requirements. ZTBL will advise the hotel in advance about expected arrival/departure dates of the trainees.
- b) There shall be no-show charges in cases where a trainee fails to reach the hotel on the scheduled date or the training is cancelled due to any unavoidable circumstances.

9. Performance & Quality Assurance

- a) The selected hotels shall maintain agreed service standards throughout the contract period.
- b) ZTBL reserves the right to conduct performance inspections or obtain guest feedback for quality assurance.
- c) In case of non-compliance or repeated complaints, ZTBL may issue warning notices or remove the hotel from the panel after due process.

10. Call-Off Orders & Payment Terms

- a) Services will be procured on an actual-need basis through issuance of Call-off Orders/Purchase Orders/Booking Order under the Framework Agreement.
- b) Payment shall be made against verified invoices after completion of services.
- c) Rates quoted shall be inclusive of all applicable taxes (GST, Bed Tax etc), duties, and service charges. All components of price must also be mentioned separately.
- d) In case of any out of scope requirements, ZTBL will call RFQ from hotels signed closed framework agreement with ZTBL.
- e) Change of Tax rates (only applied to client) shall be passed on ZTBL with proper justifications.

Schedule of Requirements

Zarai Taraqiat Bank Limited (ZTBL) intends to establish Closed Framework Agreements (Cost-Based Selection) with multiple qualified Hotels for provision of boarding, lodging, and allied services for Bank officials and trainees attending programs at ZTBL Staff College, Islamabad.

The Framework Agreement shall be valid for a period of one (01) year, extendable annually up to three (03) years, subject to satisfactory performance and mutual consent.

Sr. No.	Required Information	Remarks
1	Description of Services / Goods	Hiring of Hotel Accommodation and Allied Services under Closed Framework Agreement (Cost Based Selection). Details of mandatory Services are given in Section VI.
2	Framework Period	One (01) year, extendable annually up to three (03) years based on performance and need.
3	Framework Type	Multi-Supplier, Closed Framework Agreement.
4	Categories	Category-1: One Star Hotels Category-2: Two Star Hotels Category-3: Three Star Hotels Category 4: Four Star Hotels
5	Location of Service Delivery	Hotels located within 25 km of ZTBL Staff College, Islamabad and within Islamabad and Rawalpindi.
6	Indicative Quantities (if any)	As and when required, based on call-off orders during the contract period. No minimum quantity guaranteed.
7	Performance Period	As per individual call-off order issued by ZTBL.
8	Delivery / Response Time	Confirmation of booking within 2 hours of request; service provision as per call-off schedule.
9	Payment Terms	- As per actual services rendered, within 30 days of invoice verification. - No advance payment. - There shall be no-show charges in cases where a trainee fails to reach the hotel on the scheduled date or the training is cancelled due to any unavoidable circumstances.
10	Special Conditions (if any)	As per agreement signed between parties.

Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements that the ZTBL shall use to evaluate framework contract Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

1. Mandatory Eligibility Criteria

In order to qualify for pre-qualification and subsequent participation in the second bidding stage (Part-II), each bidding Hotel must meet the following minimum eligibility requirements:

1.	Eligibility		
1.1	Nationality	Nationality in accordance with Instructions to Applicants ITA 5.1: <i>5.1. Applicants may be ineligible if they are nationals of ineligible countries</i>	Attach relevant proof
1.2	Conflict of Interest	No conflicts of interest in accordance with Instructions to Applicants ITA 4.5	Declaration on Firm Letter Head
1.3	Eligibility Criteria	Bidder shall meet all the criteria specified below	
2.	Historical Contract Non-Performance		
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration or the period of debarment has been over.	Form attached at Procurement Forms
2.2	Affidavit of non-blacklisting	Bidder is not blacklisted by any public or private organization in Pakistan	Affidavit on Stamp Paper
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound as per criteria established in 3.1 below and assuming all pending litigation will be resolved against the Applicant	Form attached at Procurement Forms
	Criterion	Description / Requirement	Documentary Evidence Required
3	Hotel License	The bidder must be a registered hotel and possess valid (renewed upto date) license issued by the Department of Tourist Services (DTS), Government of Pakistan, in accordance with the Pakistan Hotels and Restaurants Act, 1976 and the Pakistan Hotels and Restaurants Rules, 1977 to operate as 'One Star', 'Two Star', 'Three Star' or 'Four Star' category in Islamabad/Rawalpindi	Copy of valid (renewed upto date) license issued by the Department of Tourist Services (DTS) or any other authority
4	Hotel Capacity	Minimum 25 rooms (minimum 20 double-occupancy rooms + 5 single rooms) in one premises.	Room inventory details/hotel registration certificate / photographs.
5	Location	Hotel must be located within 25 km radius of ZTBL Staff College, Islamabad.	Google Map or verified location sketch with distance proof.

6	Past Performance / Reputation	At least one institutional client (training, corporate, or public sector etc) served within last 12 months .	Copies of work orders / client letters / completion certificates.
7	Transport Facility	Must have dedicated executive transport for pick & drop of ZTBL executives.	Proof of ownership or valid rental/arrangement agreement.

- ZTBL reserves the right to verify all claims through inspection or independent references.
- Failure to provide supporting evidence for any criterion will result in disqualification.

2. Evaluation Criteria

Bids fulfilling all eligibility parameters, will be evaluated as per below evaluation criteria:

Sr. No.	Evaluation Parameter	Description / Sub-Criteria	Max Marks
1	Hotel Capacity	Number of double-occupancy rooms: 20 rooms = 5 marks; 20– 25rooms = 8 marks; 25+ rooms = 10 marks	20
3	Room Quality & Comfort Level	Attached bath, AC/heating, TV, toiletries, good furnishing. • Fully compliant = 15 marks • Mostly compliant= 10 marks	20
4	Service Standards & Amenities	24/7 front desk, housekeeping, security, laundry, power backup, room service. All proven = 15 marks • Mostly compliant= 10 marks otherwise = 0 marks	20
5	Corporate / Institutional Experience	• 1 client = 5 marks • more than 1 clients = 10 marks	10
6	Health & Safety Certification	Valid local authority health/sanitation license and inspection record. • Valid certificate = 5 marks	5
7	Transport Facility	Transport facility available. • Owned = 10 marks • Outsourced = 5 marks	10
8	Environmental / Hygiene Practices	Commitment + verifiable SOP for sanitation & bedding care. • compliant = 10 marks Non-compliant= 0 marks	10
9	Facility Inspection / Site Visit (ZTBL Evaluation Team)	Assessment of actual standards, cleanliness, service readiness.	5
Total marks			100
Minimum marks for qualification			75

Note:

- Bidder shall provide an undertaking on letter head along with verifiable proof including pictures/documents/certificates etc.
- Mostly compliant means majority of items i.e 50% or more items from the given category.

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					