

## **TENDER NOTICE FOR CATERING SERVICES FOR PIPS**

The Pakistan Institute for Parliamentary Services invites sealed tenders on Single stage-two envelopes bidding procedure from the reputed firms/ vendors through E-PADS to cater the Parliamentarians, Employees, Media Persons and other visitors in **Islamabad** for the caterers with financially sound track record from Islamabad Municipal Corporation area only with proper production and distribution facility.

2. Tender documents including list of menu items and draft contract are uploaded on E-PADS and [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pips.gov.pk](http://www.pips.gov.pk) websites.
3. Tenders must be supported with **Profile of the Company** containing experience in the field, number of staff and their skills & client list. Only those firms will be included in the competitive bidding process that have proven track record/experience in the business of restaurant /catering or high class cafeteria operations and sound financial position etc. will be adopted.
4. An earnest money of **Rs. 100, 000/- (refundable)** in shape of Bank Draft in favour of PIPS Islamabad must be provided before closing date. No tender will be entertained without earnest money.
5. Tenders must be uploaded on E-PADS by **2<sup>nd</sup> December, 2024 at 11:00 a.m.** and would be opened on the same day at 11:30 a.m. by the committee in PIPS Office.

**(Habib Khan)**  
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## **PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

### **Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

You are hereby invited to submit the tender for the provision of catering services in accordance with the description of items at Appendix "A".

#### **1. Prospective Bidders Should Particularly Note That:**

- a. Authorized representative may attend the tender opening, if desired.
- b. The Purchaser reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules.
- c. Bids against this tender are invited on **Single Stage -Two Envelopes Bidding Procedure.**
- d. The tender must be uploaded on or before 2nd December, 2024 (up to 11:00 AM).
- e. Copy of the bidding documents signed on each page by the authorized representative must be uploaded along with the Bid.
- f. The rates will be valid for a period **of two years** w.e.f. signing of contract. However, the contract may be extended with mutual consent.
- g. If the distribution facility is not upto the requirements and standard of the Institute, the caterer will be disqualified.
- h. The contract will be awarded to the bidder who will win the maximum number of deals given at Annex-I.

*Assistant Director (Admn)*

## **Part B:**

### **Instruction To Bidders (ITB):**

**1. Date and Time for Receipt of Bids.**

The bid document must be uploaded on EPADS until **2<sup>nd</sup> December, 2024 at 11:00 a.m.**

**2. Tender Opening.**

Tender will be opened on **2<sup>nd</sup> December, 2024 at 11:30 a.m.**

**3. Price:**

- a. The price should be quoted for **Islamabad** basis only.
- b. The price validity period must be at least **02 years** from the date of signing of the contract.
- c. The rates of the items must be subsidized for PIPS employees and events.

**4. Taxes:**

All prevalent Government Taxes will be applicable.

**5. Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

**6. One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**7. Terms of Payment:**

The payment of the events arranged for PIPS will be made on monthly basis after submission of valid invoices by the caterer within 15 working days.

**8. Photocopies of relevant Documents:**

Photocopies of following documents shall be uploaded with the proposal:-

- a. Income Tax and Sales Tax Nos. should be mentioned on the proposal.
- b. Copy of Registration Certificate.
- c. Active Taxpayer List Status (ATL) issued by Sales Tax Department.

**9. Disqualification:**

Proposals are liable to be rejected if:-

- a) Earnest money is not submitted to this Office.

- b) Multiple rates are quoted against one item.
- c) Validity of proposal is not mentioned as required.

**10. Earnest Money / Bid Security:**

Earnest money amounting to Rs. 100,000/- in shape of Bank Draft / Pay Order in favor of PIPS, Islamabad must be received in the Institute before closing.

**11. Return of Earnest Money:**

Earnest money to the unsuccessful bidders will be returned after award of the contract to the most advantageous bidder, as per PPRA rules.

**12. Rights Reserved:**

PIPS reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

**13. Extension in Contract:**

The contract period may be extended as mutually agreed by both the parties.

**Pakistan Institute for Parliamentary Services**

**Technical Bids Evaluation Criteria:**

Marks obtained as per criteria are given below:-

<b>S. #</b>	<b>Grading</b>	<b>Marks</b>
1.	Experience related to the similar assignments (02 marks for each year after establishment)	30
2.	Annual Turnover (01 mark per million)	20
3.	Job in Hand (02 marks for each client/ job in hand)	20
4.	Managerial Capability (Regular Manpower) (01 Marks for each employee)	20
5.	Office Setup/ Location (Proper established office in a building either owned or rented for cater need of PIPS and its Distance from PIPS)	10
Total Marks		100

Qualifying Marks = 65%

**Note:-**

Only technically qualified bidders shall be considered for financial bid opening. Bid will be awarded to the bidder who will win the maximum number of the deals given below.

**Financial Bid**

**Menu List for PIPS Catering Services**

Sr.#	Description of Item	Rates per person for
		Islamabad
1.	<b>Deal 1 (Single serving)</b> Chicken Fried Rice Malai Boti (BBQ) Fried Fish Mutton Karahi Naan/Roti Assorted Salad Bar Raita/Chatni Soft Drinks Sweet Dish Tea/Coffee Cookies + Sandwiches Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
2.	<b>Deal 2 (Single serving)</b> Fried Rice Mutton Karahi Malai Boti (BBQ) Naan/Roti Assorted Salad Bar Raita/Chatni Sweet Dish Tea/Coffee Cookies + Sandwiches Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
3.	<b>Deal 3 (Single serving)</b> Chicken Pulao Mutton Karahi Naan/Roti Salad Raita Sweet Dish Tea/Coffee Cookies + Sandwiches Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	

4.	<b>Deal 4 (Single serving)</b> Peas Pulao Chicken Karahi Salad + Raita Naan Sweet Dish Tea & Cookies (Afternoon) Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
5.	<b>Deal 5 (Single serving)</b> Chicken Jalfraezi Daal Handi Salad + Raita Naan Kheer Tea & Cookies Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
6.	<b>Deal 6 (Single serving)</b> Egg Fried Rice Fried Kabab Raita Roti/Naan Tea & Cookies Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
7.	<b>Deal 7 (Single serving)</b> Peas Pullao Chicken Handi Naan /Roti Salad Raita Sweet Tea & Cookies Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
8.	<b>Deal 8 (Single serving)</b> Chicken Fried Rice Chicken Mixed Vegetable Salad Sweet Tea & Cookies Mineral Water during meeting & meal	

9.	<b>Deal 9 (Single serving)</b> Chicken Fried Rice Chicken Almond Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
10.	<b>Deal 10 (Single serving) /Lunch Box</b> Chicken Palao Shami Kabab Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
11.	<b>Deal 11 (Single serving)/Lunch Box</b> Chicken Karahi Salad Nan/Roti Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
12.	<b>Deal 12 (Single serving)/ Lunch Box</b> Chicken Tikka Two Pcs Seekh Kabab Mint Sauce Roghni Nan Mineral Water during meeting & meal Evening Tea/Qehwa if session is more than 04 hours	
13.	<b>Reception Deal 1 (Single serving)</b> Finger Fish Shashlik Stick Sandwich (one bite) Pastry (one bite) Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
14.	<b>Reception Deal 2 (Single serving)</b> Chicken Patties (One bite) Cold Sandwich (one bite) Pastry (one bite) Finger Fish Shashlik Stick Tea/Coffee Fresh Juice Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	



15.	<b>Reception Deal 3 (Single serving)</b> Sandwich (one bite) Finger Fish Pastry (one bite) Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
16.	<b>Reception Deal 4 (Single serving)</b> Sandwich (one bite) Qeema Samosa Pastry (one bite) Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
17.	<b>Reception Deal 5 (Single serving)</b> Chicken Sandwich Cookies Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
18.	<b>Reception Deal 6 (Single serving)</b> Sandwich (one bite) Fruit Cake Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
19.	<b>Reception Deal 7 (Single serving)</b> Qeema Samosa Cookies Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
20.	<b>Reception Deal 8 (Single Serving)</b> Cookies Tea/Coffee Mineral Water during meeting Evening Tea/Qehwa if session is more than 04 hours	
21.	<b>Cold/Soft Drink Per head</b>	

Note: The above rates should be inclusive of all prevalent Government Taxes.