

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


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**TENDER NOTICE**

Sealed expressions of interest are invited from reputable firms / individual engaged in food and beverage services as per TORs for the provision of canteen services in the Finance Division, Q-Block Pak. Secretariat, Islamabad.

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](http://www.finance.gov.pk)) and PPRA ([www.ppra.org.pk](http://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 **18<sup>th</sup> May, 2021 by 1100 hours**, which will be opened in Room No.501, 5<sup>th</sup> Floor, on the same date at 11:30 hours in the presence of bidders or their authorized representatives, who may wish to attend.

  
(AHMAD NAWAZ CHOCHAN)  
Section Officer (Services)  
Ph: 9208101

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**TERMS AND CONDITIONS FOR PARTICIPATING IN THE TENDER**

1. The contract will be awarded initially for one year with extension subject to satisfactory performance.
2. The services will be hired according to PPRA single stage – two envelope procedure.
3. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”.
4. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
5. The envelope marked as “FINANCIAL” shall be retained in the custody of the Finance Division without being opened.
6. During the evaluation no amendments in the Technical Proposal / Financial Proposal shall be permitted.
7. The bidder should quote rates clearly in the Financial Proposal. Cutting & over writing will not be accepted and bid will be rejected.
8. Earnest money amounting to **Rs.50,000/-** 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 is attached with Financial Proposal must be provided with Technical Proposal. Technical Proposal without certificate of earnest money will be rejected forthwith.
9. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
10. Bidder shall be hired from the technical qualified bidder who has quoted the lowest financial bid and upon the recommendations of Members of the Purchase Committee of Finance Division.
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 as per PPRA Rules.
21. The party must have an experience of at least five year in running 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**

-:02:-

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.



(AHMAD NAWAZ CHOCHAN)  
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](http://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	
05 Years Restaurant Services or Similar Contract / Job Completed (minimum 05 years experience)	
Job in Hand / location of restaurant	
Food Authority Certificate	
Bank Statement for Financial Soundness	
Physical Verification by Technical Committee of Canteen)	

**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 Evaluation Marks

S.No.	Description	Marks
1	<b>Year of Establishment/Experience (1 marks per year upto max of 10 year)</b>	<b>10 (Max)</b>
2	<p><b>05 Years Restaurant Services</b></p> <p style="text-align: center;"><b>“OR”</b></p> <p><b>Similar Job /Contracts (Completed - in last 05 years</b> (Maximum 5 contract/jobs will be considered as per following Criteria). Fill Form-A</p>	<b>20 (Max)</b>
	<p>i. Restaurant services per year</p> <p>ii. For multinational companies /Autonomous Bodies per contract</p> <p>iii. For Govt. Department per contract</p> <p>iv. For School/College/ Universities canteen etc. per contract</p>	<p>04</p> <p>02</p> <p>01</p> <p>0.5</p>
3	<p><b>Physical Verification of Principal Business in Rawalpindi/Islamabad.</b></p> <p>Fill Form-B</p>	<b>20 (Max)</b>
<b>Total</b>		<b>50</b>



**Details of Contracts of Similar 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 Annual Basis
5	Date of Award
6	Date of completion
7	Any other detail

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

\_\_\_\_\_  
(Signatures, Name & Official Seal)

**Physical Verification of Principal Business for Quality Service**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Visit date and time** \_\_\_\_\_

S.No.	Description	Outstanding	Very Good	Good	Unsatisfactory
1	Cleaning				
2	Kitchen				
3	Dining Hall				
4	Catering				
5	Personal Appearance				
6	Quality of Food				
7	Other if any				

Outstanding = 20  
Very Good = 15  
Good = 5  
Unsatisfactory = 0

\_\_\_\_\_  
(Signatures of the Member)

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

<b>Description</b>	<b>Price</b>
<b>Salad</b>	
Fruit Salad	
Russian Salad	
Green Salad	
<b>Rice</b>	
Chicken Fried Rice	
Vegetable Fried Rice	
Egg Fried Rice	
Chicken Pulao	
Chicken Biryani	
Beef Pulao	
<b>Curry</b>	
Chicken Handi	
Chicken Jalfirezi	
Shami Kabab	
Chicken Haleem	
Vegetable (any)	
Mutton / Beef Qorma	
Dal Chana	
Dal Mash White	
Dal Moong	
Karhi Pakora	
Mixed Vegetable with White Sauce	

<b>Break Fast</b>	
Sliced Bread (Plain)	
Sliced Bread with one Egg Egg (Omelette/Fry)	
Chicken Sandwich	
Chicken Berger	
Channa	
Pratha (200 gm)	
Roti / Nan (100 gm)	
Bread, Butter, Jam & Lassi	
Cold Drinks	
<b>Others</b>	
Dahi Bhalay	
Channa Chat	
Samosas / Pakoras	
Tea (125 ml)	
Green Tea (125 ml)	
Coffee (125 ml)	

**Note:-**

Any other specialty can be included in above list. Further caterer will also provide any food item (cooked / non-cooked) on demand.

- i. Salad & Raita daily
- ii. Rice of any type daily
- iii. Fresh Roti / Nan daily
- iv. Mutton 1 x time in a week
- v. Chicken 4 x times a week
- vi. Daal / Vegetable daily
- vii. Any other requirement
- viii. Use of Masalajat (National or equivalent)
- ix. Use of Cooking Oil (Dalda or equivalent)
- x. Mineral Water and Cold Drinks rates will be charged as per company retail price excluding refrigeration charges.