



Government of Pakistan
Ministry of Energy
Petroleum Division (Policy Wing)

EXPRESSION OF INTEREST/Invitation to e-BID
(Hiring of Services to Run the Cafeteria at Petroleum House)
(EOI/Tender#PW/Admn-1(10)/2017)

Petroleum House, Policy Wing, Petroleum Division invites to submit proposals/bidding documents online through "e-Pak Acquisition and Disposal System (EPADS)" portal of PPRA in single stage single envelop procedure. The tenders for hiring of an experienced firm/contractor for running Cafeteria at Petroleum House are invited from well reputed firms/contractors located in Islamabad/Rawalpindi having Vendor Numbers, General Sales Tax (GST) Number and are on the Active Taxpayers List (ATL) of FBR.

1. For using the EPADS, unregistered bidders may first register on website (<https://eprocure.gov.pk>). The e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (<https://portal.eprocure.gov.pk>). Applications other than E-PADS will not be considered and entertained.
2. All electronic Bids must be accompanied by a bid security in the form of Demand Draft/Pay Order/CDR/Bank Guarantee in favour of Drawing & Disbursing Officer (DDO) Policy Wing, Petroleum Division amounting to **Rs.300,000/-** refundable. **(Cheques will not be entertained)**. The prospective bidders shall upload scanned copy of bid security on E-PADS. Original bid security must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
3. The electronic bids must be submitted by using EPADS on or before **20-12-24 upto 11:00 a.m. (closing time)**. Electronic Bids will be opened by the Tender Evaluation Committee using EPADS on the same day **i.e. 20-12-24 at 11:30 a.m.** at Committee Room, 6th Floor, Petroleum House in the presence (physical/online) of applied bidders or their authorized representatives. In case the bid opening date falls on a public holiday, the bids will be opened on the next working day at the same time and on the same venue.

DIRECTORATE GENERAL (ADMIN)
2nd Floor, Petroleum House, Ataturk Avenue,
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TERMS OF REFERENCE

HIRING OF SERVICES FOR RUNNING THE CAFETERIA AT PETROLEUM HOUSE

Petroleum House has its own set up of dining hall(s) and kitchen(s). The firm(s) shall be responsible to provide fine and hygienic food items to the Petroleum House, staff/employees. Following facilities will be provided by the Petroleum Division to the catering firm;

- i. Dining Hall with furniture.
- ii. Gas Appliances
- iii. Cooking Ranges

However, utility charges (electricity & Gas) will be paid by the service provider on actual consumption basis.

2. The Bidder(s)/Contractor(s) is advised to physically visit and inspect the kitchen(s) and dining hall(s) to ascertain the existing facilities before submission of the bid(s).

3. The Service Provider(s) shall exercise all reasonable imagination, creativity and good taste in the planning, preparation and serving of food items and shall conscientiously strive to prepare and serve meals in accordance with the diner's desires regarding quality, taste, appearance, nutritional value and variety. Notwithstanding the same, the provisions of this clause shall always be subject to approval of a Committee constituted by Petroleum Division to fix the menu and no new item(s) shall be introduced in the menu and without prior permission of the Committee.

4. Administration of Petroleum Division at all times reserves the right to inspect eatables, beverages, food, etc. and services of the Contractor to ensure quality. Such items which are rejected by the Committee on inspection shall not be served and shall be disposed of immediately. The Contractor shall ensure that there is no disruption to the cafeteria services on this account.

5. The Bidder/Contractor(s) shall not transfer or assign or sublet any part of the service / contract once agreed upon i.e any share or interest in any manner or degree directly or indirectly to any other person, firm or company whatsoever.

6. **Menu/ Food Items**

- a) The Bidder/Contractor(s) shall submit a comprehensive list of the food items they can provide and the Committee will select the food items from the list furnished by them. The bidder will also propose/submit menu for five working days in his bid for evaluation.

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- b) The Bidder/Contractor(s) shall maintain quality and quantity of the menu to be served in the Cafeteria. In the event of any dispute regarding quantity and quality of the menu / food, proportionate deduction shall be made from the bills payable to Service Provider and the decision of the Committee / Petroleum Division shall be final and binding on this account.

7. **Cafeteria Maintenance**

- a) In addition to cooking and serving of food to the staff / employees mentioned in this document, the contractor shall be responsible for upkeep and maintenance of the Cafeteria portion as well as furniture provided by Petroleum Division (this includes repairs/replacement of damages due to malfunctioning).
- b) The Bidder / Contractor shall remove waste from the sewerage lines laid in and around the Cafeteria (opened & closed), manholes and pits on regular basis and store it into the drums. Also, the food, vegetable wastes and any garbage shall be carefully removed and properly disposed of outside the premises on daily basis.
- c) The Bidder / Contractor shall clean the strainers fixed in the drainage line regularly to avoid choking of free flow of water. The strainer shall be arranged / placed in its position always.
- d) Sterilization of plates, spoons, tumblers etc. and cleaning of utensils/crockeries/cutlery/ glassware, etc. shall be properly done by the Contractor(s) and the cleaning materials required for this purpose shall be at their/his expenses.

8. **Manpower**

- a. Petroleum Division shall not be responsible for the Contractor's workmen whatsoever and the Contractor(s) shall be solely responsible for managing their workforce. In the event of any dispute between the Contractor(s) and the workmen, the Contractor(s) shall be solely responsible for any claim and consequences that may arise out of the dispute whether statutory or otherwise. However, relevant laws like labour laws shall be applicable / ensured.
- b. Petroleum Division reserves the right to direct / advise the Contractor(s) to remove from service any of their/his workmen if any of such individual's behavior or conduct is not suitable for the general disciplinary safety, hygiene and security of the Petroleum House or for any other reason(s) that Petroleum Division may deem fit and the Contractor(s) shall immediately comply with the directions.

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- c. Personnel engaged by the Contractor(s) in the Cafeteria must be properly attired / dressed up for achieving a smart turnout and to meet the hygiene standards necessary for the job. They shall also be courteous to the staff / employees and other permitted diners, in their interactions.
- d. The Bidder / Contractor(s) shall at all times comply with all the Acts/Laws/Rules/Regulations and notifications including amendments regulating or relating to labour matters including any Laws relating to contract labour, employee welfare, food safety, occupational health and safety, sanitation, garbage disposal and environment management. They/he shall pay their employees wages which shall not be less than those prescribed under the Minimum Wages Act or under any other Statue/Rules/Regulations as may be applicable from time to time.
- e. The Contractor(s) shall at all times comply with Acts/Laws/Rules/Regulations including notifications and amendments thereof, issued by the appropriate government and/or statutory local bodies relating to storage, distribution, handling and sale of food and disposal of waste/surplus food and /or cafeteria garbage.
- f. The Contractor(s) shall be employer for all the workmen deployed for the Cafeteria and in no case shall these personnel be treated as the employees of Government of Pakistan at any point of time.
- g. All risks of loss or damages to the property and of personal injury to the employees of the Contractor(s) which arise during and in consequence of the performance of the contract shall be the responsibility of the Contractor(s).
- h. The Contractor(s) shall be solely responsible for any damage to the property of Government of Pakistan whether accidental or deliberate, caused by him, his agents or servants.
- i. The Contractor(s) shall be responsible for any theft, dishonesty and/or disobedience and discourteous behavior on the part of the workmen /supervisors so provided by him to provide the services.
- j. One supervisor of the Contractor(s) shall remain present (available) when the Cafeteria is opened to monitor day-to-day functioning of Cafeteria.
- k. Successful bidder shall have to execute an **AGREEMENT** with the Petroleum Division on the terms & conditions.

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Financial Bid Proforma for Hiring of Catering Services for Running Cafeteria at Petroleum House, Islamabad

Subsequent to the process of prequalification of the bidders for providing catering services for running Cafeteria at Petroleum House; Petroleum Division (Policy Wing) has prepared a list of food items that will be provided by the firm(s) in above mentioned Cafeteria upon these items the financial evaluation will be carried out.

2. The Bidder(s) will provide unit rates of all the items mentioned in the list for Cafeteria and financial evaluation will be carried out by adding all these rates and the Bidder(s) having the lowest grand total will be awarded the Contract for two years for Petroleum House which will be extendable with mutual consent of the parties i.e. Bidder(s) and the Petroleum Division (Policy Wing).

3. However, it is pertinent to mention here that the lowest rate is not the ultimate requirement but the quality of the food to be provided is of supreme importance. Therefore, the Bidder(s) will provide affidavit / undertaking that they will use supreme quality food items i.e. Cooking Oil / Ghee of Dalda / Habib / Kashmir / Planta / Tullo etc. along-with best quality grains / daal and spices.

4. Petroleum Division (Policy Wing) at all times reserves the right to inspect eatables, beverages, food etc. prepared by the Contractor(s) to ensure quality. Such items, which are rejected by the duly authorized Committee/officials of Petroleum Division (Policy Wing) during inspection, should not be used for services in Petroleum House Cafeteria and should be disposed of / cleared from the premises immediately. The Contractor(s) should ensure that there is no disruption to the Cafeteria services on this account.

5. Total numbers of employees at Petroleum House are approximately 600 + visitors.

6. Petroleum Division (Policy Wing) will provide the following facilities to the catering firm: -

- a. Dining Hall with furniture.
- b. Gas Appliances
- c. Cooking Ranges

7. The Bidders are advised to physically visit and inspect both the kitchens and dining halls to ascertain the existing facilities, before submission of the financial bid. No complaints on the available facilities will be entertained at a later stage.

8. Daily food menu will be decided keeping in view the employees demand and bidder will place a suggestion box in Cafeteria for deciding the routine menu. However, comprehensive list of the items is given below for which the bidders will quote their rates and the daily menu will be decided from these items.

(Note: All terms and conditions of TORs will be part of the agreement).

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(Policy Wing)

LIST OF FOOD ITEMS OF PETROLEUM HOUSE CAFETERIA

Sr. No.	Name of Items	Unit (Serving)	Unit Rate	Remarks
1	Mix Tea	Cup (Cut/Full)		
2	Green Tea	Cup (Cut/Full)		
3	Kashmiri Tea	Cup (Cut/Full)		
4	Fried Egg	One		
5	Omelet (Single)	One		
6	Chicken sandwich	Double Slice		
7	Omelet Sandwich	Double Slice		
8	Half Fried Egg	One		
9	Channay	Plate (250/125 gm)		
10	Paratha	One (125 gm)		
11	Bread Slices (4 Pcs)	One		
12	Kurry Pakora	Plate (125/250 gm)		
13	Beef Quorma	Plate (125/250 gm)		
14	Mutton Quorma	Plate (125/250 gm)		
15	Chicken Quorma	Plate (125/250 gm)		
16	Chicken Jalfreezi	Plate (125/250 gm)		
17	Aaloo/Muttor Qeema	Plate (125/250 gm)		
18	Aalo Anda Kurry	Plate (125/250 gm)		
19	Daal Channa	Plate (125/250 gm)		
20	Daal Mash Fried	Plate (125/250 gm)		
21	Daal Mix	Plate (125/250 gm)		
22	Mix Sabzi	Plate (125/250 gm)		
23	Chawal Basmati Sada Pulao	Plate (200/400 gm)		
24	Sabzi Pulao	Plate (200/400 gm)		
25	Chicken Pulao with 2 pieces of chicken	Plate (200/400 gm)		
26	Beef Pulao	Plate (200/400 gm)		
27	Roti	One (115 gm)		
28	Chicken Shami Kabab	One (60 gm)		
29	Aaloo Bhujia	Plate (125/250 gm)		
30	Dahi/Raita	Bowl (75 gm)		
31	Salad	Plate (100 gm)		
32	Chicken Haleem	Plate (125/250 gm)		
33	Kofta	Plate (125/250 gm)		
34	Karri Pakora	One (75 gm)		
35	Sabzi Samosa	One (75 gm)		
36	Chicken Samosa	One (75 gm)		
37	Fruit Chat	Plate (125/250 gm)		
38	Dahi Bhale	Plate (125/250 gm)		
39	Fresh Fruit Juices ml	One (150/300 ml)		
40	Kheer	Bowl (125/250 gm)		
41	Zarda	Bowl (125/250 gm)		