

Government of Pakistan
Finance Division
(Services-I Section)

**TENDER FOR PRE-QUALIFICATION OF CONTRACTORS / FIRMS FOR SUPPLY
OF MEAL/LUNCH/DINNER BOX.**

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 Box during remaining period of Financial Year 2015-16 upto 30-06-2016. 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. **Only pre-qualified firms shall be invited to submit their financial proposals as per rules. The quality of food cannot 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 3rd time the contract can be cancelled on serving 15 days notice.**

4. The firms must submit the bids as per following criteria:-

- | | |
|---|----------------------------------|
| i) Place of Kitchen/Office | v) Packing/Cooking Material etc. |
| ii) Medical fitness of the workers | vi) Taxes Certificate |
| iii) Using of good quality oil i.e. Dalda cooking oil, etc. | vii) Experience |
| iv) Workers details | viii) Financial position |

5. Terms and 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).

6. Interested parties may send their quotations in sealed cover to Section Officer (Services), Room No.506, Finance Division, Block 'Q', Pak Secretariat, Islamabad upto **29th February, 2016 by 1100 hours**, which will be opened in Room No.502, 5th 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

Government of Pakistan
Finance Division
(Services-I Section)

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

- Only the prequalified firms shall be asked to submit their rates for serving meal in the Finance Division.
- The rates shall be valid for the remaining period of Financial Year 2015-16 upto 30.6.2016. 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.
- The contractor shall be bound to arrange properly packed meal in boxes. The number of meals may vary on daily basis (from 140 to 750) which will be conveyed three hours in advance.
- **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 3rd time the contract can be cancelled on serving 15 days notice.**
- The firms must submit the bids 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
- The Firm must have Income Tax registration, National Tax and GST Number.
- The successful bidder shall be responsible to pay all taxes as levied by Government.
- 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.
- Weekly menu for items to be supplied (as attached) shall be followed.
- Menu can be changed any time with mutual consultation with the successful bidder.



P.T.O

- Only the pre-qualified firms must submit:-
 - Price in Pak Rupees including GST. No extra taxes will be charged.
 - Earnest Money in the shape of Pay order / demand draft at the rate of 5% of quoted price shall be attached with the bid. The pay order / demand draft shall be in favor of 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.
 - The admissible taxes shall be deducted at source.
- The purchase will be made strictly in accordance with PPRA Rules, 2004.
- The Finance Division reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules-2004.
- 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: _____



WEEKLY MENU FOR MEAL BOX

Monday	<ul style="list-style-type: none">• Aalo Mutton Qorma• Nan/Tandoori Roti• Raita	01 Plate 03 Nos
Tuesday	<ul style="list-style-type: none">• Chicken Karhai:• Nan/Tandoori Roti• Raita	01 Plate 03 Nos
Wednesday	<ul style="list-style-type: none">• Chicken Qorma• Nan/Tandoori Roti• Raita	01 Plate 03 Nos
Thursday	<ul style="list-style-type: none">• Chicken Pulao• Shami Kabab• Fresh salad and Raita	01 plate
Friday	<ul style="list-style-type: none">• Chicken Channa• Nan/Tandoori Roti• Raita	01 Plate 03 Nos
Saturday on Holiday (Lunch)	<ul style="list-style-type: none">• Chicken Qorma• Nan/Tandoori Roti• Raita	01 Plate 03 Nos
Saturday on Holiday (Dinner)	<ul style="list-style-type: none">• Mutton Qorma• Nan/Tandoori Roti• Raita	01 Plate 03 Nos
Sunday on Holiday (Lunch)	<ul style="list-style-type: none">• Chicken Pulao• Shami Kabab• Fresh salad and Raita	01 plate
Sunday on Holiday (Dinner)	<ul style="list-style-type: none">• Daal Channa• Nan/Tandoori Roti• Raita	01 Plate 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 in each plate)

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