



HASHOO GROUP OF HOTELS

PRE-QUALIFICATION APPLICATION FORM

Please provide us with the following information so that Hashoo Group Hotels (HGH), owned by Pakistan Services Limited and Hashwani Hotels Limited, evaluate your entity's / organization's qualifications, market reputation & experience, financial health and other pertinent attributes in determining its credential whether it has equated expertise and capacity for enrolling on HGH's list of pre-qualified **Suppliers / Service Providers (parties)** in their respective field of business.

This list will be used as a guiding tool as to which party meets our set criteria for inviting bids/quotations for our time to time supplies & services requirements. The approved parties will be informed for qualifying our criteria with an enrollment number.

HGH has sole discretion to accept or reject the prequalification cases of parties and inviting bids from some selected out of parties enrolled with us.

Please note that details submitted to this effect are found to be incomplete or inaccurate your application will be liable to be rejected.

PARTICULARS

1.	Company / Organization Name	
2.	Abbreviated Name (if any)	
3.	Type of Company: <i>(Enclose Registration Copy)</i>	Private Limited <input type="checkbox"/> Public Limited <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/>
4.	Principal Business Activity:	Manufacturer <input type="checkbox"/> Importer/ Exporter <input type="checkbox"/> Authorized Distributor <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer/reseller <input type="checkbox"/> Service Provider <input type="checkbox"/> Sole Agent <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
5.	Addresses: A. Registered Office Address : _____ Telephone : _____ Fax : _____ Email: _____ B. Trading Office Address : _____ Telephone : _____ Fax : _____	



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	<p>Email: _____</p> <p>C. Residential Office</p> <p>Address : _____</p> <p>Telephone : _____</p> <p>Fax : _____</p> <p>Email: _____</p> <p>Mailing / Correspondence Address:</p>	<p>Registered Trading Residential</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><i>Trading office should have proper business set-up with the well indicated sign board for visitors. 03 pictures of business set-up should be submitted for analysis.</i></p>
<p>6.</p>	<p>Corporate Information:</p> <p>Date of Incorporation:</p> <p>N.T.N.:</p> <p>GST Reg. no.</p> <p>Status of NTN / GST Registration</p> <p>Web site or URL, if any</p>	<p><i>Please attach attested copies of Incorporation/Registration Certificates of the entity/organization, also Partnership Deed wherever applicable.</i></p> <p>_____ (Please provide photo copy)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Active <input type="checkbox"/> Blocked <input type="checkbox"/></p> <p><i>If yes please attach attested copy of NTN / GST Reg.number</i></p>
<p>7.</p>	<p>Details of the person to whom queries relating to this application should be addressed.</p> <p>Contact Address:</p> <p>Name :</p> <p>Designation :</p> <p>Estimated Years of Service/Affiliation</p> <p>Tel./ Fax / Cell:</p> <p>CNIC Number:</p>	<p>Registered Trading Residential</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____ (If applicable)</p> <p>_____</p> <p>_____</p>



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8.	Indicate the commodity / category for which you wish to be considered:	<i>Enclose details of your experience in reference to the interested commodity, including the names and addresses of at least three clients and client's agents. Detail of categories is attached as 'Annexure - A'.</i>	
9.	Indicate the values of work for which you wish to be considered.	Lowest _____ Highest _____	
10.	Director details (if applicable): Authorized signatory:	<i>List the names and addresses of all directors, and if applicable, the Company Secretary. (Attach attested copy of Form-A, Form 29 filed thereafter.)</i> _____ <i>Enclose proof of Authority (Board Resolution/Power of Attorney). Specimen signature & official stamp of authorized personnel of vendor to be provided)</i>	
11.	Number of regular employees	Managerial _____ Administrative _____ Technical _____ Operatives _____	
12.	Registration with relevant regulatory/ Registration Authority/ trade body etc.	<i>(State category and enclose copy of certificate)</i> PEC <input type="checkbox"/> CCI <input type="checkbox"/> Any Other <input type="checkbox"/>	
13.	Details of Plant /Machinery /Equipment	<i>List to be provided wherever applicable</i>	
14.	Bank Name: Address :	_____ _____	
15.	Company Net Worth (attach latest audited financial report/bank statement)	If Applicable	
16.	Status of Tejari Membership	Renewal <input type="checkbox"/> Member <input type="checkbox"/> Non-member <input type="checkbox"/>	
17.	Company's average turnover for last three years	Year 1. _____ 2. _____ 3. _____	Turnover 1. _____ 2. _____ 3. _____



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18.	Highest and lowest values of individual orders/contracts undertaken in the last three years	<p style="text-align: center;">Highest</p> 1. _____ 2. _____ 3. _____	<p style="text-align: center;">Lowest</p> 1. _____ 2. _____ 3. _____
19.	Tenure of Business with HGH	<i>Please mention tenure of business with HGH along with name of hotel property, if any</i>	
20.	Quality Assurance ISO Certification	<i>Enclose details of Quality Assurance schemes or practices adopted by the Company.</i> <i>If yes, enclose copy of ISO Certificate</i>	
21.	Fine/ Litigation/ Arbitration	<i>Has your company been subjected to any fine/ litigation in the past two years by PCHR or any other public or private sector organization (if yes, please elaborate)</i>	
22.	Safety	<i>Enclose a copy of your safety policy (if applicable).</i>	
23.	References	<i>Provide information for at least three relevant orders/contracts completed within the last three (3) years, the type of work, the value, the name and address of the Contracting party.</i>	
24.	Association with Hashoo Group of Hotels	<i>Have you or any of your relative ever been employed at PCHR or any Hashoo Group associated company? (if yes please indicate details of position and tenure of employment)</i>	
25.	Undertaking (to be submitted on non-judicial stamp paper)	<i>The applicant to provide an affidavit confirming that all answers and all documents submitted with this Pre-Qualification Form are complete and true and nothing has been concealed.</i>	
26.	<p>I / We acknowledge that inclusion of a firm on any list of pre-qualified Suppliers is in the sole discretion of Hashoo Group of Hotels (HGH), I / We understand HGH may use some or all of the information provided to make inquiries of third parties regarding our firm, its experience, finances and qualifications and do hereby consent to the use of such information for these purposes and to hotel property making such inquiries as it deems necessary in the circumstances.</p> <p>I/We waive any claim I/We may have against HGH resulting from the use of the foregoing information and / or HGH making inquiries concerning our firm.</p>		
Name:		_____	
Signature:		_____	----- With company stamp
Date:		_____	



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For Office Use Only:

REMARKS _____

PREQUALIFY YES NO
TRIAL BASIS YES NO

TIME PERIOD _____

REQUESTED BY _____

DATE: **Friday, 18 January 2013**

APPROVED BY _____

DATE **Friday, 18 January 2013**



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PRE-QUALIFICATION APPLICATION FORM

"ANNEXURE - A"

This annexure is integral part of Pre-qualification application form.

Sr. No.	Item Description	Tick whichever applicable
1.	Food Items - Grocery	
2.	Food Items - Meat	
3.	Food Items - Poultry	
4.	Food Items - Fruit	
5.	Food Items - Vegetable	
6.	Beverages (hard & soft drinks, mineral water)	
7.	Linen	
8.	Glassware	
9.	Silverware	
10.	Chinaware	
11.	Printing	
12.	Stationery	
13.	Transport	
14.	Furniture	
15.	Interior Decoration	
16.	Office Equipment	
17.	IT Equipment / computer hardware	
18.	Electrical works & appliances	
19.	Mechanical works & appliances	
20.	HVAC works & appliances	
21.	Civil Works	
22.	Others (except above, with complete description)	