

PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

TENDER DOCUMENT P-10/2024

PROVISIONING OF CAFETERIA SERVICES AT PRAL HEAD OFFICE

September 2024



Online (e-bid) shall be submitted only at e-PAK Acquisition & Disposal System (EPADS), on or before 11:00 AM, 16th October 2024.

Incase of any query, please contact Phone: (+92) 51-9259353

Or visit

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,
Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

Email: at procurement@pral.com.pk

Website: pral.com.pk



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1) Invitation to Bid:

Pakistan Revenue Automation (Private) Limited (acronym – PRAL). PRAL is a private limited Company registered under section 32 of the companies ordinance, 1984 (XLVII of 1984). PRAL is working with federal and provincial tax and revenue agencies to provide wide variety of tax and revenue collection automation solutions, since its incorporation in June, 1994. Online (e-bids/proposals) are invited from bidders for the **Provisioning of Cafeteria Services at PRAL Head Office**. All interested and eligible bidders are requested to go through the tender document and provide relevant required information and supporting documents mentioned in this document.

2) Instructions to Bidders:

The selection of a company/firm will be based on the **Quality and Cost Method**, through **Single Stage Two Envelope** bidding procedure. The Bidder is expected to examine all instruction forms, terms and Conditions of the bidding documents. Failure to furnish all information required by the bidding documents and/or to submit a bid not substantially responsive to the bidding documents will be at the bidder's risk, which may result in rejection of bid.

- 2.1 The PDF copy of the Technical and financial proposal/bid along with the bid security shall only be submitted online on EPADS no hardcopy shall be entertained.
- 2.2 In the first instance, the "Technical bid/Proposal" shall be opened for technical evaluation and the "Financial Proposal" shall remain unopened in the system.
- 2.3 PRAL shall evaluate the Technical Proposal in a manner prescribed in section-8 given in the document, without reference to the price and condition PRAL shall reject any proposal which does not conform to specified requirements.
- 2.4 During the technical evaluation, no amendments in the technical proposal shall be permitted.
- 2.5 After evaluation of the technical proposals, PRAL shall open the financial proposals of the technically responsive bids online, and shall communicate the date, time & venue through system in advance, within the bid validity period.
- 2.6 The financial bids whose technical bids declared non-responsive, shall not be opened.
- 2.7 The Technical and Financial Proposal will be evaluated based on PRAL's evaluation criteria as provided in section-08 and 09 of this document.
- 2.8 The bid shall remain valid for the period of 90 days from the date of bid opening.
- 2.9 This document has different sections carrying information of eligibility, technical evaluation criteria, Scope of work and conditions of tender etc. to assist the potential bidders to develop their technical proposals.
- 2.10 Minimum passing marks are 65 in technical evaluation, along with a compulsion to obtain full marks in Serial # 03 & at least 03 marks in each line item of serial # 04 of Annexure-D, shall be considered as technically qualified.
- 2.11 PRAL reserves the right to request submission of additional information from the bidders to clarify/further understand aspects of technical proposal, if required. PRAL also reserves the right to verify any information provided by the bidder.
- 2.12 PRAL has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.



- 2.13 PRAL reserves the right to award or not to award the contract and bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No bid shall be accepted in hardcopy.
- 2.14 Bidders to strictly ensure that their bid documents are submitted before the closing time and date of the tender, else the system will not accept the bids after the closing time.
- 2.15 Questions about the bidding document can be made only in writing through EPADS or Email: at procurement@pral.com.pk and must be asked on or before COB October 04, 2024.
- 2.16 Although adequate thought has been given in the drafting of this document, errors such as typos may occur for which PRAL will not be responsible.
- 2.17 Companies/Firms cannot apply by forming a consortium (both local or international firms/Companies).
- 2.18 In case the bid opening day falls on a public holiday, the next working day shall be considered as the opening day for the same.
- 2.19 In case of any disruption/failure in submitting the bid on EPADS, PRAL shall not be held liable, since the EPADS is owned and operated by PPRA.
- 2.20 In case of any disruption observed on the day of bid opening due to any reason related to server/internet connectivity, the next working day shall be considered as the opening day for the same.
- 2.21 The bidding documents should be signed, stamped and readable.
- 2.22 The financial bid/proposal should not be disclosed in the technical proposal/bid, else the bid shall be disqualified.
- 2.23 The Procuring Agency, at its discretion, may extend "Deadline for Submission of Bids". In such case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the extended deadline.
- 2.24 The bidder should be a registered supplier on the e-Pak Acquisition & Disposal System (EPADS) to participate in the subject tender. To register electronically suppliers can visit <https://eprocure.gov.pk/#/supplier/registration>.
- 2.25 The scanned copy of the Bid Security to be uploaded along with the online bid and the hardcopy of the bid security and original copy of the Affidavit shall only be submitted at below mentioned address on or before 11:00 AM 16th October-2024.-

Tender No.P-10/2024

**Provisioning of Cafeteria Services at PRAL HQs
Admin & HR Department (Procurement Wing)**

Pakistan Revenue Automation (Private) Limited,
Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

3) Conditions for Eligibility:

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

- 3.1 Evidence of the bidding firm/company's registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required).
- 3.2 Have National Tax Number (NTN) and GST/ PST (if applicable) in the name of Organization (Provide a copy of registration).
- 3.3 Should be active taxpayer on the date of submitting the bid. (Status report must be provided)
- 3.4 Affidavit on stamp paper, declaring that the bidding company/Firm is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization. (Affidavit on stamp paper original signed & stamped).



If bidder fails to provide above mentioned information using “Eligibility Criteria Checklist” (Annexure B), they shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

4) Scope of the Work:

The following scope of work identifies the tasks and responsibilities that the qualifying bidder shall deliver upon, by working closely with the Administration Department of PRAL:

SCOPE OF WORK

PRAL is planning to acquire the services of a Catering service provider for its head office employees. Currently we have over 250 employees deployed in Head office Islamabad. The bidder is required to provide best quality breakfast and lunch 5 days a week (Monday to Friday). Employees will be paying the cost by themselves. The bidder will be allocated adequate space for menu display only, with access to electricity but not gas. Cooking at premises shall not be allowed.

The weekly menu for Breakfast, Lunch, Snacks & Sweets will be communicated to successful bidder duly approved by the PRAL Cafeteria Committee.

The Catering Company/firm is required to provide freshly cooked food, as per the agreed menu and rates at PRAL Head Office Islamabad, during the working days or any other time approved by PRAL Cafeteria Committee.

All the ingredients which shall be used in preparing the dishes should be approved from the relevant Food authority of Punjab & Islamabad.

The successful bidder will provide few samples dishes to PRAL’s Cafeteria Committee for approval, if found complied to the given scope of work/services, thereafter the Contract shall be signed before commencement/execution of cafeteria services.

Timing for Cafeteria Services (08:30 AM to 05:00 PM) Monday to Friday

Breakfast timing: (08:30 AM to 10:30 AM)

Lunch Timing: (12:30 PM to 03:00 PM)

The Catering Company/firm is required to deliver the following list of items & Services:

- 01 person with proper dressing as per the kitchen standards for counter serving only.
- Refrigerator or a deep freezer to keep soft drinks, water, juices & Ice creams.
- 01 Microwave oven.
- Stand/rack to display snacks.
- Cleaning of kitchen area with material, where the catering staff has to work.

PRAL will provide the following facilities:

- Dining Hall
- Crockery & Cutlery
- Tables & Chairs
- Kitchen Space for menu display with electricity.
- Office Boys/Attendants for food serving on tables.



The Menu shall be comprised of the following:

Breakfast Menu:

| S No. | Item | Unit/Quantity |
|-------|------------------------------|------------------------|
| 1 | Omelet / Fried /Boiled egg | One normal chicken Egg |
| 2 | Paratha | 200 grams |
| 3 | Plain Bread | Per 02 slice |
| 4 | Lahori Channy | (150-200 grams) |
| 5 | Nan | 120 grams |
| 6 | Butter (10 grams) | Per piece |
| 7 | Jam (10 grams) | Per piece |
| 8 | Lassi | 250 ml |
| 9 | Milkshake of Seasonal fruits | 300 ml |
| 10 | Mixed Fruit Salad | 250 grams |

Lunch Menu:

| S No. | Item | Unit/Quantity |
|-------|-----------------------------------------------------|-------------------------------------------------------------|
| 1 | Seasonal Vegetable/mixed vegetable | 250 grams/Per plate |
| 2 | Daal Mash / Mong / Masoor / channa | 250 grams /Per plate |
| 3 | Chicken Manchurian | 400 grams (200 grams meat with 200 Grams rice) |
| 4 | Chicken Qorma | 250 grams (100 grams Meat with 150 grams gravy) |
| 5 | Aaloo Qeema (Chicken) | 250 grams/Per plate |
| 6 | Aaloo Qeema (Beef) | 250 grams /Per plate |
| 7 | Chicken Karahi (Broiler of Normal Size) | 300 grams /Per plate |
| 8 | Mutton Qorma | 250 grams (125 grams meat plus 125 grams gravy) |
| 9 | Chicken Biryani (Kernal Basmati or equivalent) | 350 grams rice with 100 grams chicken |
| 10 | Chicken Yakhni Pulao (Kernal Basmati or equivalent) | 350 grams with chicken piece 100 grams |
| 11 | Chicken Haleem | 250 grams with gravy |
| 12 | Lobia (Red) | 250 grams /Per plate |
| 13 | Anda Channa/Anda Aaloo/Anda Curry | 250 grams with gravy plus one Boiled egg |
| 14 | Beef kofta | 250 grams (2 beef koftas 50 grams each with 150 Gram gravy) |
| 15 | Channa/peas Palao | 300 grams /Per plate |
| 16 | Chicken Shashlik (Broiler of Normal Size) | 400 grams (200 grams chicken with 200 grams rice) |
| 17 | Shami Kabab | Per piece (60 grams) |
| 18 | Nihari (beef) | 250 grams (125 grams meat plus 125 grams gravy) |
| 19 | Curry Pakora | 250 grams with two Pakoras |



| | | |
|----|-------------------------------------------------------------------|-------------------------------------------------|
| 20 | Egg Fried Rice with chicken & vegetable | 350 grams/Per plate |
| 21 | Aaloo Gosht (Mutton) / Palak Gosht (Mutton) / Daal Gosht (Mutton) | 300 grams (150 grams meat with 150 grams gravy) |
| 22 | Chicken boneless Handi (Broiler of Normal Size) | 250 grams/Per plate |
| 23 | Chicken Jalfrezi (Boneless) (Broiler of Normal Size) | 250 grams/Per plate |
| 24 | Fresh Yogurt | Small bowl (150 ml.) |
| 25 | Roti (whole wheat) | 100 grams |

Snacks Menu:

| S No. | Item | Unit/Quantity |
|-------|-------------------------------|--------------------------------------------------------------------|
| 1 | Egg Sandwich | Per sandwich |
| 2 | Club Sandwich | Sandwich with Cole slaw, 100 Grams French fries and Chatni / Raita |
| 3 | Chicken Sandwich | Per sandwich |
| 4 | Pakoray | 250 grams Per Plate |
| 5 | Chana Chat | 200 grams |
| 6 | Dahi Barray | 200 grams |
| 7 | Samosa {Vegetable} | Single piece |
| 8 | Shami Kabab (chicken) | Single piece |
| 9 | Shami Kabab (beef) | Single piece |
| 10 | Raita | Small bowl (150 ml.) |
| 11 | Russian Salad | Per Serving |
| 12 | Green Salad | Per Plate |
| 13 | Chicken Burger | Burger with Cole slaw, 100 grams French fries and Chatni / Raita. |
| 14 | Samosa (Qeema) | Single Samosa |
| 15 | French Fries | 200 grams with Ketchup |
| 16 | Tea Dudh pati | Per cup (150 ml) |
| 17 | Green Tea | Per cup (150 ml) |
| 18 | Tea (fresh / packed Milk) | Per cup (150 ml) |
| 19 | Coffee | Per cup (150 ml) |
| 20 | Tea (tea bag & powdered Milk) | Per cup (150 ml) |

Sweets Menu:

| S No. | Item | Unit/Quantity |
|-------|--------------------------------|----------------------|
| 1 | Zarda with almonds and raisins | Per Serving (200 gm) |
| 2 | Halwa – Suji | Per Serving (200 gm) |
| 3 | Gurr Walay Chawal | Per Serving (200 gm) |
| 4 | Kheer | Per Serving (200 gm) |
| 5 | Custard | Per Serving (200 gm) |
| 6 | Gulab Jaman | Per 02 Piece |



Note:

- PRAL Cafeteria Committee Shall decide the weekly menu from the above stated list of dishes/items.
- Branded/Packed items including Cold Drinks, Mineral water, Juices, Biscuits & Chips etc. or any other such items as approved by the PRAL Cafeteria Committee will be provided on embedded rates/prices.
- Any poor hygiene, bad presentation of food, bad housekeeping and bad quality of food the contractor will be penalized as decided by the Canteen Committee and such decision shall be final and binding on the contractor. The Canteen Committee will be the sole judge in the above-mentioned case.
- “While we are fixing the price for whole wheat roti in the contract, any government-mandated price adjustments during the contract period will take precedence and must be adhered to.”

In case the Contractor’s Service/ quality of food is found unsatisfactory and/or on receipt of any compliant, the Canteen Committee may impose a penalty up to Rs. 2,500/- per incident Notwithstanding the aforesaid procedure on account of poor performance by the contractor, the Canteen Committee has right to terminate the contract by giving 45 days prior notice by recording reasons which the Canteen Committee is not liable to justify.

5. General or Special Conditions of Tender

The successful bidder shall agree to the following terms to provide Cafeteria Services to PRAL:

- 5.1 All documents and information received by PRAL from bidders will be treated in strictest confidence.
- 5.2 All expenses related to participation in this bidding document shall be borne by the bidder.

6. Form of Contract:

- 6.1 The successful bidder shall sign and execute the standard contract of PRAL including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- 6.2 Successful bidder will sign a contract and will provide the services as per the timelines specified in the scope of work after issuance of the Purchase/Service Order.
- 6.3 The duration of the contract shall be 01 year; however, it can further be extended up to 02 years, based on the satisfactory performance of the bidder with the mutual consent of both parties on the same rates, terms & conditions.
- 6.4 Both the parties can terminate the contract by serving the notice of 45 days period to other party.
- 6.5 In case of any dispute regarding Cafeteria services the decision of the PRAL shall be final & binding.
- 6.6 The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PRAL shall upon request communicate to any bidder the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- 6.7 All taxes will be deducted in accordance with the applicable laws.
- 6.8 The bid shall remain valid for the period of 90 days from the date of bid opening.



6.9 In case the selected bidder fails to deliver Cafeteria services as per the agreed timelines, bid security of the bidder will be forfeited, and the contract may be terminated.

7. Delivery Timelines

The cafeteria services shall start within 01 week after signing the contract, as per the timelines specified for the delivery of Food & Services mentioned in the scope of work.

8. Technical Evaluation Criteria

This document is governed by the procedure approved by PRAL management. The technical proposal of eligible organizations will be evaluated against the requirements specified in the “Annexure-D”.

9. Financial Evaluation Criteria

The financial proposals of only eligible & technically responsive bidders will be opened in the presence of all the bidders who participated in the tender. All technically qualified bids shall be opened by the evaluation committee publicly online in the presence of the bidders or their representatives who may choose to be present at the time and place announced prior to the bidding. The chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount if any and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in **Annexure – F”**.

10. Performance Security

- a) The successful bidder will be required to furnish performance security/guarantee for the amount equivalent to rupees 75,000/-PKR in the form of bank guarantee or a Pay Order, issued by a scheduled bank operating in Pakistan acceptable to PRAL, within ten working days from the receipt of notice of successful bidder or the time as may be extended by PRAL. If the successful bidder fails to deposit performance guarantee within the time stated above, PRAL retains the right to cancel the notice for award of agreement and the bid security shall be forfeited.
- b) The performance guarantee/security will be returned after completion of the Contract.

11. Submission of Bids (Technical and Financial Proposal): -

The complete bid containing the Technical and Financial proposals along with Bid Security shall only be submitted online in PDF format on EPADS, no hardcopy shall be entertained. Only the original copy of the bid security and Affidavit shall be submitted in hardcopy at the address given in the bidding document on or before 11:00 AM 16th October 2024. Technical proposals will be opened online on the same day i.e., 11:30 AM 16th October 2024 at PRAL Head Office Islamabad in the presence of bidder’s representatives who wish to attend it. The bidder who fails to submit the hardcopy of bid security on or before the closing date & time on the given address shall be disqualified from the bidding process. The Bid Security of the disqualified bidders will be returned after awarding the business to the successful bidder.



a. Bid Security

Bid Security amounting to rupees 50,000/-PKR in the form of pay order or demand draft favoring Pakistan Revenue Automation Pvt Ltd shall be submitted along with the bid. The Bid Security should be valid for a period not less than 6 months.

- a. Any bid not secured by “Bid Security” shall be considered as rejected
- b. if “Bid Security” is found less than Rs. 50,000/-, the bid shall be considered as rejected at any stage.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.



Annexures

Annex – A (Organization Information)

| Organization Information | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| S # | Required Information | Response |
| 1 | Legal name of the organization | |
| 2 | Year of Registration / Establishment of the Organization | |
| 3 | National Tax Number | |
| 4 | General / Punjab Sales Tax Number | |
| 5 | What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s) | Public Sector Organization |
| | | Section 42 Company |
| | | Public Ltd. Company |
| | | Private Ltd. Company |
| | | Private Partnership Firm |
| | Other | |
| 6 | Name and designation of 'Head of Organization' | |
| | Mobile: | |
| | Phone/s: | |
| | Email: | |
| 7 | Name and designation of 'Contact Person': | |
| | Phone/s: | |
| | Mobile: | |
| | Email: | |
| 8 | Address of organization | |



Annex – B (Eligibility Criteria Check List)

| Eligibility Check List | | | | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------|--------------------------|
| Sr. No. | Eligibility Criteria Details | Evidence/Proof Required | Attached Supporting Documents/Proof and mark Yes/No | |
| | | | Yes | No |
| 1 | Evidence of the bidding firm/company's registration/incorporation | Copy of certificate of incorporation/company registration | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization | Copy of registration | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Should be active taxpayer on the date of submitting the bid. | Status report must be provided | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Affidavit on stamp paper, declaring that company is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization. | Affidavit on stamp paper original signed & stamped | <input type="checkbox"/> | <input type="checkbox"/> |



Annex – C (Relevant Experience)

| Relevant Experience | | |
|---------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr. # | Required Information of the Clients | Response (Please provide exact information with Clients organization name, location/s and duration) Provide data in sequence given below |
| 1 | Details of the Clients to whom Similar Cafeteria Services are provided | |
| | Name of Clients Organization(s) along with the following details: | i. |
| | I. Company Name | ii. |
| | II. Addresses, email address, Phone #, website | |
| III. Contact person | | iii. |
| IV. Start and end dates of Services (For example – Jan 2009 to July 2021) | | |



Annex – D (Technical Evaluation Criteria)

| TECHNICAL EVALUATION CRITERIA | | | | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr # | Descriptions | Total Points | Scoring Points | Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded) |
| 1 | Client Portfolio | 20 | | |
| | Provided similar nature of Cafeteria Services to more than 08 local/international/multinational clients including public sector or private sector organizations: | | 20 | Documentary proof: (Purchase/Service order/ copies of contract with contract details of clients should be furnished. *Multiple projects with same client will be counted as one. |
| | Provided similar nature of Cafeteria Services to more than 06 but less than or equal to 08 local/international/multinational clients including public sector or private sector organizations: | | 15 | |
| | Provided similar nature of Cafeteria Services to more than 04 but less than or equal to 06 local/international/multinational clients including public sector or private sector organizations: | | 10 | |
| | Provided similar nature of Cafeteria Services to more than 02 but less than or equal to 04 local/international/multinational clients including public sector or private sector organizations: | | 05 | |
| 2 | Relevant Experience | 20 | | |
| | Experience of more than or equal to 08 years for providing similar nature of Cafeteria Services to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization) | | 20 | Documentary proof: (Purchase/Service order/ copies of contract with contract details of clients should be furnished. *Multiple projects with same client will be counted as one. |
| | Experience of less than 08 years but more than or equal to 06 years for providing similar nature of Cafeteria Services to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization) | | 15 | |
| | Experience of less than 06 years but more than or equal to 04 years for providing similar nature of Cafeteria Services to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization) | | 10 | |
| | Experience of less than 04 years but more than or equal to 02 years for providing similar nature of Cafeteria Services to local or international or multinational clients i.e. | | 05 | |



| | | | | |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | (Telco/FMCG/autonomous body/government/semi government or any organization) | | | |
| 3 | Compliance to the Scope of work & timelines mentioned in the bidding document | 25 | | |
| | Compliance to the complete scope of work & timelines mentioned in the bidding document | | 25 | A written Confirmation on company's letterhead is required from the bidder |
| 4 | Hygienic condition of the kitchen | 15 | | |
| | Hygienic condition of the kitchen, food storage area & kitchen utensils | | 05 | The evaluation committee shall visit the premises, where the food is to be prepared and evaluate the kitchen based on the given criteria and rate out of 5 in each category/line item |
| | Health, safety & environment of kitchen and its surroundings | | 05 | |
| | Hygienic condition of the Cook & support staff working in the kitchen | | 05 | |
| 5 | Financial Turnover | 20 | | |
| | Annual turnover /revenue of the company is greater than or equal to 04 million (PKRs) | | 20 | Documentary proof required (tax returns or financial audited report for the year 2022-2023 or latest) |
| | Annual turnover /revenue of the company is less than 04 million (PKRs) but greater than or equal to 03 million (PKRs) | | 15 | |
| | Annual turnover /revenue of the company is less than 03 million (PKRs) but greater than or equal to 02 million (PKRs) | | 10 | |
| | Annual turnover /revenue of the company is less than 02 million (PKRs) but greater than or equal to 01 million (PKRs) | | 05 | |
| Total Technical Evaluation Score | | 100 | | |

*Please mark/flag the supporting documents shared for technical qualification scoring.

*If the quoted item is below the required requirements/specification, the Bid shall stand non-Responsive



Annex – E (Key Management Staff of the Company)

Please provide details of Key Management Staff

| Key Management Staff of Company | | | | | |
|----------------------------------------|---------------------------------|--------------------|----------------------|--------------------------|-----------------------------------|
| Sr # | Name of Management Staff | Designation | Qualification | Area of Expertise | Number of years in company |
| | | | | | |
| | | | | | |
| | | | | | |



Annex – F (Financial Proposal)

Financial Proposal Format

| <u>SR #</u> | | <u>Description</u> | <u>Unit/Quantity</u> | <u>Unit Price in PKR (inclusive of all applicable taxes)</u> |
|--------------------|-----------------------|------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------|
| 1 | Breakfast Menu | Omelet / Fried /Boiled egg | One normal chicken Egg | |
| 2 | | Paratha | 200 grams | |
| 3 | | Plain Bread | Per 02 slice | |
| 4 | | Lahori Channy | (150-200 grams) | |
| 5 | | Nan | 120 grams | |
| 6 | | Butter (10 grams) | Per piece | |
| 7 | | Jam (10 grams) | Per piece | |
| 8 | | Lassi | 250 ml | |
| 9 | | Milkshake of Seasonal fruits | 300 ml | |
| 10 | | Mixed Fruit Salad | 250 grams | |
| 11 | Lunch Menu | Seasonal Vegetable/mixed vegetable | 250 grams/Per plate | |
| 12 | | Daal Mash / Mong / Masoor / channa | 250 grams /Per plate | |
| 13 | | Chicken Manchurian | 400 grams (200 grams meat with 200 Grams rice) | |
| 14 | | Chicken Qorma | 250 grams (100 grams Meat with 150 grams gravy) | |
| 15 | | Aaloo Qeema (Chicken) | 250 grams/Per plate | |



| | | | | |
|----|--|--------------------------------------------------------|----------------------------------------------------------------------------|--|
| 16 | | Aaloo Qeema (Beef) | 250 grams /Per plate | |
| 17 | | Chicken Karahi (Broiler of Normal Size) | 300 grams /Per plate | |
| 18 | | Mutton Qorma | 250 grams (125 grams meat plus 125 grams gravy) | |
| 19 | | Chicken Biryani (Kernal Basmati or equivalent) | 350 grams rice with 100 grams chicken | |
| 20 | | Chicken Yakhni Pulao (Kernal Basmati or equivalent) | 350 grams with chicken piece 100 grams | |
| 21 | | Chicken Haleem | 250 grams with gravy | |
| 22 | | Lobia (Red) | 250 grams /Per plate | |
| 23 | | Anda Channa/Anda Aaloo/Anda Curry | 250 grams with gravy plus one Boiled egg | |
| 24 | | Beef kofta | 250 grams (2 beef koftas 50 grams each with 150 Gram gravy) | |
| 25 | | Channa/peas Palao | 300 grams /Per plate | |
| 26 | | Chicken Shashlik (Broiler of Normal Size) | 400 grams (200 grams chicken with 200 grams rice) | |
| 27 | | Shami Kabab | Per piece (60 grams) | |



| | | | | | |
|----|------------------|-------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--|
| 28 | | Nihari (beef) | 250 grams (125 grams meat plus 125 grams gravy) | | |
| 29 | | Curry Pakora | 250 grams with two Pakorras | | |
| 30 | | Egg Fried Rice with chicken & vegetable | 350 grams/Per plate | | |
| 31 | | Aaloo Gosht (Mutton) / Palak Gosht (Mutton) / Daal Gosht (Mutton) | 300 grams (150 grams meat with 150 grams gravy) | | |
| 32 | | Chicken boneless Handi (Broiler of Normal Size) | 250 grams/Per plate | | |
| 33 | | Chicken Jalfrezi (Boneless) (Broiler of Normal Size) | 250 grams/Per plate | | |
| 34 | | Fresh Yogurt | Small bowl (150 ml.) | | |
| 35 | | Roti (whole wheat) | 100 grams | | |
| 36 | | Snacks Menu | Egg Sandwich | Per sandwich | |
| 37 | | | Club Sandwich | Sandwich with Cole slaw, 100 Grams French fries and Chatni / Raita | |
| 38 | Chicken Sandwich | | Per sandwich | | |
| 39 | Pakoray | | 250 grams Per Plate | | |
| 40 | Chana Chat | | 200 grams | | |
| 41 | Dahi Barray | | 200 grams | | |



| | | | | |
|----|-------------------|-------------------------------|----------------------------------------------------------------------------------|-------------------------|
| 42 | | Samosa {Vegetable} | Single piece | |
| 43 | | Shami Kabab (chicken) | Single piece | |
| 44 | | Shami Kabab (beef) | Single piece | |
| 45 | | Raita | Small bowl (150 ml.) | |
| 46 | | Russian Salad | Per Serving | |
| 47 | | Green Salad | Per Plate | |
| 48 | | Chicken Burger 8 | Burger with Cole slaw, 100 grams French fries and Chatni / Raita. | |
| 49 | | Samosa (Qeema) | Single Samosa | |
| 50 | | French Fries | 200 grams with Ketchup | |
| 51 | | Tea Dudh pati | Per cup (150 ml) | |
| 52 | | Green Tea | Per cup (150 ml) | |
| 53 | | Tea (fresh / packed Milk) | Per cup (150 ml) | |
| 54 | | Coffee | Per cup (150 ml) | |
| 55 | | Tea (tea bag & powdered Milk) | Per cup (150 ml) | |
| 56 | | Sweet Menu | Zarda with almonds and raisins | Per Serving (200 gm) |
| 57 | Halwa – Suji | | Per Serving (200 gm) | |
| 58 | Gurr Walay Chawal | | Per Serving (200 gm) | |
| 59 | Kheer | | Per Serving (200 gm) | |



| | | | | |
|----|--|-------------|-------------------------|--|
| 60 | | Custard | Per Serving (200 gm) | |
| 61 | | Gulab Jaman | Per 02 Piece | |

Business Award:

The business shall be awarded to the bidder whose financial bid found lowest among the technically qualified bidders.

Formula for Evaluating the Cost:

Total weightage Cost of a bidder= (A*+ B* + C* + D*)

- 10% weightage will be given to total cost of complete Breakfast Menu = A*
- 70% weightage will be given to total cost of complete Lunch Menu = B*
- 10% weightage will be given to total cost of complete snacks Menu = C*
- 10% weightage will be given to total cost of complete Sweet Menu = D*

Note:

1. PRAL shall award the business as per the given criteria.
2. The responsibility to include all and correct taxes is that of the bidders.
3. Prices should be in Pak Rupee only.

Authorized Signatory

Name _____

Designation _____

Signature _____

Stamp _____

Date _____



Annex-G (Penalty Clauses & Payment Terms)

1. Any delay in commencement of cafeteria services for the delivery of food & Services as per the scope of work & time frame mentioned in the bidding document will be subject to a penalty @ 2,500 per day, which will be settled against submitted performance security.
2. Employees will be paying the cost per dish/items consumed on daily basis to successful bidders.



Annex – H (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects.
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

| | |
|-------------------|--|
| Name: - | |
| Designation: - | |
| Signatures: - | |
| Date and Place: - | |



Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the services for **Provisioning of Cafeteria services at PRAL Head Office.** in accordance with your tender for Proposal dated [Insert Date of tender advertised]. We hereby submit our technical Proposal including the required documents.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification and forfeiting of our bid security. We undertake that we will initiate the delivery of services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,