

**FOREIGN SERVICE ACADEMY**  
**ISLAMABAD**

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**TENDER NOTICE**

Foreign Service Academy intends to hire the services of a well reputed vendor/company registered with the Income Tax and Sales Tax Department and who is on the Active Taxpayers List of the Federal Board of Revenue for running a mess for 15-20 trainees the period of 01 year (extendable subject to satisfactory performance).


2. Bidding documents, containing detailed terms and conditions, can be downloaded from <https://eprocure.gov.pk> free of cost. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is not allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact Mr. Rizwan Mahmood, Director MIS PPRA Room No.109, 1<sup>st</sup> Floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237.

3. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS by June 12, 2024, 11:00 AM. Bids will be opened on the same day at 11:30 AM.

**Note:** 1. All interested bidders must register themselves at e-PADS at: <https://eprocure.gov.pk/#/supplier/registration>. No physical bid shall be entertained.

4. Bids must accompany a demand draft/pay order of Rs. 100,000/- as bid security (Refundable) in favor of Foreign Service Academy, Islamabad. No quotation will be accepted without bid security.

5. The procedure of procuring services is subject to observance of PPRA Rules, 2004 as amended from time to time. FSA may verify the submitted information/documents through any source and in case of any discrepancy/fake submission, reserves the right to reject respective tender as per PPRA rule 33.

  
( **Muhammad Usama Sadiq** )  
**Assistant Director (Admin)**  
**Foreign Service Academy,**  
**G-5, Diplomatic Enclave, Islamabad**  
**Ph: 051-9205876**

## TERMS & CONDITIONS/INSTRUCTIONS

1. Interested parties will submit their sealed bids containing:
  - i. Proposed menu with rates for three meals per day with one dish and two dish menus.
  - ii. List of trained staff strength (Cooks, Tandoori, waiters/serving staff).
  - iii. Specific experience of cooking & serving with certificates from government/reputable private/public organizations.
2. The bidding firm must be based (office) in Islamabad/Rawalpindi.
3. Sample of the high ceramic crockery to be used for serving (plates, cups, glasses etc.) will be examined by the Academy in advance and the samples of all crockery items must be submitted at the time of bid opening.
4. There should be standardized and satisfactory cleanliness and hygienic measures including uniforms for staff.
5. 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 Academy.
6. Furniture and other electrical appliances (Stoves, Fans, cooking pots and related utensils) have to be arranged by the Contractor/Vendor. A minimum requirement of equipment for canteens is given in the document.
7. 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 rescinded and the advance monthly rent will be confiscated in violation of contract. This termination may also include blacklisting of the contractor/firm.
8. Quality of food items should have to be as per the Government standards prescribed by Pakistan food Authority. If any complaint received from any officer/official, the Administration has the right to reject the contract.
9. The successful bidder will be required to submit Performance Security in form of Bank Draft/Pay Order of Rs.200,000/- in favor of Foreign Service Academy, Islamabad. No quotation will be accepted without security deposits. The Performance Security will be refundable at the end of the contract.
10. The list of food items shall be approved by the Academy and must always be displayed on a notice Board in Mess.
11. The successful Contractor/company shall occupy the allocated space on 'as in where is basis' and shall install minimum Furniture & Fixtures electrical appliances (Air conditioners, Refrigerators, vending machines & lights) and relevant equipment as prescribed in the Tender Documents, any installation by the vendor is not allowed until he get approval by the competent authority.
12. The first three months of the renewable contract will be considered as probationary period to evaluate the quality of food & services rendered.
13. The successful Contractor / company will keep the premises clean at its own expense, including the minor day-to-day repairs and maintenance of appliances. The successful Contractor/company will not carry out any alterations or renovations within the allocated space without prior approval of the Academy.

14. 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 Academy or third parties due to the negligence and / or misconduct of his / her employees, agents or representatives.
15. The personnel should be security cleared and be security pass bearer issued by Communication & Security Directorate of the Academy and Security Division of Diplomatic Enclave. No employee will be replaced without prior one month notification to the Academy.
16. FSA will provide kitchen, basic dining facilities ACS, deep freezers, microwave etc and with supporting staff.



**(Usama Sadiq)**  
Assistant Director  
(Admin)  
Foreign Service Academy  
Islamabad

## MINIMUM REQUIREMENTS FOR CAFETERIA

The following items/equipment must be installed/fixd by the successful contractor/company at cafeteria before the start of operation.

### List of Items Required for Cafeteria

S.No.	Items Description	Specification/Make Model	Qty.	Remarks
1	Stove	Any reputable Brand	03	
2	Tandoor		02	
3	<b><u>Ceramic Crockery</u></b>			
	i. Plates	Ceramic	60	
	ii. Tea Cups	Ceramic	60	
	iii. Glasses	Amroc	60	
	iv. Cutlery	Stainless Steel	60	
4	Tissue Boxes	Rose Petal	(01 at each table)	
5	Cold Drinks	Coca Cola (½ litter & 1½ litter)	On sale basis	
6	Dust bins with waste disposal bags	Small	With each table	
7	Wheeled plastic bin with waste disposal bags	Large	02	
8	Uniforms for staff		As per requirement	
9	Gloves, Aprons, Chef/Cooking caps	As required	As per requirement	
10	Take away food containers	Containers/boxes/plates/cups	As per requirement	



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