

Government of Pakistan
Finance Division
(Services-Section)

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 the same are also available on official websites of Finance Division (www.finance.gov.pk) and PPRA (www.ppra.org.pk).

3. Interested parties must upload their documents/ quotations on **E-PADS** and also submit hard copy of documents/quotations in sealed cover to Section Officer (Services-I), Room No.506, Finance Division, Block 'Q', Pak Secretariat, Islamabad on 06th January, 2025, which will be opened in Room No.217, 2nd Floor, accordingly at 11:30 *am* in the presence of bidders or their authorized representatives, who may wish to attend. In case the closing date falls on a holiday, the next working day will be considered the closing date, after fifteen days of the publication of this notice.

Section Officer (Services-I)
Ph: 9208101

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TERMS AND CONDITIONS FOR PARTICIPATING IN THE TENDER

1. The contractor must maintain quality of food and provide both local cuisines and fast food items.
2. The contractor will be responsible for the overall renovation and redesigning of the canteen space at Q-Block on modern lines. The firm that is awarded the contract will share samples with Finance Division for approval for carrying out the renovation work (including furniture, air conditioners, LED TVs and any ancillary item that Finance Division may desire).
3. The contract will be awarded initially for three years with extension subject to satisfactory performance.
4. The services will be hired according to PPRA single stage – two envelope procedure.
5. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
6. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
7. The envelope marked as "FINANCIAL" shall be retained in the custody of the Finance Division without being opened.
8. During the evaluation no amendments in the Technical Proposal / Financial Proposal shall be permitted.
9. The bidder should quote rates clearly in the Financial Proposal. Cutting & over writing will not be accepted and bid will be rejected.
10. Earnest money amounting to **Rs.300,000/-** 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.
11. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
12. Finance Division can terminate the contract with the notice of one month period without assigning any reason (s).
13. Bid shall be submitted inclusive of GST.
14. Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
15. All the utilities expense of running a canteen like (electricity, Natural Gas, Water and premises bills) shall be borne by the Finance Division and contractor / interested parties shall provide subsidized rates to the government employees.
16. Rates for special events / meetings will be decided on mutual negotiations as per market rates. Decision of Finance Division will be binding/ final in this regard.
17. The canteen must be kept in perfect hygienic conditions, neat and tidy, and no activity shall be done that may cause damage to the premises or to the adjacent building.
18. Successful bidder will maintain a tuck shop.
19. All pages of Technical and Financial Proposal will be signed and stamped with by the bidder.
20. If any clause of bidding document / contract agreement / SOP is not accepted by the bidder, then his bid will be rejected without any reason.
21. Finance Division, Islamabad reserves the right to accept or reject any or all bids without giving any reason.
22. The party must have an experience of at least five years in running restaurant / canteen / cafeteria in a Private / Semi Government and Government organization based in Islamabad/ Rawalpindi preferably.

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 - 2000 approximately

Finance Division Facilities for Contractor

- i. Kitchen with Natural Gas if available, however during load management by SNGPL, Contractor is 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 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)

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	
19	Dahi Bhally			
20	Fruit Chaat			
Lunch / Dinner Items				
21	Chicken Biryani	500 gram	Full Plate	
22	Chicken Biryani	250 gram	Half Plate	

48	Vegetable (Any Type)	125 gram	Half Plate	
49	Shami Kabab	50 gram	Each	
50	Aalu Ki Bhujia	250 gram	Full Plate	
51	Karhi Pakora	300 gram	Full Plate	
52	Karhi Pakora	150 gram	Half Plate	
53	Sweet Any Type (1 serving)	100 gram	Each Plate	
54	Raita (1 serving)	50 gram	Each Plate	
55	Salad (1 serving)	50 gram	Each Plate	
Fast Food				
56	Chicken Burger	Regular	--	
57	Chicken Cheese Burger	Regular	--	
58	Zinger Burger	Regular	--	
59	Shammi Burger	Regular	--	
60	Chicken Roll Pratha	Regular	--	
61	French Fries (regular)	Regular	--	
Total Amount of Bid				

Date: _____

Sign: _____

Name: _____

CNIC No: _____

Address: _____