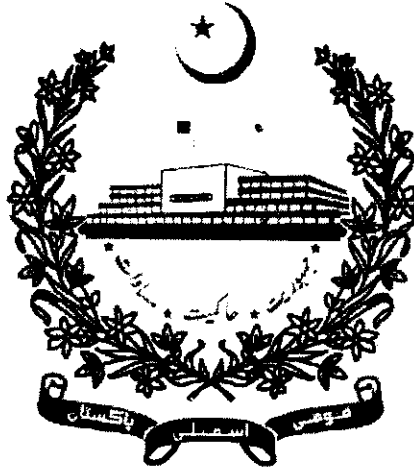


**NATIONAL ASSEMBLY SECRETARIAT**

(Administration Branch)



**TENDER DOCUMENT**

*for*

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

**KHALIL AHMED  
Section Officer(Admn)**

**National Assembly Secretariat,  
Parliament House,  
Islamabad,  
Phone: 0519022366**

# NATIONAL ASSEMBLY SECRETARIAT

## CATERING SERVICES FOR THE "CANTEEN" AT PARKING AREA, PARLIAMENT HOUSE, AND ISLAMABAD.

Sealed 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 five years. Conditional and incomplete tender shall not be accepted. Tender should reach by hand or through registered courier to Superintendent (Admin), National Assembly Secretariat, Parliament House, Islamabad, on or before 18<sup>th</sup> August, 2022 at 11:00 A.M. The tenders will be opened on the same day at 11:30A.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, fax, e-mail, details of administrative setup and local office in Islamabad/ Rawalpindi.
- ii). Firm/Caterer should be Rawalpindi/Islamabad based with minimum experience of five (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 Superintendent (Admin), National Assembly secretariat, Islamabad, along-with the financial proposal.
- ix). The successful bidder will deposit security amounting to Rs.500,000/- with the Cashier of National Assembly Secretariat. Islamabad.
- x). The Contractor will not be allowed to sub-let the canteen 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.
- 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). 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.
- ix). Rates for special events/meetings (if any) will be fixed as approved by the Finance Committee.
- x). The rates quoted by contractor through bid are applicable for one year.
- xi). 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.
- xii). Bidder shall be hired from the technically qualified bidder who has quoted the lowest financial bid.
- xiii). 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.
- xiv). Both parties (National Assembly Secretariat & bidder) can terminate the contract with the notice of one month period without assigning any reason.
- xv). Bid should be valid for 120 days from open of documents.
- xvi). All pages of Technical and Financial Proposal will be duly signed and stamped by the bidder.
- 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 Gezer 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 shell be the responsibility of caterer.
- xi). Manpower such as:
  - a. Manager
  - b. Cashier
  - c. Cooks
  - d. Tandoori
  - e. Waiters etc.
  - f. Dishwasher
  - g. Skilled labour

### **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.

- ix). Quality cafeteria/canteen items like Biscuits, Cold drinks etc., should be kept available in the canteen.
- x). In case contractor sublet the canteen, the contract will be terminated forthwith.
- xi). The contractor shall be obliged to attend in person as and when called by the committee/administration of National Assembly Secretariat.
- xii). All of the required crockery, cutlery including dishes will be arranged by the contractor.
- xiii). Cleaning of area of canteen will be responsibility of contractor.
- xiv). Security of canteen area and its allied accessories will also responsibility of contractor.
- xv). Quality and quantity of the food stuff will regularly be monitored by the National Assembly committee and the contractor shall be responsible to maintain the prescribed standard.
- xvi). In case substandard food stuff is supplied or quantity is decreased, penalty as recommended by the canteen committee shall be imposed on the contractor. If such complaint is not rectified, despite three warnings, firm will be blacklisted and security money forfeited.
- xvii). If the supplier failed to execute order as per laid down terms and conditions in the tender / order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firms/ supplier/ contractor will be taken as per PPRA rule 19.
- xviii). The contractor after providing services in official meetings will submit bills to National Assembly for making payment. Payment will be released as prescribe procedure of finance department.
- xix). Contractor shall not remove any of the items given on his charge without the consent of the National Assembly Secretariat.
- xx). Routine repair/maintenance and white wash of the building in case of fair wear and tear shall be the responsibility of the National Assembly.
- xxi). Any case of major repair/maintenance of furniture/fixtures or unfair wear and tear shall be the responsibility of contractor.
- xxii). Complete manpower including waiters, cooks and dish washers will be employed by contractor.
- xxiii). The serving staff should be neatly dressed(Uniforms) up and it will be the personal responsibility of contractor.
- xxiv). Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
- xxv). In case of any dispute, the decision of the National Assembly Secretariat will be final and binding on the contractor.
- xxvi). An administrative committee of National Assembly Secretariat will oversee the affairs of the cafeteria/canteen including standard of food and implementation of terms of reference under the direction of authority.
- xxvii). The contractor shall appoint a responsible and experienced Manager of the canteen who shall look after routine affairs of the canteen and coordinate with the National Assembly Administration Branch.
- xxviii). If services of cafeteria/canteen are found unsatisfactory or terms & conditions of the agreement are violated, the contract shall be terminated on 30 days' notice.
- xxix). Rates of the food items (Annexure-B) and detailed terms and conditions will be treated as part of this contract.

**TECHNICAL BID FORM**

1. Name of the company / Contactor: \_\_\_\_\_
2. Date of Establishment: \_\_\_\_\_
3. Owner / Proprietor / MD / CE Name: \_\_\_\_\_
4. Experience: \_\_\_\_\_
5. CNIC No.: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
7. Contact No(s): \_\_\_\_\_
8. Cell No(s): \_\_\_\_\_
10. Email Address: \_\_\_\_\_
11. NTN No.: \_\_\_\_\_
12. GST No.: \_\_\_\_\_
13. Bank Name & Account No: \_\_\_\_\_  
(for which statement is enclosed)
14. Clients in Rawalpindi /Islamabad (Attached additional client list if any as well as evidences of all contracts)

Sr. No.	Client Name & Address

\_\_\_\_\_  
**Sign/ Stamp  
 Owner/Bidder**

FINANCIAL BIDLIST OF ITEMS TO BE SERVED IN THE "CANTEEN" AT PARKING AREA,  
PARLIAMENT HOUSE, ISLAMABAD.

Sr. No	Name of Items	Gramming	Rates(Rs.)
1	Tea	125 Gram	
2	Tea (Dhodpati)	125 Gram	
3	Coffee	125 Gram	
4	Plain Cake (Per Piece)	Standard	
5	Samosa (Vegetable) (Per Piece)	Standard	
6	Samosa (Qeema) (Per Piece)	Standard	
7	Shami Kabab (each)	Standard	
8	Pakora (Per kg)	1000 Gram	
9	Bread Slice(per piece)(fresh)	Standard	
10	Egg Fried /Omlete	Standard	
11	Channa (Plate)	175 Gram	
12	Dal Channa (Per plate)	175 Gram	
13	Dal Mash(Per plate)	175 Gram	
14	Vegetable seasonal (Per plate)	175 Gram	
15	Egg Curry (Per plate)	175 Gram	
16	Beef Curry(Per plate)	175 Gram	
17	Beef Aaloo Keema (Per plate)	175 Gram	
18	Mutton Curry (Per plate)	175 Gram	
19	Chicken Curry (Per Plate)	175 Gram	
20	Plain Rice (Per plate)	250 Gram	
21	Chickcn Pulao (Per plate)	250 Gram	
22	Chickcn Biryani (Per plate)	250 Gram	
23	Rice & Channa (Per plate)	250 Gram	
24	Zarda (Per plate)	200 Gram	
25	Chicken Karahi (Full)	900 Gram	
26.	Chicken Karahi (Half)	450 Gram	
27.	Mutton Karahi (Full)	900 Gram	
28.	Mutton Karahi (Half)	450 Gram	
29.	Chappati /Tandoori Roti (each)	100 Gram	
31.	Pratha	200 Gram	
32.	Roti/ Nan	100 Gram	

Note:

Mineral Water and Cold Drinks rates will be charged as per company retail price.

\_\_\_\_\_  
Sign/ Stamp  
Owner/Bidder