

Government of Pakistan
Finance Division
(Services-I-Section)

TENDER NOTICE

Finance Division intends to hire the services of Canteen / Cafeteria contractors for the canteen running in the premises of Q-Block Pak. Secretariat Islamabad. Contractors must have experience in the relevant field with an established infrastructure for the aforesaid purpose. The Canteen / Cafeteria contractor should have not been blacklisted by any Govt. office. Application shall also contain the following information.

1. Year of Establishment / Experience, Postal address land line # / Cell No, email address and concerned contacting person in Islamabad.
 2. Similar Job / Contract (Completed).
 3. Similar Job / Contract (In hand).
 4. Staff Detail.
2. 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 Finance Division (www.finance.gov.pk) and PPRA (www.ppra.org.pk).
3. Interested parties may send their quotations in sealed cover to Section Officer (Services), Room No.506, Finance Division, Block 'Q', Pak Secretariat, Islamabad upto **16th August, 2021 by 1100 hours**, which will be opened in Room No.501, 5th Floor, on the same date at 11:30 hours in the presence of bidders or their authorized representatives, who may wish to attend.

(QALANDAR KHAN)
Section Officer (Services-I)
Ph: 9208101

Government of Pakistan
Finance Division
(Services-Section)

TERMS AND CONDITIONS FOR PARTICIPATING IN THE TENDER

1. The contractor must maintain quality of food.
2. The contract will be awarded initially for one year with extension subject to satisfactory performance.
3. The services will be hired according to PPRA single stage – two envelope procedure.
4. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”.
5. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
6. The envelope marked as “FINANCIAL” shall be retained in the custody of the Finance Division without being opened.
7. During the evaluation no amendments in the Technical Proposal / Financial Proposal shall be permitted.
8. The bidder should quote rates clearly in the Financial Proposal. Cutting & over writing will not be accepted and bid will be rejected.
9. Earnest money amounting to **Rs.100,000/-** only of total bid in shape of pay order / Bank draft (Cheque will not be accepted) in favor of Finance Division, Islamabad, should be attached with the Financial Proposal and certificate for earnest money attached with Financial Proposal must be provided with Technical Proposal. Technical Proposal without certificate of earnest money will be rejected forthwith.
10. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
11. Finance Division can terminate the contract with the notice of one month period without assigning any reason (s).
12. Bid shall be submitted inclusive of GST.
13. Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
14. All the utilities expense of running a canteen like (electricity, Gas, Water and premises bills) shall be borne by the Finance Division and contractor / interested parties shall provide subsidized rates to the government employees.
15. Rates for special events / meetings will be decided on mutual negotiations as per market rates.
16. Keep the canteen in perfect hygienic conditions, neat and tidy, and shall not do or suffer to be done things likely to cause damage to the premises or to the adjacent building.
17. Successful bidder will maintain a tuck shop.
18. All pages to Technical and Financial Proposal will be signed and stamped with by the bidder.
19. If any clause of bidding document / contract agreement / Sop has not accepted by bidder, then his bid will be rejected without any reason.
20. Finance Division, Islamabad reserves the right to accept or reject any or all bids without giving any reason.
21. The party must have an experience of at least five year in running restaurant / canteen / cafeteria in a Private / Semi Government and Government organization.
22. In case of any penalty / fine imposed by any food authority or any one, contractor will be bound to pay any kind of penalty / fine imposed by the authorities.

P.T.O

23. It will be the responsibility of contractor to hire the Canteen Staff and their salaries.
24. Salaries, safety and security as well as hiring of canteen staff will be the sole responsibility of the successful bidder / contractor.
25. Contractor shall be bound to start the cafeteria / canteen immediately after being announced successful.
26. 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.
27. Quality and quantity of the food stuff will regularly be monitored by the Finance Division quality control committee and the firm/contractor shall be responsible to maintain the prescribed standard.
28. In case substandard food stuff is supplied or quantity is decreased, penalty as recommended by the quality control committee shall be imposed on the firm/contractor. If such complaint is not rectified, despite three warnings, firm will be blacklisted and security money will be forfeited.
29. The contractor shall not involve in subletting the space, electricity, gas and water for usage except for Finance Division define cafeteria / canteen requirement / purpose. In case of non-compliance, Finance Division will declare the firm blacklisted and security money will be forfeited.
30. Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
31. The contractor will be required to submit an affidavit not to blacklist by any public sector organization.

Bidders Evaluation Criteria:-

Eligible parties / contractors shall be evaluated as per eligibility criteria as given in Annex-A. Purchase Committee of Finance Division will carry out onsite inspection and evaluation of quality of services and food at currently ongoing projects of the bidders. Threshold for technically qualified bidders is 60%. Bidder shall be hired from the technically qualified bidders who has quoted the lowest financial bid.



(QALANDAR KHAN)
Section Officer (Services)
Tel:9208101

**Hiring of Contractor for Canteen
Services At Finance Division, Q-Block
Pak Secretariat Islamabad.**

BIDDING DOCUMENTS

1. General Information/Instructions
2. Technical Proposal
3. Financial Proposal

Section Officer (Services-I)

Finance Division

ISLAMABAD

Ph: 051-9208101

www.finance.gov.pk

General Information/Instructions

Finance Division Employees

- i. Total Strength - 1200 approximately

Finance Division Facilities for Contractor

- i. Kitchen with Natural Gas if available, however during load management by SNGPL, Contractor is a responsible for arrangement of Gas for cooking by with own resources.
- ii. Hall.
- iii. Electricity & Water.

Contractor Liabilities

- i. Keep the canteen in perfect hygienic conditions, neat & tidy.
- ii. Furniture
- iii. Kitchen Accessories
- iv. Crockery fine quality (stone ware)
- v. Refrigerator / Deep Freezer etc.
- vi. Oven/Microwave Oven
- vii. Visi Cooler (Standing Refrigerators)
- viii. Gas for cooking during load management by SNGPL.
- ix. Mineral Water (Nestle/Aquafina only) for drinking and Cooking
- x. Manpower such as:
 - a. Cooks
 - b. Skilled labor
 - c. Waiters
 - d. Uniform for waiters etc.
 - e. Wages to its employees as per fair wages rule of GoP.
 - f. Submission of medical fitness certificate for cooks and waiters before commencement of the job and thereafter, on 6 monthly basis. Certified Copies of Medical Certificates so obtained will be displayed on the Notice Board.

Technical Proposal

Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment / Experience (1 marks per year upto maximum 10 (ten) years.	
Similar Job / Contract (Completed) 04 marks each job, maximum 05 contract / jobs (3 public + Private) will be considered) Committee may visit the places.	
Similar Job / Contract (Inhand) (04 marks each job, maximum 05 contract / jobs (3 public + 2 Private) will be considered)	
Staff Detail (2 Nos. for each members)	
Physical verification of currently ongoing Principal Business of Bidders in Rawalpindi / Islamabad by Purchase Committee for evaluation of quality of services and food .	

Note: Figures quoted in the above data form can be verified independently by Finance Division and any misstatement by the bidder may result in termination of contract, forfeiture of pending payments along with retention money and black listing of company

Date _____

Signature & Stamp _____

Name _____

Technical Score Sheet

Description	Marks	Detail
Year of Establishment / Experience (1 marks per year upto maximum 10 (ten) years.	10	To be provided on Annex-I
Similar Job / Contract (Completed) 04 marks each job, maximum 05 contract / jobs (3 public + Private) will be considered) Committee may visit the places.	20	To be provided on Annex-II
Similar Job / Contract (Inhand) (04 marks each job, maximum 05 contract / jobs (3 public + 2 Private) will be considered)	20	To be provided on Annex-III
Staff Detail (2 Nos. for each members)	20	To be provided on Annex-IV
Physical verification of currently ongoing Principal Business of Bidders in Rawalpindi / Islamabad by Purchase Committee for evaluation of quality of services and food .	30	To be filled by the Purchase Committee of the Finance Division on Annex-V
Total	100	

Threshold for qualification = 60% marks

Note: The above data forms can be verified independently by Finance Division and any mis-statement by the bidder may result in rejection of bid, termination of contract, forfeiture of performance security and black listing of company.

Note: Finance Division Purchase Committee may visit the places / services of the company for further verification.

Experience Record

S.No.	Name of Restaurant / Hotel / Guest House	Established

Note: Documentary Proof of Establishment must be attached.

(Signature, Name & Official Seal)

Details of Contracts of Specific Nature (Completed)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Monthly Basis
5	Date of Award
6	Date of completion
7	Any other detail

Note: Copies of Satisfactory Completion Certificate(s) must be attached.

(Signature, Name & Official Seal)

Details of Contracts of Specific Nature (In Hand)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Monthly Basis
5	Date of Award
6	Any other detail

Note: Copies of contract awards must be attached.

(Signature, Name & Official Seal)

Staff Detail

Applicant should provide information regarding employee details:-

S.No.	Level	No. of employees
1	Manager / Receptionist	
2	Waiter / Attendant	
3	Chef / Cook	
4	Tandoorchi	
5	Dish Washers	
6	Helper	

(Signature, Name & Official Seal)

Physical Verification of Principal Business for Quality Service

Name _____

Address _____

Visit date and time _____

S.No.	Description	Outstanding	Very Good	Good	Fair	Unsatisfactory
1	Cleaning					
2	Kitchen					
3	Dining Hall					
4	Catering					
5	Personal Appearance					
6	Quality of Food					
Overall Rating						

Outstanding = 5

Very Good = 4

Good = 3

Fair = 2

Unsatisfactory = 0

(Signature of the Member)

Rates to be annexed in Financial Bid (All inclusive GST)

Sr.No.	Description of Item	Weight / Quantity	Accounting Unit	Rate Inclusive of all Taxes
Breakfast Item				
1	Paratha	200 gram	Each	
2	Roti	110 gram	Each	
3	Naan	250 gram	Each	
4	Fried Egg	55 gram	Each	
5	Omelet	60 gram	Each	
6	Channy (Single Plate)	150 gram	Each	
7	Bread Slice	30 gram	Each Slice	
8	French Toast	90 gram	Each Toast	
9	Tea cup with fresh milk	320 gram with Cup	Each Cup	
10	Milk Tea Cup (Doodh Patti)	320 gram with Cup	Each Cup	
Tea Break Items				
11	Samosa (Vegetable)	Normal large size	Each	
12	Samosa (Potato / Dall Channa)	Normal large size	Each	
13	Samosa (Chicken)	Small Size	Each	
14	Sandwich (Chicken Plain)	140 gram	Each	
15	Sandwich Omelate	110 gram	Each	
16	Chicken Club Sandwich	190 gram	Each	
17	Fresh Juice	01 Glass	Each	
18	Milk Shake	01 Glass	Each	
Lunch / Dinner Items				
19	Chicken Biryani	500 gram	Full Plate	
20	Chicken Biryani	250 gram	Half Plate	
21	Chicken Pulao	500 gram	Full Plate	
22	Chicken Pulao	250 gram	Half Plate	

23	White Rice	400 gram	Full Plate	
24	White Rice	200 gram	Half Plate	
25	Chicken Qorma	270 gram	Full Plate	
26	Chicken Qorma	135 gram	Half Plate	
27	Chicken Achari	270 gram	Full Plate	
28	Chicken Achari	135 gram	Half Plate	
29	Chicken Chanay	270 gram	Full Plate	
30	Chicken Chanay	135 gram	Half Plate	
31	Chicken Manchurian	300 gram	Full Plate	
32	Chicken Manchurian	150 gram	Half Plate	
33	Chicken Haleem	300 gram	Full Plate	
34	Chicken Haleem	150 gram	Half Plate	
35	Muter Qeema	250 gram	Full Plate	
36	Muter Qeema	125 gram	Half Plate	
37	Mutton Qorma	300 gram	Full Plate	
38	Mutton Qorma	150 gram	Half Plate	
39	Aalu Anda Kari	300 gram	Full Plate	
40	Aalu Anda Kari	150 gram	Half Plate	
41	Kofty Kari	250 gram	Full Plate	
42	Kofty Kari	125 gram	Half Plate	
43	Daal (An Type)	250 gram	Full Plate	
44	Daal (An Type)	125 gram	Half Plate	
45	Vegetable (Any Type)	250 gram	Full Plate	
46	Vegetable (Any Type)	125 gram	Half Plate	
47	Shami Kabab	50 gram	Each	

48	Aalu Ki Bhujia	250 gram	Full Plate	
49	Karhi Pakora	300 gram	Full Plate	
50	Karhi Pakora	150 gram	Half Plate	
51	Sweet Any Type (1 serving)	100 gram	Each Plate	
52	Raita (1 serving)	50 gram	Each Plate	
53	Salad (1 serving)	50 gram	Each Plate	
Total Amount of Bid				

Date: _____

Sign: _____

Name: _____

CNIC No: _____

Address: _____