

**NATIONAL ASSEMBLY SECRETARIAT**

(Administration Branch)



**TENDER DOCUMENT**

*for*

**Catering Services  
in the “Canteen” at Parking Area, Parliament House  
Islamabad.**

**ALTAF HUSSAIN**  
**Section Officer (Admin)**  
National Assembly Secretariat,  
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Phone: 0519201780

# NATIONAL ASSEMBLY SECRETARIAT

## CATERING SERVICES FOR THE “CANTEEN” AT PARKING AREA, PARLIAMENT HOUSE, ISLAMABAD.

Scaled bids under **single stage two envelope** procedures are invited from local reputed firms/caterers having experience of 05 years for catering services, for the “Canteen” at Parking Area Parliament House, Islamabad. The interested firms/caterers shall apply for the tender along with their profile, proof of financial stability along with the details of similar services executed in Rawalpindi/Islamabad during last three years. Conditional and incomplete tender shall not be accepted. Tender should reach by hand or through registered courier to Section Officer (Admin), National Assembly Secretariat, Parliament House, Islamabad, on or before 28<sup>th</sup> July 2021 at 11:00 A.M. The tenders will be opened on the same day at 11:30 A.M. in the presence of Contractors/Bidders, who may like to be present on the occasion. No document will be issued on the date fixed for opening of the tenders.

### MANDATORY REQUIREMENTS

- i). Full name of firm/caterer along with postal address, telephone, E-mail address details of administrative setup and local office in Islamabad/Rawalpindi.
- ii). Firm/Caterer should be Rawalpindi/Islamabad based with minimum experience of three (5) years of provision of such services (staff cafeterias) to government/autonomous/private departments. (Attach evidence)
- iii). Status of Firms/Caterer (ownership) with year of establishment, showing number of years in relevant field / business, supported by documentary evidence.
- iv). Bidder should have active tax payer from FBR. GST & NTN registration date must be before of tendering date.(attached evidence)
- v). Firm’s Bank Account Statements for the period of One (01) year and a current certificate of Sound Financial Stability from a Scheduled Bank in Pakistan.
- vi). Managerial and technical expertise of firm/caterer. (to be attached with technical bid)
- vii). List, quantity and present location of Catering Equipment, Transport, Crockery/Cutlery of Good Quality etc. owned by the Firm. (to be attached with technical bids)
- viii). A Call deposit of amounting **Rs.100,000/-**(Rupees one hundred thousand) only (Refundable) in shape of pay order/Bank draft (**Cheque will not be accepted**) in favour of Section Officer (Admin), National Assembly secretariat, Islamabad, along-with the financial proposal.
- ix). The successful bidder will deposit security amounting to **Rs.500,000/-** pay order/Bank draft (**Cheque will not be accepted**) in favour of Section Officer (Admin) National Assembly Secretariat. Islamabad.
- x). The Contractor will not be allowed to sub-let the canteen to any other firm(s)/ person(s) or contractor(s). In case of sub-letting, contract will be terminated forthwith.

- xi). An undertaking on Rs.100/- Judicial (Original) Stamp paper bearing the firms/contractors is not blacklisted by any government department.

### GENERAL TERMS & CONDITIONS

- i). Tender Notice issued in the Print Media, PPRA's/National Assembly Secretariat's Websites is part of this contract document.
- ii). Bid should be addressed to the Section Officer (Admin), National Assembly Secretariat, Islamabad.
- iii). The services will be hired according to PPRA Single stage - two envelope procedure.
- iv). Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
- v). All supporting documents must be attached with Technical Proposal and all pages signed, stamp & numbering, otherwise the tender will be rejected.
- vi). Firms already satisfactorily working with Government Organizations will be preferred. Documentary proof will be required for satisfactory performance/execution of similar tasks in near past.
- vii). The scrutiny committee shall evaluate the technical proposal in a manner prescribed in advance (**attached as annexure "A"**), without reference to the price and reject any proposal which does not conform to the specified requirements.
- viii). All pages of Technical and Financial Proposal will be duly signed and stamped by the bidder otherwise the tender should not be accepted and tender should be rejected.
- ix). The bidder should quote rates clearly in the Financial Proposal. (**attached as annexure "B"**) Cutting & over writing will not be accepted and tender will be rejected.
- x). Rates for special events/meetings (if any) will be fixed as approved by the Finance Committee.
- xi). The rates quoted by contractor through bid are applicable for one year.
- xii). Bidder must score/achieve 17 as passing marks out of 20 marks in technical qualification to become eligible for participating in financial bid. The financial bids of technically disqualified bidders shall not be entertained as per PPRA Rules.
- xiii). Bidder shall be hired from the technically qualified bidder who has quoted the lowest financial bid.
- xiv). If two or more bidders quoted the same financial bid, then the contract will be awarded to the one who has scored highest in technical qualification.
- xv). Both parties (National Assembly Secretariat & bidder) can terminate the contract with the notice of one month period without assigning any reason.
- xvi). Bid should be valid for 120 days from open of documents.
- xvii). Successful bidder will maintain a tuck shop in the canteen where he will keep refreshment items like cold drinks, Juices, biscuits, Snacks to include Samosas, Pakoras and Sandwiches, Mobile Cards, and Candies etc. Payment will be made by user in cash.
- xviii). If any clause of bidding document/contract agreement /SoP is not accepted by bidder, then his bid will be rejected without any reason.

- xix). This agreement will be in force for a period of one year and may be terminated at the end of this period by either party giving not less than one month's prior notice in writing. The duration may extend upon satisfactory services. However, first three months will be probationary period. In case of unsatisfactory services, the contract will be terminated.
- xx). National Assembly Secretariat reserves the right to accept or reject any or all bids as per PPRA Rules.
- xxi). For any further clarification companies may contact the Section officer (Admin), National Assembly Secretariat.

### **GENERAL INFORMATIONS /INSTRUCTIONS**

#### **Working Days**

Monday, Tuesday Wednesday, Thursday, Friday, Saturday and occasionally on Sunday.

#### **National Assembly Secretariat Facilities to the Contractor**

- i). Cafeteria building, Kitchen, Fan, Gas Geezer and Electricity, Gas and Water supplies. During load management by SNGPL, Contractor is a responsible for arrangement of Gas for cooking by own resources.
- ii). Furniture (During Contract repair of Furniture will be responsibility of Contractor).

#### **Contractor Liabilities**

- i). Kitchen Accessories
- ii). Complete Crockery fine quality
- iii). Refrigerator / Deep Freezer etc.
- iv). Oven/Microwave Oven
- v). Visi Cooler (Standing Refrigerators)
- vi). Any additional furniture as deemed by the contractor.
- vii). Gas for cooking during load management by SNGPL.
- viii). Cleaning of area of canteen will be responsibility of contractor.
- ix). Uniforms of waiters
- x). Safety and security in the Canteen shall be the responsibility of caterer.
- xi). Manpower such as:
  - a. Manager
  - b. Cashier
  - c. Cooks
  - d. Tandoori
  - e. Waiters etc.
  - f. Dishwasher
  - g. Skilled labours

### **SPECIAL TERMS & CONDITION OF CONTRACT:**

- i). The contractor must maintain quality.
- ii). The contractor will ensure use of branded ingredients for preparation of food i.e Dalda, Sufi, Kassar, Mezan Banaspati, Lipton/Supreme Tea and spices of National food etc.
- iii). All food items must be fresh.
- iv). Hygienic environment in the canteen must be maintained.
- v). All crockery should be kept clean and in good condition.
- vi). Refreshment for official meeting will be arranged by the contractor as per specified rate, whenever required.
- vii). All the rates quoted in the tender will remain valid for one (01) complete year.
- viii). For official meeting, the contractor shall maintain separate good quality Cutlery, Crockery, Dishes, which will not be used in routine.