

Government of Pakistan  
**Finance Division**  
(Services-I Section)  
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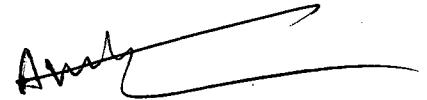
**TENDER FOR PRE-QUALIFICATION OF CONTRACTORS / FIRMS FOR  
SUPPLY OF MEAL/LUNCH/DINNER.**

Finance Division arranges meal for the late sitting officers/staff detained for official business/meetings and to dispose off urgent official matters in Finance Division. The number of meal per day ranges from 140 to 750.

2. Sealed tender for pre-qualification of contractors/firms are invited from GST registered firms having complete setup in Islamabad / Rawalpindi for supply of meal (Lunch/ Dinner) during FY 2017-18 and remaining period of CFY 2016-17 upto 30-06-2017. The period of contract can be extended for a further period of one year with the approval of the Competent Authority subject to the satisfaction about the quality of the meal.

3. Menu for meal and terms & conditions for participating in the tender can be obtained from the undersigned, free of cost, during office hours and can be downloaded from official websites of Finance Division ([www.finance.gov.pk](http://www.finance.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

4. Interested parties may send their Technical proposals and Financial proposals in separate envelopes under sealed cover to Section Officer (Services), Room No.506, Finance Division, Block 'Q', Pak Secretariat, Islamabad upto **13th April, 2017 by 1100 hours**. The technical proposals will be opened in Room No.103, 1st Floor, on the same date at 11:30 hours in the presence of bidders or their authorized representatives, who may wish to attend.



**(ALTAF HUSSAIN)**  
Section Officer (Services)  
Ph: 9208101

**WEEKLY MENU FOR MEAL**

|                          |   |                    |
|--------------------------|---|--------------------|
| <b>Monday</b>            | Mutton Karhai<br>Nan/Tandoori Roti<br>Raita                           | 01 Plate<br>03 Nos |
| <b>Tuesday</b>           | Chicken Karhai:<br>Nan/Tandoori Roti<br>Raita                         | 01 Plate<br>03 Nos |
| <b>Wednesday</b>         | Kofta Curry<br>Nan/Tandoori Roti<br>Raita                             | 01 Plate<br>03 Nos |
| <b>Thursday</b>          | Chicken Pulao<br>(Saver type)<br>Shami Kabab<br>Fresh salad and Raita | 01 plate           |
| <b>Friday</b>            | Dal Mash<br>Nan/Tandoori Roti<br>Raita                                | 01 Plate<br>03 Nos |
| <b>Saturday (Lunch)</b>  | Mutton Karhai<br>Nan/Tandoori Roti<br>Raita                           | 01 Plate<br>03 Nos |
| <b>Saturday (Dinner)</b> | Chicken Pulao<br>(Saver type)<br>Shami Kabab<br>Fresh salad and Raita | 01 Plate<br>03 Nos |
| <b>Sunday (Lunch)</b>    | Mix Sabzi<br>Nan/Tandoori Roti<br>Raita                               | 01 Plate<br>03 Nos |
| <b>Sunday (Dinner)</b>   | Dal Channa<br>Nan/Tandoori Roti<br>Raita                              | 01 Plate<br>03 Nos |

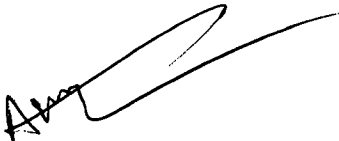
**NB:** ( In case of Mutton, minimum of 150 grams of meat and in case of Chicken minimum of 200 grams of meat shall be provided per plate)



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**TERMS AND CONDITIONS FOR PARTICIPATING IN THE TENDER FOR PRE-QUALIFICATION OF CONTRACTORS/FIRMS FOR SUPPLY OF MEAL/LUNCH/DINNER IN FINANCE DIVISION**

- 1) Single Stage – Two Envelops procedure will be followed for participation in the bidding. The firms must submit their technical and financial proposals for serving meal in the Finance Division in separate envelops. The envelops must clearly be marked as “Technical proposals” and “Financial proposals”.
- 2) The rates shall be valid for the **Financial Year 2017-18 and remaining period of CFY 2016-17 upto 30-06-2017**. The period of contract can be extended for a further period of one year with the approval of the competent authority subject to the satisfaction about the quality of the meal.
- 3) The contractor shall be bound to arrange meal properly packed in boxes. The number of meals may vary on daily basis (from 140 to 750) which will be conveyed three hours in advance daily.
- 4) **Financial proposals of only pre-qualified firms shall be opened in the second stage. The envelops containing Financial proposal of the firms failed to qualify in the first phase shall be returned un-opened to the firms.**
- 5) **The quality of food shall not be compromised and services must be of best standard of cleanliness and hygiene. In case of any legitimate complaint 25% of the total bill of that specific day will be forfeited. In case of a valid complaint on quality of food is received for the 3<sup>rd</sup> time the contract can be cancelled on serving 15 days notice.**
- 6) The firms must submit their technical proposals as per following criteria:-
  - i) Place of Kitchen/Office
  - ii) Medical fitness of the workers
  - iii) Using of good quality oil i.e. Dalda cooking oil, etc.
  - iv) Workers details
  - v) Packing/Cooking Material etc.
  - vi) Taxes Certificate
  - vii) Experience
  - viii) Financial position
- 7) The Firm must have Income Tax registration, National Tax and GST Number.
- 8) The successful bidder shall be responsible to pay all taxes as levied by Government.



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- 9) An affidavit that the firm has neither been involved in any litigation with any party nor has been blacklisted by any government organization is required to be submitted by the bidders with their technical proposal.
- 10) Weekly menu for items to be supplied (as attached) shall be followed.
- 11) Menu can be changed any time with mutual consultation with the successful bidder.
- 12) Price quoted must be in Pak Rupees including GST. No extra taxes will be charged.
- 13) Earnest Money in the shape of Pay order / demand draft @ 5% of the quoted price shall be attached with the bid. The pay order / demand draft shall be in favor of DDO, Finance Division, Islamabad which will be refunded after satisfactory completion of the term of contract in case of successful bidder. The earnest money of the unsuccessful bidders will be returned after approval of the case by the Competent Authority.
- 14) All admissible taxes shall be deducted at source.
- 15) The purchase will be made strictly in accordance with PPRA Rules, 2004.
- 16) The Finance Division reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules-2004.
- 17) Authorized representative of the firm must sign the terms & conditions and submit with the bid for pre-qualification.

Name of Firms: \_\_\_\_\_

Office Address/Contact: \_\_\_\_\_

Signature/Stamp: \_\_\_\_\_

