

**Establishment Division,
Cabinet Secretariat,
Islamabad**

TENDER NOTICE

Sealed tender is invited from Government's registered firms having complete set up in Islamabad/Rawalpindi and surrounding area with reasonable experience, for provision/supply of catering services for canteen/cafeteria located at Establishment Division, Cabinet Block, Islamabad.

Terms/conditions for participating in the tender can be obtained from the undersigned (free of cost) during office hours and are also available on official websites of Establishment Division (www.establishment.gov.pk) and PPRA (www.ppra.org.pk).

Interested parties may send their quotations in sealed cover to Section Officer (General), Room No. 1094-1095, Establishment Division, Cabinet Block, Islamabad upto **06-04-2021 by 11:00 AM**, which will be opened in the Committee Room of Establishment Division, Cabinet Block, Islamabad on the same date at **02:30 PM** in the presence of bidders or their authorized representatives, who may attend.

Section Officer (General),
Establishment Division (Main), Cabinet Block
Islamabad

Telephone No. 051-9051249
051-9207945



TERMS & CONDITIONS/INSTRUCTIONS

1. Sealed tenders in one stage two separate envelopes; one for financial and other for technical comparison of PPRA Rules 2004 36(b), are invited from reputable firms for provision/supply of catering service for canteen/cafeteria located at Establishment Division, Cabinet Block, Islamabad during working days; containing:
 - i. Proposed menu with rates for breakfast, lunch and refreshments.
 - ii. List of trained staff strength (Cooks, Tandorchi, waiters/serving staff)
 - iii. Specific experience of cooking & serving with certificates from government / reputable private / public organizations.
 - iv. Complete Set of Documents as per requirements mentioned in Annex-I (Technical Qualification Criteria)
2. Bidding firm / company must submit documentary evidence (Bank statements of last 2 years) showing their sound financial position and reputation.
3. A company / firm (vendor) which is on Active Taxpayers List (ATL) qualifies to participate in the bidding process. Copies of NTN and STN certificates must be submitted along with the bids.
4. Incomplete bids or bids which do not meet the criteria laid down in (Annex-I) and other terms and conditions will be rejected.
5. Sample of the high ceramic crockery to be used for serving (plates, cups, glasses etc) will be examined by the Establishment Division in advance and the samples of all crockery items must be submitted at the time of bid opening.
6. Medical Fitness Certificate of the Canteen staff, food handlers has to be provided by the successful Bidder.
7. There should be standardized and satisfactory cleanliness and hygienic measures including uniforms for staff. Staff and workers of the canteen should wear neat & clean uniform. The color and style / design of uniform shall be approved in coordination with the Establishment Division.
8. Furniture and other electrical appliances (Air Conditioners, Fans) have to be arranged by the Contractor/Vendor.
9. In case of approved tender, successful contractors will sign the contract on Stamp Paper of value Rs. 100/- or more certified by the Notary Public/Oath Commissioner.
10. The contractor shall not appoint sub-contractor to carry out the contractual obligation in the canteen. The contract of a Successful bidder or contractor if found to have sublet the canteens to someone else will be terminated. This termination may also include blacklisting of the contractor / firm.
11. Quality of food items should have to be as per the Government standards prescribed by Pakistan Food Authority. If any complaint received from any officer / official, the Establishment Division has the right to terminate the contract.

12. The Contractors will be required to submit Bank Draft / Pay Order (Refundable) Rs. 25,000/- each canteen in favor of Establishment Division, Islamabad for Canteen as security deposit with their quotations. No quotation will be accepted without security deposits.
13. The list of food items shall be approved by the Establishment Division and must always be displayed on a notice Board in Cafeterias.
14. The successful Contractor / company shall occupy the allocated space on 'as is where is basis' and shall install minimum Furniture & Fixtures electrical appliances (Air conditioners, Refrigerators, vending machines & lights).
15. The first three months of the renewable contract will be considered as probationary period to evaluate the quality of food & services rendered. The term of the contract shall be 03 years subject to revalidation of Establishment Division on annual basis.
16. The successful Contractor / company will keep the premises clean at its own expense, including the minor day-to-day repairs and maintenance of appliances. The successful Contractor / company will not carry out any alterations or renovations or renovations within the allocated space without prior approval of the Establishment Division.
17. The successful Contractor / company will be solely responsible for all disciplinary matters of its employees, agents or representative and remain liable for all damages or losses if any suffered by the Establishment Division or third parties due to the negligence and / or misconduct of his / her employees, agents or representatives.
18. The personnel should be security cleared and security passes be issued by DSP Security, Cabinet Division.
19. Firm have to pay a flat rent of Rs. 30,000/- per month including rent and utility charges.
20. Black listed firms/companies need not apply.
21. The Establishment Division authorities reserve the right to accept or reject the tenders as per PPRA Rules.

Bidder's Eligibility:

Eligible parties / contractors shall be evaluated as per Pre-Qualification / Eligibility criteria as given in **Annex-I**.

Bidder's Evaluation Criteria:

The Establishment Division will consider only the top candidates with highest scores in Pre-qualification / evaluation criteria for onsite inspection and evaluation of quality of their services and Food at currently ongoing projects of the Bidders. For this purpose, the representatives from Establishment Division will inspect the canteen / restaurant of the Bidder and rate the top bidders in order of quality of service and food.

Bidding Awarding Formula

The bid will be awarded to the most advantageous bidder as per below formula:

- i. Technical qualification passing marks will be 60%.
- ii. 70% weightage will be given to technical proposal and 30% to financial proposal.

(Sajjad Hussain)
Section Officer (General)
Establishment Division
Islamabad

Annex-I

Evaluation Criteria (Pre-Qualification)

Sr. No.	Description	Criteria	Criteria	Score	Remarks
1	Specific experience of cooking & serving with certificates from government/reputable private/public organizations.	Experience of the Firm (Working in private/public sector)	Less than 3 years	5	
			3 years or more	10	
		Experience of the supporting staff (Must provide verifiable proof)	Less than 3 years	2	
			3 years or more	5	
2	Detail of ongoing and previous projects	No. of Clients (current) Must attach proof of Work orders/Contracts	Less than 3	5	
			3 or more	10	
		No. of Clients (Previous) Must attach proof of current Pos/Work orders/Contracts	Less than 3	2	
			3 or more	5	
3	Volume/Size of current or previous projects handled with complete verifiable details	No. of people served daily (Sales Register copies)	Less than 100	2	
			100 or more	5	
		Financial Volume of Work/Contract (Record of monthly Sales, Proof from copies of sales registers)	Per month average sales less than 100,000/-	5	
			Per month average sales 500,000/- or more	10	
4	Repeat Orders/ Renewal of Contracts with same client	Number of renewed contracts with same client beyond 1st year of service	At least 2	5	

5	Reputation of Bidding Firm	Appreciation letters/ Quality of Service Letter/ Testimonial by current clients	3 or more	5	
6	Financial position of the Bidding firm	Proof via verifiable bank statements for financial year 2019-20 & 2020-21	Current Financial position less than 1 million (closing balance	4	
			Current Financial position from 1 to 2 million	8	1
			Current Financial position more than 2 million	10	
7	Submit menus of ongoing projects with rates for breakfast, lunch, and refreshments.	Complete Menus of ongoing projects with locked rates as per contract signed and also submit details about monthly rent being paid to the Owner of premises		10	
8	Active Taxpayer status (ATL) of NTN and STRN	Copies of certificates must be attached		5	
9	Samples of Ceramic Crockery (plates, cups, glasses etc)	Must be provided at the time of Bid opening		5	
10	Undertaking for all information provided as true	Refer to Annex-II (Must be on stamp paper value Rs.100)		5	
11	Undertaking for not being blacklisted	Refer to Annex-III (Must be on stamp paper value Rs.100)		5	
12	In case of any warning issued to the firms for any purpose by any organization	Record will be checked from the organizations in which		-10	

13	In case of any penalty imposed on the Cafeteria	the firm has/is providing services		-20	
Total Marks :100			Marks Obtained:		

Annex-II

UNDERTAKING

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.

I/We have gone through all the conditions of tender / bidding documents and am/are liable to any legal action (including blacklisting of firm) for furnishing false information / documents.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____

Annex-III

UNDERTAKING

It is certified that the Contractor/Firm _____ has never been barred or blacklisted by any Government/Public/Private Organization and that the Firm will be liable to any legal action (including blacklisting of firm) for furnishing false information / documents.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____