

**Establishment Division,
Cabinet Secretariat,
Islamabad**

TENDER NOTICE

Bids are invited through EPADS system of PPRA from the registered firms having complete set up in Islamabad/Rawalpindi and surrounding area with reasonable experience, for provision/supply of catering services for canteen/cafeteria located at Establishment Division, Cabinet Block, Islamabad.

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 Establishment Division (www.establishment.gov.pk) and PPRA (www.ppra.org.pk).

Interested parties may submit their quotations through EPADS system of PPRA up to **19-12-2024 by 11:00 AM**, which will be opened in the Committee Room of Establishment Division, Cabinet Block, Islamabad on the same date at **02:30 PM** in the presence of bidders or their authorized representatives, who may choose to attend.

Section Officer (General),
Establishment Division (Main), Cabinet Block
Islamabad
Telephone No. 051-9051249
051-9207945

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**Establishment Division
Cabinet Secretariat
Islamabad**

**BIDDING DOCUMENTS
(Single Stage Two Envelop)**

**TENDER FOR PROVISION OF CATERING SERVICES
FOR CANTEEN / CAFETERIA
Through EPADS SYSTEM OF PPRA**

1. INVITATION TO THE BID

Bids under rule 36 (b) of PPRA Rules 2004 i.e **SINGLE STAGE TWO ENVELOPE**, are invited from reputable firms for provision/supply of catering service for canteen / cafeteria located at Establishment Division, Cabinet Block, Islamabad **through EPADS system of PPRA.**

2. TERMS & CONDITIONS/INSTRUCTIONS

- i. Complete Set of Documents as per requirements mentioned in **Annexure-I** (Technical Bid) and **Annexure-II** (Financial Bid) in separate envelopes in accordance with rule 36 (b) of PPRA Rules 2004 i.e **SINGLE STAGE TWO ENVELOPE** may be provided by the given date & time through E-Pads system of PPRA.
- ii. A company / firm (vendor) which is on registered on EPADS system of PPRA and is on Active Taxpayers List (ATL) qualifies to participate in the bidding process. Copies of NTN and STN certificates must be submitted along with the bids.
- iii. Incomplete bids or bids which do not meet the criteria laid down in (Annex-I) and other terms and conditions will be rejected.
- iv. List of trained staff strength (Cooks, Tandorchis, waiters / serving staff) shall be provided.
- v. No canteen staff will deliver food items to any office within Establishment Division.
- vi. Specific experience of cooking & serving with certificates from government/reputable private/public organizations.
- vii. Medical Fitness Certificate of the Canteen staff, food handler has to be provided by the successful Bidder.
- viii. There should be standardized and satisfactory cleanliness and hygienic measures including uniforms for staff. Staff and workers of the canteen should wear neat & clean uniform. The color and style/design of uniform shall be approved in coordination with the Establishment Division.
- ix. Crockery, Furniture and other electrical appliances (Refrigerators, Coffee Machines, Ovens, Air Conditioners, Fans etc.) have to be arranged by the Contractor/Vendor.
- x. The samples of Crockery shall be inspected and approved by the Committee.
- xi. In case of approved tender, successful contractors will sign the contract on Stamp Paper of value Rs. 1200/- or more certified by the Notary Public/Oath Commissioner.
- xii. The contractor shall not appoint sub-contractor to carry out the contractual obligation in the canteen. The contract of a Successful bidder or contractor if found to have sublet the canteens to someone else will be terminated. This termination may also include blacklisting of the contractor/firm.
- xiii. Quality of food items should have to be as per the Government standards prescribed by District Food Authority.
- xiv. The selected firm will provide food items as per samples provided to the technical evaluation committee. If any complaint is received from an officer/official, the Establishment Division has the right to terminate the contract.
- xv. The Contractors will be required to submit Bank Draft / Pay Order (Refundable)Rs. 100,000/- in favor of Establishment Division, Islamabad for Canteen as security deposit with their

quotations. No quotation will be accepted without security deposits.

- xvi. The approved list of food items shall be must always be displayed on a notice Board in Cafeteria.
- xvii. The successful Contractor/ company shall occupy the allocated space on '**as and where is basis**'.
- xviii. The first three months of the renewable contract will be considered as probationary period to evaluate the quality of food & services rendered and in case of provision of substandard or below average facility by the contractor, the contract will be cancelled without any notice during probation period.
- xix. The successful Contractor / company will keep the premises clean at its own expense, including the minor day-to-day repairs and maintenance of appliances, drainage system and ventilation system. The successful Contractor/company will not carry out any alterations or renovations within the allocated space without prior approval of the Establishment Division.
- xx. The successful Contractor / company will be solely responsible for all disciplinary matters of its employees, agents or representative and remain liable for all damages or losses if any suffered by the Establishment Division or third parties due to the negligence and / or misconduct of his / her employees, agents or representatives.
- xxi. The Canteen staff should carry security passes issued by DSP Security, Cabinet Division.
- xxii. The Bidder shall submit an undertaking that they haven't been blacklisted or disqualified by the Government/ Ministry/ Division/ Department etc.
- xxiii. The Establishment Division reserves the right to accept or reject the tenders as per PPRA Rules.

3. **ELIGIBILITY REQUIREMENT**

Eligibility Criteria	Requirement
Income Tax Registration & PST/GST/PRA	Mandatory
Bid Security in Shape of CDR original	Mandatory
Affidavit/Bidder's Undertaking on stamp paper	Mandatory

4. **Bid Selection Formula**

- i. Technical qualification passing marks will be 60%.
- ii. Technical bids will be opened on the given date and time and evaluated as per terms and conditions criteria given in (**Annexure-A**)
- iii. Financial Bids (**Annex-B**) of Technically Qualified bidders having 60% or above marks will be opened on the given date and time.

5. **Final Evaluation**

70% weightage will be given to technical proposal and 30% to financial proposal.

Section Officer (General)
Establishment Division
Islamabad

List of Required Documents

1. Income Tax/ PST/ GST/ PRA registration certificates
2. Bid Security in Shape of CDR original
3. Affidavit/Bidder's Undertaking on stamp paper for not being blacklisted
4. Experience Certificates
5. Details of ongoing projects/ clients (Work Order/ Contract)
6. Details of canteen staff
7. Proof of financial position of firm (Bank Statements etc)
8. Technical and Financial Bid
9. Medical Fitness Certificate for the canteen staff

Annex-I						
Evaluation Criteria (Pre-Qualification)						
S.No.	Description	Criteria	Maximum marks	Criteria	marks	Awarded marks
1	Specific experience of cooking & serving with certificates from government / reputable private / public organizations.	Experience of the Firm (Working in private / public sector)	10	Less than 3 years	5	
				3 years or more	10	
2	Detail of ongoing and previous projects	No. of Clients (current) Must attach proof of Work orders / contract	10	Less than 3	5	
				3 or more	10	
3	Volume / Size of current or previous projects handled with complete verifiable details	No. of people served daily	10	Less than 100	0	
				100 to 200	5	
				200 or more	10	
4	Repeat Orders / Renewal of Contracts with same client	Number of renewed contracts with same client beyond 1st year of service	10	at least 2	10	
5	Financial position of the Bidding firm	Proof via verifiable bank statements for Financial year 2019-20 & 2020-21	10	Current Financial position from 1 to 2 million	5	
				Current Financial position more than 2 million	10	
6	samples of crockery and furniture items	Sample Item will be checked by the committee and marks will be awarded as per quality	10	Furniture & other items	10	
				Crockery	10	
7	Sample test from the menu by the committee	Item will be cooked by the bidders in the kitchen of Establishment Division and committee will award marks as per quality of cooked food	30	Below Average	Disqualify	
				Average	10	
				Good	20	
				Very Good	30	
Total Marks : 100 (A)			100	Marks Obtained:		
Deduction						
8	In case of any warning issued to the firms for any purpose by any organization	Record will be checked from the organizations in which the firm has / is providing services	-10		-10	
9	In case of any penalty imposed on the Cafeteria			-20		-20
10	In case of Below Average sample cooking	To be deducted by Committee	-30		-30	
Total Marks : 100 (B)			-60	Marks Obtained:		
Total Marks Awarded: (A-B)				Marks Obtained:		

ANNEX-II

S.No.	Items	Rate
1.	Tea	
2.	Coffee	
3.	Omelet	
4.	Paratha	
5.	Aaloo Bhujjiya	
6.	Plain Channa	
7.	Chicken Karahi	
8.	Kari Pakora	
9.	Beef with Potato	
10.	All Kind of Daal	
11.	Mix Vegetable	
12.	Roti	
13.	Chicken Curry	
14.	Beef Qeema	
15.	Chicken Pulao / Biryani	
16.	Chicken Qorma	
17.	Anda qari	
18.	Chicken Haleem	
19.	Plain Rice	
20.	Pakoray	
21.	Egg Slice	
22.	Potato Cutlus	
23.	Shami Kabab	
24.	Samosa	
25.	Vegetable roll	
26.	Channa Chat	
27.	Fruit Chat	
28.	Dahi Bhalay	
29.	Biscuits	
30.	Cold drinks	
31.	Ice Cream	
Total		

Annex-III

Undertaking

It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with.

I/We have gone through all the conditions of tender / bidding documents and am/are liable to any legal action (including blacklisting of firm) for furnishing false information / documents.

Date:-----

***SIGNATURE
WITH STAMP OF THE FIRM***