

**NATIONAL ASSEMBLY SECRETARIAT**

**TENDER NOTICE**

**(E-Procurement of Services)**

**Prequalification of catering firms for catering arrangements in Staff Cafeteria Parliament House, Islamabad**

1. Sealed tenders are invited for pre-qualification of the reputed firms having atleast 05 years of catering services for running of Staff Cafeteria (Ground floor) of the Parliament House, Islamabad, to cater the employees, Media Persons and other visitors:-
2. Cafeteria will have to be operated during office hours and during sessions of Parliament in which besides daily breakfast, lunch and if needed dinner, snacks/bakery items and beverages will have to be provided.
3. No rent for premises would be charged. The firms therefore, shall quote subsidized rates of food stuff.
4. Fine quality crockery, cutlery, utensils, Refrigerator cafeteria equipment & cleanliness of cafeterias shall be responsibility of the caterer.
5. The payment of utility bills (Electricity and Suigas) consumed in Staff Cafeteria will be paid by the CDA.
6. The formal contract would be executed initially for a period of two years extendable for another year with mutual consent of both parties.
7. Tender documents/list of menu items can be obtained from the office of Section Officer (Services), National Assembly Secretariat, Islamabad, during office hours.
8. Tender must be supported with 05 years' experience in the field, number of staff and their skills & client list. A pre-qualification process will be undertaken and only those firms will be included in the competitive selection who have proven track record in the business of restaurant/catering or high class cafeteria operations and round financial position etc.
9. An earnest money of Rs. 200,000/- (refundable) in shape of Bank Draft in favor of National Assembly Secretariat, Islamabad, must be provided alongwith document of Technical Proposal. No tender will be entertained without earnest money.
10. Interested firms will register themselves on the portal E-PADS of PPRA Website. Tender must be submitted by e-procurement methods of PPRA as well as a hard copy (Sealed).
11. Tender documents and Tender Notice can be downloaded from PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) as well as National Assembly Secretariat Islamabad Website ([www.na.gov.pk](http://www.na.gov.pk))
12. Tender must reach the undersigned on 22<sup>nd</sup>, May, 2024 at 11:00 a.m. which will be opened on the same day at 11:30 a.m. in the presence of the bidders or their authorized representatives.
13. The National Assembly Secretariat, reserves the right to accept or reject any or all tenders as per provisions of PPRA Rules 2004.



**(FRAZ AHMED KHAN ROHILA)**

Section Officer (Service)

Ph. 9103180

# NATIONAL ASSEMBLY SECRETARIAT

## (E-Procurement of Services)

### Tender Document of pre-qualification of Catering firms for Catering Services in the Staff Cafeteria (Ground floor) Parliament House, Islamabad.

Sealed bids are invited from suitable interested catering firms, having 05 years' experience in Cafeteria for running Staff Cafeteria (Ground floor) Parliament House, Islamabad in accordance with the following laid down general terms and conditions and instructions. The firms/caterers shall apply for the tender along with their profile, proof of financial stability along with the details of similar services during last 05 years. Conditional and incomplete tender shall not be accepted. Tender should reach by hand or through registered courier to Section Officer (Service) National Assembly Secretariat, Parliament House, Islamabad, on or before 22<sup>nd</sup>, May, 2024 at 11:00 a.m. The tender will be opened on the same day at 11:30 a.m. in the presence of Contractors/Bidders, who may like to be present. No document will be issued on the date fixed for opening of the tenders.

#### GENERAL TERMS & CONDITIONS

- i) Tender Notice issued in the Print Media, PPRA's/National Assembly Secretariat websites is part of this contract document.
- ii) Bid should be addressed to the Section Officer (Service), 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 alongwith Call Deposit.
- vi) Documentary proof will be required for satisfactory performance/execution of similar tasks in last five years.
- vii) Financial bids of only those firms will be opened which would meet/fulfill the technical evaluation criteria.
- viii) Financial bids (subsidized rates) will be evaluated on the basis of overall quoted prices of the food items.
- ix) Rates for special events/meetings (if any) will be fixed as approved by the Competent Authority.
- x) The rates quoted by contractor through bid will be applicable for one year.
- xi) The bidder should quote subsidized rates clearly in the Financial Proposal. (attached as annexure "A" Cutting & overwriting will not be accepted and tender will be rejected.
- xii) Both parties (National Assembly Secretariat & Bidder) can terminate the contract with the prior notice of two months without assigning any reason.
- xiii) Bid will remain valid for 120 days from opening of Tender.
- xiv) All pages of Technical and Financial Proposal shall be duly signed, numbered and stamped by the bidder.
- xv) This agreement will remain valid for a period of two years extendable for another year subject to mutual consent of the both the parties.
- xvi) Full name of firm/caterer along with postal address telephone, fax, e-mail, details of administrative setup.
- xvii) A Call deposit amounting Rs. 200,000/- (Rupees two hundred thousand) only (Refundable) in shape of pay order/Bank draft (Cheque will not be accepted) in favour of National Assembly Secretariat, Islamabad along-with the Technical proposal shall be submitted.

- xviii) Status of Firms/Caterer (ownership) with year of establishment, showing number of years in relevant field/business, supported by documentary evidence be submitted along with documents.
- xix) List of existing staff (cooks, waiters, accountants and supervisors e.t.c) on the payroll of the firms stating experience in relevant field be attached.
- xx) National Assembly Secretariat, reserves the right to accept or reject any or all bids as per provisions of PPRA Rules 2004.

TECHNICAL EVALUATION CRITERIA

- i) The firms with minimum experience of five (05) years in the relative field are eligible to apply (documentary evidence be provided)
- ii) Firm/ Caterer must be GST/NTN Registered.
- iii) Firm/Caterer must be on active tax payer list of FBR.
- iv) The firm must not be black listed by any government/private company. Written affidavit will be required.
- v) Firm's Bank Account Statements for the period of Three (03) years and current certificate of sound financial stability from a Scheduled Bank in Pakistan be attached with the Bid.
- vi) The firm will be required to provide the services for office meetings/events on credit basis to the tune of Rs. One million per month. Written affidavit be attached.

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GENERAL INFORMATIONS/INSTRUCTIONS

Working Days

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

National Assembly Secretariat Facilities to the Contractor

- i) Cafeteria building, Kitchen, Fan, Gas Geezer and water supplies.
- ii) Furniture (During Contract the 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) Any additional furniture
- vi) Cleaning of area of cafeteria will be responsibility of Contractor
- vii) Uniforms of waiters
- viii) Safety and security of the Cafeteria shall be the responsibility of caterer
- ix) Vaccination of all food handlers
- x) Fumigation spray on monthly basis in cafeteria
- xi) The Contractor will not be allowed sub-letting. In case of subletting, the contract will be terminated forthwith.
- xii) Manpower such as:
  - a) Manager
  - b) Cashier
  - c) Cooks
  - d) Tandoori
  - e) Waiters etc.
  - f) Dishwasher
  - g) Skilled labour.

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CONTRACT DEAL

- i) The contractor shall quote subsidized rates.
- (ii) The contractor will ensure both quantity and quality of food stuff.
- ii) The contractor will ensure use of branded ingredients for preparation of food.
- iii) All food items must be fresh.
- iv) Hygienic environment in the cafeteria must be maintained.
- v) All crockery would be kept clean and in good condition.
- vi) Refreshment for official meetings 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 and Dishes which will not be used in routine.
- ix) A suitable quantity of cafeteria items like Biscuits, Cold drinks etc. Should be kept available in the cafeteria.
- x) In case, contractor sublet the cafeteria, the contract will be terminated forthwith.
- xi) The contractor will be bound 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 cafeteria will be responsibility of contractor.
- xiv) Security of cafeteria including kitchen areas and its allied accessories will be responsibility of contractor.
- xv) Quality and quantity of the food stuff will regularly be monitored by the 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 Cafeteria Committee shall be imposed on the contractor. If such complaints 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 rules 19.
- xviii) The contractor after providing services in official meetings will submit bills to concerned office National Assembly Secretariat and Senate Sectt , 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 and CDA.
- xx) Routine repair/maintenance and white wash of the building in case of wear and tear shall be the responsibility of the National Assembly Secretariat.
- xxi) Complete manpower including waiters, cooks and dish washers having valid CNICs will be employed by contractor.
- xxii) The serving staff will be neatly dressed (Uniforms) up and it will be the personal responsibility of contractor.
- xxiii) Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
- xxiv) In case of any dispute, the decision of the National Assembly Secretariat will be final and binding on the contractor.
- xxv) Cafeteria Committee will oversee the affairs of cafeteria including standard of food and implementation of terms of reference under the direction of authority.
- xxvi) The contractor shall appoint a responsible and experienced Manager who shall look after routine affairs of both cafeterias and the canteen.
- xxvii) If services of cafeteria is found unsatisfactory or terms & Conditions of the agreement are violated, the contract shall be terminated on 30 days' notice.
- xxviii) Rates of the food items (Annexure-A) and detailed terms and conditions will be treated as part of this contract.
- xxix) The Contractor shall be responsible to switch off all electrical and gas connections /appliances in cafeteria after closing of cafeteria on each day.

**FINANCIAL BID (TENDER DOCUMENT)**  
**LIST OF MENU ITEMS (STAFF CAFETERIA) GROUND FLOOR, PARLIAMET HOUSE,**  
**ISLAMABAD.**

Sr. No.	Item Name	Prices
<b>Breakfast</b>		
1.	Egg Fried	
2.	Egg Omelete	
3.	Paratha (175 Gms)	
4.	Channay (Single Serving Plate)	
5.	Aaloo Bhujjiya (Single Serving Plate)	
6.	Tea	
<b>All Day Snacks</b>		
7.	Channa Chaat	
8.	Fruit Chat	
9.	Vegetable Samosa	
10.	Chinese Spring Roll (Vegetable)	
<b>Lunch/ Dinner</b>		
11.	Chicken Biryani/Pulano	
12.	Chicken Curry	
13.	Mix Vegetable	
14.	Daal	
15.	Curri Pakora	
16.	Chicken Haleem	
17.	Aaloo Gosht (Beef)	
<b>Bar-B-Q</b>		
18.	Chicken Seekh Kabab (Per Piece)	
19.	Chicken Tikka/Steam Roast (1/4)	
20.	Chapal Kabab (Beef)	
<b>Beverages</b>		
21.	Mineral Water Large	
22.	Mineral Water Small	
23.	Cold Drink (Regular)	
<b>Deserts/Sweets</b>		
24.	Kheer (Thoothi Single)	
<b>Salads</b>		
25.	Fresh Green Salad	
26.	Raita	
27.	Rotti (100 Gms)	
28.	Naan Plane (100 Gms)	

**Note:- (The rates shall be inclusive of all Govt. Taxes)**

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 Sign/Stamp  
 Owner Bidder