



PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN  
LAHORE - PAKISTAN

## **TENDER DOCUMENTS**

**OUTSOURCING OF CANTEEN SERVICES FOR PIFD BLUE  
HOUSE & BROWN HOUSE LOCATED AT WALLED CITY,  
MASJID WAZIR KHAN LAHORE**

PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN

**TENDER FEE: Rs. 1,000/-**

**TENDER No: PIFD/TENDER/2024-25/048**

Procurement Office, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore

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Chartered by the Government of Pakistan

## TENDER NOTICE

Pakistan Institute of Fashion & Design (PIFD) Lahore, solicits sealed written proposals in accordance with the Public Procurement Rules-2004 36 (b) based upon single stage two envelope bidding procedure. Interested parties / bidders must submit their proposals as per PPRA rules and regulations for the

### TENDER FOR

### OUTSOURCING OF CANTEEN SERVICES FOR PIFD BLUE HOUSE & BROWN HOUSE LOCATED AT WALLED CITY, MASJID WAZIR KHAN LAHORE

(PIFD/TENDER/2024-25/048)

- Bids must be submitted in two separate envelopes, clearly labeled as "Technical Proposal" and "Financial Proposal."
- Tender Fee Rs. 1,000/- may be deposited online in the bank account, Account **Title:** PIFD, **Account#:**50397000268851, **Bank Name:** Habib Bank Limited, evidence should be enclosed with Technical Proposal.
- Tender documents can be downloaded from EPADS website <https://eprocure.gov.pk> or from the official website of the PPRA.
- Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address below by **March 5<sup>th</sup>, 2025, at 11:00 AM**. Late submissions will be rejected.
- Bids will be opened on the same day at 11:30 AM. Initially, only the technical proposals will be opened; the financial proposals of technically qualified firms will be opened in a second stage.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted with PPRA or involved in litigation with PIFD will not be considered.
- This advertisement is available on the PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).
- PIFD reserves the right to reject any or all bids in accordance with PPRA rules.

**SECRETARY TENDER COMMITTEE**  
**PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)**  
**51 J/III BLOCK, JOHAR TOWN, LAHORE**  
**Tel: +92 42 99232951 - 57**

## **INVITATION TO THE BID**

Pakistan Institute of Fashion and Design (PIFD) is a federally chartered Public Sector degree awarding institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore.

Pakistan Institute of Fashion and design Lahore, has acquired two buildings named Blue House and Brown House on Lease located at Walled City, Masjid Wazir Khan Lahore.

PIFD invites sealed Bids from interested tax-registered firms/Individuals having experience of working with Education / Government institutes for the tender "**Outsourcing of Canteen Services for PIFD Blue House & Brown House Located at Walled City, Masjid Wazir Khan Lahore**" on the basis of "**Single Stage Two Envelope**" Bidding Procedure in terms of rule no. 36 (b) of the Public Procurement Rules 2004 (PPRA Rules 2004):.

Tender Documents will be available after the publishing of this Notice (Rule No. 23(1) of PPRA 2004). Interested bidders may download Tender/Bid Documents containing detailed terms & conditions, procedure for submission of Bid, and evaluation criteria PIFD from official website of PPRA or EPADS (<https://eprocure.gov.pk>). Tender Fee Rs. 1,000/- may be deposited online in the bank account, Account **Title:** PIFD, **Account#:**50397000268851, **Bank Name:** Habib Bank Limited, evidence should be enclosed with Technical Proposal

## **SECTION I - INSTRUCTION TO BIDDERS (ITB)**

### **GENERAL CONDITION**

#### **1 INSTRUCTION FOR SUBMITTING THE BIDS:**

- 1.1 In connection with the "Invitation to the Bid", the Procuring Agency, as defined in Section-II (Bid Data Sheet abbreviated as BDS), issues this set of Tender Documents (TD) to prospective Bidders (also hereinafter referred as Bidders), interested in submitting Bids to determine the capacity and capability of the Bidder(s) for Services incidental thereto as specified in Section IV (Scope of Work).
- 1.2 Procurement will be made under Public Procurement Rules (PPRA) 2004.
- 1.3 It will be clearly understood that the Terms & Conditions mentioned in this document are intended to be strictly enforced.
- 1.4 Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.5 Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

- 1.6 The validity period of the bids shall be 90 days.
- 1.7 As per Rule No. 36(b), the Single Stage Two Envelopes procedure shall be followed.
- 1.8 The Bidders are required to submit their bids in hard copy and also online on EPADS (e-Pak Acquisition & Disposal System) <https://eprocure.gov.pk> without failure otherwise bid will be rejected.
- 1.9 Last date for submission as mentioned in Bid Data Sheet. In case of a holiday on the date of opening the Bid, the Bid will be opened on the next working day.

## **CONTENTS OF THE TENDER DOCUMENTS**

### **2 SECTIONS OF TENDER DOCUMENTS**

2.1 This set of Tender Documents consists of sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITB 3.

- **SECTION I** - **INSTRUCTIONS TO BIDDER (ITB)**
- **SECTION II** - **QUALIFICATION CRITERIA AND REQUIREMENTS**
- **SECTION III** - **BID DATA SHEET (BDS)**
- **SECTION IV** - **TERM OF REFERENCE & SCOPE OF WORK**
- **SECTION V** - **APPLICATION FORMS**

2.2 The Bidders are expected to examine all instructions, forms, and terms in the Tender Documents and to furnish with its Bid all information or documentation as is required by the Tender Documents.

### **3 AMENDMENT OF TENDER DOCUMENTS**

3.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Tender Documents by issuing an Addendum.

3.2 Any Addendum issued shall be part of the Tender Document and shall be communicated in print media and PPRA website. The Procuring Agency shall promptly publish the Addendum on the PPRA's web page and in the newspaper as identified in the Bid Data Sheet:

3.3 Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Bids and submit the revised Bids prior to the original or extended Bid submission deadline.

3.4 To give Bidders reasonable time to take an Addendum into account in preparing their Bids, the Procuring Agency may at its discretion, extend the deadline for the submission of Bids in accordance with ITB 7. Provided that the Procuring Agency shall extend the deadline for submission of Bids if such an addendum

is issued within the last three (03) days of the Bids submission deadline.

## **PREPARATION OF BIDS**

### **4 COST OF PREPARATION OF BID**

- 4.1** The Bidder shall bear all costs associated with the preparation and submission of its Bids. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 4.2** The Bids as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the Bid Data Sheet.
- 4.3** Supporting documents and printed literature that are part of the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### **5 BID PREPARATION AND SUBMISSION**

- 5.1** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped, and signed by the Tenderer or his Authorized Representative. In the case of copies, photocopies may be attested.
- 5.2** The Bids/Tenders should be submitted in two parts **(A) Technical Proposal** and **(B) Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate envelopes.

#### **A. TECHNICAL PROPOSAL**

- The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and whether the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- The Technical Bid Form (Annexure-F) as given in the Tender Document shall be filled, signed, and stamped on all pages. The Tender Committee will not be responsible for the errors committed in the bids by the bidders.
- **DETAIL OF DOCUMENTS TO BE FURNISHED WITH TECHNICAL PROPOSAL [ENVELOPE A]:**
  - i) **The Bidder must provide the following mandatory documents:-**

- Bid Security of the amount mentioned under the heading "BID SECURITY" in the form of CDR.
- Evidence of tender fee deposit in the PIFD bank account.
- Bid Submission Form (**Annex 'A'**) on Firm's Letterhead.
- Price Reasonability Certificate (**Annex "B"**) on Firm's Letterhead.
- Affidavit (**Annex 'C'**) on the Stamp Paper.
- Declaration Form (**Annex 'D'**) on Firm's Letterhead.
- Technical Bid Form (**Annex 'F'**) on Firm's Letterhead.
- Food Authority Certificate
- Income Tax Registration Certificate.
- Sales Tax Registration Certificate
- PRA Registration Certificate.
- Document showing the status as Active Tax Payer (Income Tax and PRA)
- Business Registration Category Certificate i-e Sole proprietor (Copy of CNIC), Partnership, Pvt. Limited, Public Limited, etc.
- Tender Document duly signed and stamped on each page by the Bidder.

#### **B. FINANCIAL PROPOSAL**

- The Financial Proposal of the bidder shall include the price break up of taxes/duties on prescribed format (**Annexure-'E'**). All taxes/duties as applicable shall be responsibility of the bidders.
- The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of the Contract including during the period of extension of time if any.
- The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- The Financial Bid is liable for rejection if the Financial Proposal contains a conditional offer.
- **Details To Be Furnished With Financial Proposal [Envelope B]**
  - Financial Proposal/Price Schedule form duly filled, signed, and stamped by the Bidder (**Annex 'E'**).
  - Price List (**Annex 'H'**)

#### **C. SEALING THE BID**

The Proposal [**Envelop A and Envelop B**] shall be placed in an envelope and sealed appropriately. The cover shall be marked as "PROPOSAL FOR - TENDER REFERENCE, the "FROM" address and the "TO" address shall be written on the sealed envelope without fail otherwise the Proposal is liable for rejection

#### **D. BID SUBMISSION ADDRESS**

The Bid should be addressed and submitted to the Secretary, Tender Committee, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore, during office hours on working days. Bids submitted after the due date and time or unsealed or incomplete or submitted by fax or email will be summarily rejected

## **6 BID SECURITY/EARNEST MONEY**

- 6.1** Bidder shall submit Bid Security/Earnest Money **Rs.30,000/-** drawn in the name of "**Pakistan Institute of Fashion and Design, Lahore**". The Bid Security will be in the form of CDR.
- 6.2** Cheque or cross-cheque shall not be accepted at all.
- 6.3** The bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 6.4** The Bid Security may be forfeited if a Bidder:-
- Refuses to accept the Letter of Acceptance of the Bid; or
  - Fails to furnish Performance Security.
  - In case the offer is withdrawn, amended, or revised by the bidder during the validity period of the offer, the earnest money is liable to be forfeited.

## **7 DEADLINE FOR SUBMISSION OF BIDS**

- 7.1** Bidders may either submit their Bids by hand. Bids shall be received by the Procuring Agency at the address and no later than the deadline indicated in the Bid Data Sheet.
- 7.2** If required in accordance with the provisions of ITB 3.4, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 7.3** The deadline will be extended in the same manner as that of original Invitation for Bids (or the advertisement).

## **8 LATE BIDS**

- 8.1** The Procuring Agency reserves the right to accept Bids received after the time for submission of Bids, however subject to the condition that the same is received within the date specified as the last date for submission of Bids but before the time for opening of the Bids.

## **9 REJECTION OF THE BID**

- 9.1** The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), under PPRA Rules 2004 without any change in unit prices or other terms and conditions, The Tender Committee may reject all tender(s), cancel/ annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action,



and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final

**9.2 No offer shall be considered if:**

- a) Received after the time and date fixed for its receipt.
- b) The tender is un-signed.
- c) The offer is ambiguous or the offer is conditional.
- d) The offer is from the firms that are blacklisted/suspended by any Government Department.
- e) The offer is received by email.
- f) Offer is received with shorter validity than required in the tender.
- g) The offer is for items that do not conform to the specifications.
- h) The firm is not registered with the Inland Revenue Department or Punjab Revenue Authority.
- i) Evidence of tender fee deposit in the PIFD bank account not attached.
- j) Bidder failed to submit the bid online on EPADS
- k) The bidder is not an active taxpayer (Income Tax & Sales Tax/PRA)

**10 OPENING OF BIDS**

**10.1** The Procuring Agency shall open all Bids at the date, time, and place specified in the Bid Data Sheet. Late Bids shall be treated in accordance with ITB 8.1.

**10.2** The Procuring Agency shall prepare a record of the opening of Bids to include, as a minimum, the name of the Bidders.

**PROCEDURES FOR EVALUATION OF BIDS**

**11 CLARIFICATION OF BIDS**

**11.1** To assist in the evaluation of Bids, the Procuring Agency may ask any Bidder for a clarification (including missing documents) of its Bid, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Bidder shall be in writing.

**11.2** If any Bid does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Bid shall be evaluated based on the information and documents available at the time of evaluation of the Bid.

**12 RESPONSIVENESS OF BIDS**

**12.1** The Procuring Agency may reject any Bid which is not responsive to the requirements of the Tender Documents. In case the information furnished by the Bidder is incomplete or otherwise requires clarification as per ITB 11, and the Bidder fails to provide satisfactory clarification and/or missing information within the prescribed time, it may result in disqualification of the Bidder.

### **13 PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT BIDS**

**13.1** The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.



## **SECTION-II - QUALIFICATION CRITERIA AND REQUIREMENTS**

### **14 ELIGIBILITY/QUALIFICATION/EVALUATION CRITERIA**

#### **14.1 TECHNICAL EVALUATION**

The Bidder(s) should meet the Eligibility/Qualification Criteria (Annex 'G') to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria:-

#### **14.2 FINANCIAL EVALUATION**

**I.** Technically qualified/successful bidder(s) / Tenderer(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PIFD accordingly. The technically Eligible/Successful Bidder(s)/ Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

**II.** Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes, expenses, etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

### **15 ANNOUNCEMENT OF EVALUATION REPORT**

**15.1** The Procuring Agency shall publish the Evaluation Report at least 15 days before the award of the Contract.

### **16 LETTER OF ACCEPTANCE**

**16.1** After acceptance of the Bids by the Tender Committee, a Letter of Acceptance (LOA) will be issued only to the successful Bidder.

### **17 PAYMENT OF PERFORMANCE GUARANTEE (PG)**

**17.1** The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to **10%** of the value of the contract price (Per Annum). The PG should be paid by way of a Call Deposit Receipt (CDR), Demand Draft, or Bank Guarantee drawn in favor of "Pakistan Institute of Fashion and Design Lahore" as an unconditional Guarantee.

**17.2** The Bid Security will be forfeited if the successful Bidder withdraws the Bid during the period of Bid validity specified in the Tender/Bid Documents or if the Bidder(s) fails to sign the contract.

### **18 AWARD OF CONTRACT**

**18.1** The Tender/Contract will be awarded to the most advantageous Bidder based on offering the highest rent, who has been declared Technically Qualified, based

## **19 SIGNING THE CONTRACT**

**19.1** The Concerned Authority shall sign a Contract with the successful bidder who has submitted the Performance Guarantee.

**19.2** The Successful Bidder will provide the stamp paper for issuance of the Work Order or Signing of the Contract.

## **20 PAYMENT OF RENT**

**20.1** Rent shall be deposited in the Treasurer's Office of PIFD, Lahore in advance on monthly basis through crossed cheque in local currency.

## **21 BID VALIDITY**

Offer will remain valid for 90 days from the date of opening of tender. In case of acceptance of the offer within the validity period, the bidder is bound to supply/serve at the quoted rates and on the terms of the tender, failing which bid money will be forfeited.

## **22 DELIVERY OF ITEMS**

**22.1** The supplier will bear all costs associated delivery of the Items and the Procuring Agency in any case will not be responsible or liable for those costs. The supplier will make such arrangements to ensure the safe delivery of goods. Any damage sustained during transportation/delivery will be rectified by the supplier at his cost.

## **23 RELEASE OF PERFORMANCE GUARANTEE (PG)**

**23.1** The Performance Guarantee (PG) will be released/refunded to the Successful Bidder(s) after completion of delivery of Goods. However, where the warranted items are provided the PG will be released/refunded on the completion of the warranty period.

## **24 DISPUTE RESOLUTION**

**24.1** In case of any dispute arising between the Bidder and PIFD, the same shall be referred to the sole arbitrator, the Vice Chancellor of PIFD, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'C'

## **25 CONSTITUTION OF GRIEVANCE REDRESSAL**

**25.1** Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee will have one subject specialist depending on the nature of the procurement.

**25.2** Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same

shall be addressed by the GRC well before the Bid/proposal submission deadline.

- 25.3 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid/proposal submission deadline.
- 25.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 25.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 25.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 25.7 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

## **26 FRAUD AND CORRUPTION:**

- 26.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/ Contractors under Government financed contracts; observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 26.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Contract performance (in the case of award of a Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 26.3 Any communications between the Bidders and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.
- 26.4 Procuring Agency will reject a bid or proposal, if it is established that the Bidders or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.
- 26.5 Procuring Agency will also declare the Bidders as blacklisted in accordance with Public Procurement Rule (PPRA) 19 and predefined standard mechanism.

## **SECTION III- BID DATA SHEET (BDS)**

<b>1. GENERAL</b>	
1.1	<b>TENDER NUMBER:</b> PIFD/TENDER/2024-2025/048  <b>THE PROCURING AGENCY:</b> Pakistan Institute of Fashion and Design (PIFD) 51-J-III, Johar Town Lahore  <b>CONTRACT FOR SERVICES:</b> Outsourcing of Canteen Services for PIFD Blue House & Brown House Located at Walled City, Masjid Wazir Khan Lahore
<b>2. CONTENTS OF THE TENDER DOCUMENT</b>	
2.1	<b>FOR CLARIFICATION PURPOSES CONTACT PERSON</b> Attention: Mr. Waqas Asghar, Secretary Tender Committee Pakistan Institute of Fashion and Design 51-J-III, Johar Town Lahore
2.2	<b>WEB PAGES:</b> <b>Procuring Agency:</b> <a href="http://www.pifd.edu.pk">www.pifd.edu.pk</a> <b>Authority:</b> <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> , <b>EPADS:</b> <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a>
2.3	<b>PRE-BID MEETING:</b> Not Required
2.4	<b>LANGUAGE OF BID:</b> English
<b>3. SUBMISSION OF BIDS</b>	
3.1	<b>THE DEADLINE FOR BID SUBMISSION:</b> <b>Date: March 05<sup>th</sup>, 2025 Time: 11:00 AM,</b>  <b>THE PROCURING AGENCY'S ADDRESS:</b> Procurement Department, Pakistan Institute of Fashion and Design 51-J-III, Johar Town, Lahore  <b>ELECTRONIC SUBMISSION:</b> <ul style="list-style-type: none"><li>• Bidders shall not have the option of submitting their Bids electronically through E-mail /Fax</li><li>• The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition &amp; Disposal System) <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a> without failure otherwise bid will be rejected.</li></ul>
3.2	<b>THE OPENING OF THE TECHNICAL BIDS</b> <b>Date:</b> Same Day at 11:30 am
4.	<b>BID SECURITY / EARNEST MONEY:</b> Rs.30,000/- in the form of CDR
5.	<b>PERFORMANCE SECURITY</b> 10% of the Total Tender amount in the form of CDR/Bank Draft Only

## **SECTION IV – SCOPE OF WORK AND TERMS OF REFERENCES**

### **1 SCOPE OF WORK**

- 1.1** Provision of Canteen Services at rooftop of the both buildings, Blue House and Brown house.
- 1.2** PIFD will provide facilities i.e. Kitchen, outdoor space to the contractor to further develop the canteen setup. Contractor/Vendor required establishing Canteen setup for the above-mentioned buildings with his own resources.
- 1.3** Contractor will arrange refrigerators, deep freezers, Microwave oven, water dispenser / coolers, furniture and good quality kitchenware, crockery etc.
- 1.4 Official Timing 10:00 AM to 6:00 PM** (as per requirements timing may be extended)
- 1.5 Menu Items** (Mostly local snacks & traditional drinks)

<b>S#</b>	<b>Item Name</b>	<b>Unit</b>
1.	Samosa	Nos.
2.	Jalebi	Kg.
3.	Kachori (Vegetable)	Nos.
4.	Kachori (Chicken)	Nos.
5.	Pani Pori	Dozen
6.	Dahi Bhalla	Plate
7.	Small Sandwich	Nos.
8.	Fries	Plate
9.	Katlama	Kg.

**Note:**

Other than given list of food items, vendor/bidder may also provide a list of items intending to sale in the canteen. The list must contain the following information:-

- i. Name of Food Item
- ii. Price
- iii. Gramage / Weighted (if applicable)

### **2 TERMS OF REFERENCES**

- 2.1** Services will be as per Government Instructions according to Punjab Food Authority. Contractor will be responsible to provide quality food as per Food Safety Hygienic Guidelines of PIFD.
- 2.2** Approved rate list of all items should be clearly displayed at visible places.
- 2.3** Contract period would be for one year initially, extendable on mutually agreed terms for subsequent tenure (s) as per PPRA Rules. However, initial 6 months would be treated as probationary period. PIFD may cancel the contract without any notice during probationary period.
- 2.4** The contractor's staff will be responsible for the routine cleaning.

- 2.5 In case of any damage to the property provided by the PIFD, the supplier / contractor will be responsible for repair.
- 2.6 Tender will be awarded to bidder/ tenderer with reasonable product prices and a surety of supply of hygienic and good quality of food.
- 2.7 Canteen rent and the utility charges will be payable on monthly basis. For electricity, sub-meter will be installed and payments will be made accordingly.
- 2.8 Annual rent and product prices as quoted in financial bid duly approved by PIFD authorities will be valid for one year of initial contract.
- 2.9 Contractor is responsible to provide uniform and gloves to his staff.
- 2.10 Medical Fitness Clearance Certificates (including Hepatitis, Tuberculosis (TB) and other infectious diseases) of Kitchen Staff and Serving Staff are compulsory to be provided prior to joining the canteen/cafeteria.
- 2.11 Identification Cards should be worn by all canteen employees.
- 2.12 In case of damage to the health of any visitor/customer caused by consumption of unhygienic/sub-standard food of the cafeteria, the compensation as decided by the Canteen Committee will be payable by the contractor. The decision of Canteen Committee will be final and binding on the contractor.
- 2.13 The contractor will be responsible to arrange the material for dish washing and pest spray, if required.
- 2.14 Cafeteria staff must be educated, well trained and well-mannered in connection to all disciplines.
- 2.15 Contractor will be responsible to pay wages to its employees as per fair wages rules of Government.
- 2.16 All employees should be 18+ years. Copy of computerized CNIC must be submitted for each and every staff member.
- 2.17 Bidder/ Tenderer should have good business profile and repute
- 2.18 There will be a Canteen Committee constituted by the Vice Chancellor to monitor the services (hygiene and price) rendered by the Contractor.
- 2.19 The Canteen Committee may visit the canteen off and on during office hours and authorized to recommend an appropriate fine in case of any complaint by the customers/visitor.



**SECTION V - APPLICATION FORMS AND ANNEXURES**

**Annexure 'A'**

(On the letterhead of the firm)

**Bid Submission Form**

Date:-----/-----/2025

**Secretary Tender Committee**

Procurement Office,  
Pakistan Institute of Fashion and Design,  
51-J/III, Johar Town, Lahore

**SUBJECT: OUTSOURCING OF CANTEEN SERVICES FOR PIFD BLUE HOUSE & BROWN HOUSE LOCATED AT WALLED CITY, MASJID WAZIR KHAN LAHORE**

We, the undersigned, submitting our Bid for the referenced Invitation to Bid and declare that:

- a. **No reservations:** We have examined and have no reservations about the Tender Document, including Addendum(s) No(s), issued in accordance with Instructions to Bidders.
- b. **No conflict of interest:** We have no conflict of interest
- c. **Eligibility:** We meet the eligibility requirements, and we have not been suspended by the PIFD based on the execution of a Bid/Proposal.
- d. **Not bound to accept:** We understand that you may cancel the Bidding process at any time without incurring any liability to the Bidders.
- e. **True and correct:** All information, statements, and descriptions contained in the Bid are in all respects true, correct, and complete to the best of our knowledge and belief.

<b>Name of Authorised Person</b>	
<b>Designation</b>	
<b>Signature &amp; Stamp</b>	
<b>Date</b>	-----/-----/2025

**PRICE REASONABILITY CERTIFICATE**

1. We hereby confirm to have read carefully all the terms and conditions of your tender enquiry. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specifications laid down in your tender enquiry in all respects.
3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall not be entertained.
4. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
5. We certify that the prices quoted against this tender are reasonable and not more than the prices charged from any other Agencies in the country and in case of any discrepancy, we hereby undertake to refund the price charged in excess.

<b>Name of Authorised Person</b>	
<b>Designation</b>	
<b>Signature &amp; Stamp</b>	
<b>Date</b>	-----/-----/2025

**AFFIDAVIT**

<b>FROM:</b>	
<b>TO:</b>	
	<b>Pakistan Institute of Fashion and Design, Lahore (PIFD)</b>
	<b>51 J-III, Johar Town</b>
	<b>Lahore</b>

1. We, M/S \_\_\_\_\_ having our office at \_\_\_\_\_ hereby undertake that if any conflict/dispute regarding execution of work arises with PAKISTAN INSTITUTE OF FASHION AND DESIGN, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by PIFD.
2. We, M/S \_\_\_\_\_ are not involved in any litigation and have never been blacklisted by any organization in Pakistan.

**Authorized Signature:-----**

<b>NAME OF FIRM</b>	
<b>STAMP:</b>	
<b>COMPLETE ADDRESS</b>	

**Dated:**        -----/-----/2025

## Declaration Form

(Mandatory: On Letterhead, Non-provision will disqualify the bidder)

**All terms & conditions have been carefully read & understood and are hereby unconditionally accepted. It is declared that:**

- 1) I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
- 2) All the information furnished by me/us herein is correct to the best of my knowledge and belief.
- 3) I/We have no objection if inquiries are made about the work listed by me/us in the accompanying annexure.
- 4) I/We agree that the decision of the Committee in selection will be final and binding to me/us.
- 5) I / We have read the instructions appended to the pro forma and I/We understand that if any false information is found at any stage, the Tender Committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with Pakistan Institute of Fashion and Design (PIFD), Lahore AND/OR blacklisting.

<b>TENDER NAME</b>	
<b>NAME OF FIRM</b>	
<b>YEAR OF ESTABLISHMENT</b>	
<b>NAME OF THE OWNER / AUTHORIZED AGENT</b>	
<b>OFFICE ADDRESS</b>	
<b>GST NUMBER</b>	
<b>NTN</b>	
<b>VALID TELEPHONE #</b>	
<b>VALID EMAIL</b>	
<b>SIGNATURE &amp; STAMP</b>	

## TENDER FORM / PRICE SCHEDULE

### OUTSOURCING OF CANTEEN SERVICES FOR PIFD BLUE AND BROWN HOUSES

Name of Bidder / Tenderer	
Mailing Address	
Income Tax Registration #	
PRA Registration #	
Sales Tax Registration #	

	Bid Amount (Inclusive of all taxes)	
	Rent Per Month (Rs.)	Rent Per Annum (Rs.)
Outsourcing of Canteen Services for PIFD Blue and Brown Houses located at Masjid Wazir Khan Lahore		

Bid Amount in Words:	
----------------------	--

### Earnest Money /Bid Security Information

Amount of Earnest Money:	
CDR # & Date:	
Name of Issuing Bank:	

Authorized Signatures & Stamp:-----

**TECHNICAL BID FORM**

The bidder must attach this list along with the Technical Bid

1	Name of the Company:	
2	Legal Status of the Company:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership / Association of Person <input type="checkbox"/> Pvt. Limited Company <input type="checkbox"/> Pvt. Partnership Firm
3	Year of Registration:	
4	NTN Registration Number:	
5	GST Registration Number:	
6	No. of Years of Experience:	
7	Postal Address of the Company :	
8	Office Telephone Number:	
9	Email of The Company:	
10	Name of Contact Person:	
11	Mobile No:	
12	Email of Contact Person:	

Authorized Sign & Stamp: .....

## TECHNICAL EVALUATION CRITERIA

### OUTSOURCING OF CANTEEN SERVICES FOR PIFD BLUE HOUSE & BROWN HOUSE LOCATED AT WALLED CITY, MASJID WAZIR KHAN LAHORE

S/N	DESCRIPTION	CATEGORY MARKS	MAXIMUM MARKS	OBTAINED MARKS
<b>1</b>	<b>RELEVANT EXPERIENCE</b>		5	
1.1	1-3 Year Experience	2		
1.2	4-5 Year Experience	3		
1.3	Above 5 Year Experience	5		
<b>2</b>	<b>FINANCIAL STRENGTH</b>		5	
2.1	Annual Revenue /Sales etc. Less Than Rs.1 Million	2		
2.2	Annual Revenue More Than Rs.1 Million & Up To Rs.2.5 Million	3		
2.3	If Annual Revenue More Than Rs.2.5 Million	5		
<b>3.</b>	<b>LEGAL STATUS OF THE COMPANY/FIRM</b>		5	
3.1	Sole Proprietor	3		
3.2	Association of Persons (AOP)	4		
3.3	Private Limited	5		
<b>4</b>	<b>CLIENTS WITH COMPANY</b>		5	
4.1	If 1 Client	2		
4.2	If 2 - 3 Clients	3		
4.3	If more than 3 Clients	5		
<b>5</b>	<b>MACHINERY &amp; EQUIPMENT</b>		5	
5.1	List of Machinery / Equipment, Furniture & Fixture etc	5		

**TOTAL MARKS : 25**

**QUALIFYING MARKS : 17**

(On the letterhead and attached with Financial proposal)

**PRICE LIST**

S#	ITEM NAME	UNIT	PRICE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Note:***Prices must be inclusive of all applicable taxes*



**PPRA Fee Deposit Slip - For PPRA Use Only**

<b>HBL ISLAMIC BANKING</b> اسلامی بینک		<b>Deposit Slip</b> Customer Copy	
Branch:		Date:	D D M M Y Y Y Y 1 7 0 2 2 0 2 5
Account Title:	ا کاؤنٹ ہولڈر کا نام PPRA		
IBAN:	P K H A B B 0 0 0 4 5 4 0 0 1 3 1 0 0 7 0 1		
Currency:	<input checked="" type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type:	<input type="checkbox"/> Current <input type="checkbox"/> Savings
Credit Card No.			
<input type="checkbox"/> CASH نقد			
BANK / BRANCH	بینک / شاخہ HBL	CHEQUE/INSTRUMENT NO. چیک نمبر	AMOUNT رقم 15000/-
		6733	
		TOTAL AMOUNT کل رقم	15000/-
Total Amount in Words:	Fifteen Thousand Only		
Depositor's Name نام کنندہ کا نام	Muhammad Basit	Fund Transfer Customer Account	بلغ
Contact No. تلفون نمبر	0306-6594108	Branch: 5039-IBB EXPO CENTER LAHO	
Depositor's CNIC No. نام کنندہ کا کنیک نمبر (For non-HBL/Walk-in Customers. Also attach CNIC Copy)	08147901500303	From Account: PK36HABB005039XXXXXX851	
Depositor's Account No. نام کنندہ کا اکاؤنٹ نمبر (For HBL Customers / Account Holders)		To Account: PK17HABB0004540013100701	
Received By: وصول کنندہ	Depositor's Signature نام کنندہ کی دستخط	Amount *****15,000.00 PKR	
		Charges *****.00	Date: 2025-02-17
		Teller UG66	Time 16.55.32.751000
		(As per Terms & Conditions on reverse) (Not official unless validated)	
	27519630		

FASHION AND  
DESIGN