

E-TENDER FOR RUNNING OF FPSC CAFETERIA

Federal Public Service Commission (FPSC), Islamabad, invites electronic bids from the firms based in Islamabad / Rawalpindi, registered with Income Tax and Sales Tax Departments for running FPSC Cafeteria. E-bidding documents as per regulations, containing detailed terms and conditions and requirements etc are available for the registered bidders on EPADS at <https://eprocure.gov.pk>. Original Bid Security instrument MUST BE submitted to the undersigned office before the online submission deadline of the pre-qualification documents.

The electronic bids must be submitted by using EPADS on or before 23-12-2024 at 11:00 AM. Manual bids, shall not be accepted. Electronic bids will be opened on the same day i.e. 23-12-2024 at 11:30 AM.



09/12/24

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BIDDING DOCUMENTS / TERMS AND CONDITIONS FOR RUNNING OF FPSC CAFETERIA

1. SUBMISSION OF BIDS

- 1.1 As per rule 36 (a) of Public Procurement Rules 2004, the procedure of single stage two envelope shall be adopted.
- 1.2 Incomplete bids or bids which do not meet the evaluation criteria/ any terms and conditions spelled out in these bidding documents, will be rejected.
- 1.3 The quoted rates should be in Pak Rupees inclusive of all taxes.
- 1.4 The rates must be quoted through E-PADS

2. ELIGIBILITY OF BIDDERS

- 2.1 The interested bidder(s) must be registered with FBR for income tax and sales tax with an active status on Taxpayers List (ATL). Copies of NTN and STN certificates must be submitted along with the bids.
- 2.2 Interested bidder(s) must submit following documents for evaluation of bids:-

- i) Company profile
- ii) (Bank statements of last 02 years) showing sound financial position.
- iii) Registration certificates from FBR
- iv) Bid Security amounting to Rs.10,000/-
- v) List of clients
- vi) Quotation/Rates at Annex-1
- vii) Manpower/staff list (Name, Designation, CNIC No.)
- viii) Medical fitness certificate of Canteen staff issued from a Government Institute/Hospital/Laboratory including COVID-19 Vaccination certificate.
- ix) Police verification certificate of staff.
- x) Minimum two years experience certificate for running cafeteria with reputed organization, along with list of clients.
- xi) An affidavit on stamp paper that the firm has not been black listed in the past by any Ministry/Division/Department/Organization.
- xii) Bids must be submitted electronically through E-PADS. Manual bids will not be accepted

3. LIABILITIES OF SUCCESSFUL BIDDER

- 3.1 The successful bidder shall be required to sign a contract agreement on stamp paper of value Rs.100/- or more duly certified by the Notary Public/Oath Commissioner. All of the following conditions shall be made part of the contract agreement. A breach of any of such condition may result into cancelation/termination of contract without notice. The successful bidder/contractor shall agree to following terms in writing in the above said contract:-
 - i) The contract will be valid for one year from the date of contract and extendable up to further two years on satisfactory performance of successful bidder.
 - ii) To pay an annual amount of **Rs.200,000/-** during contract period as space utilization/ utility charges to FPSC which shall be payable by the successful contractor/bidder to FPSC at the start of every contract year and shall be deposited into Government treasury. Failure to do so shall result in termination of contract without notice. During the currency of agreement, both parties may terminate the contract on one month notice. However, this condition shall not apply to such a termination by FPSC which is made as a result of breach/ violation of any of the conditions set out below:-
 - iii) To provide quality food items as per standards prescribed by Food Department (ICT-Administration).

- iv) The types of food items along with rates to be charged shall be submitted by the successful bidder/contractor to the Cafeteria Committee for approval which shall reserve the right to revise the rates from time to time.
- v) The successful bidder will ensure proper display of rate list, daily menu and cafeteria timings at prominent place in cafeteria.
- vi) The successful bidder shall ensure an orderly business & peaceful environment within cafeteria premises.
- vii) The successful bidder shall ensure satisfactory cleanliness and hygiene measures including proper uniform for staff alongwith provision of quality, neat and clean crockery items, refrigerators and oven etc.
- viii) The successful bidder will be responsible for observance and implementation of instructions issued from NIH, M/O NHSRA and District Magistrate in context of COVID-19 or any other epidemic/pandemic.
- ix) Subletting of the premises shall not be allowed. The contract will be terminated if the Cafeteria is found as sublet to any party other than successful bidder.
- x) Sale or stock of alcoholic drinks, cigarettes or any other intoxicant shall be totally prohibited.
- xi) Furniture in the cafeteria will be provided by FPSC. However, the successful bidder will be responsible for repair/maintenance/replacement of furniture/fixture/equipment placed in cafeteria in case of damages.

4. **BID SECURITY**

- 4.1 All participating firms shall be required to submit bid security (refundable) amounting to Rs.10,000/- in shape of bank draft/pay order in favour of Director (Logistic) FPSC.

5. **DEADLINE FOR SUBMISSION OF BIDS**

- 5.1 Electronic bids should reach not later than **11:00 am on 23 December, 2024.**

6. **OPENING OF BIDS**

- 6.1 The bids will be opened on the same day at 11:30AM in presence of Purchase Committee and the bidders or their representatives who wish to be present in the office of Director (Logistics).

7. **EVALUATION CRITERIA**

- 7.1 All provisions of these bidding documents shall be observed as evaluation criteria.

8. **RIGHTS RESERVED**

- 8.1 As per rule 33 (1) of Public Procurement Rules 2004, FPSC reserves the right to reject all bids or proposals at any time prior to acceptance of bid or proposal.

9. **PERFORMANCE GUARANTEE**

- 9.1 The successful bidder will furnish a performance guarantee amounting to Rs.50,000/- (Rupees fifty thousand only) which will be released on expiry of contract period, after deduction for damage(s) or loss(s) if any.

10. **GENERAL**

- 10.1 All matters not mentioned in these bidding documents shall be dealt as per relevant provisions of PPRA Rules, 2004, as amended from time to time.

RATES OF ITEMS IN FPSC CAFETERIA

S.No.	Category	Name of items	Rates
1.	MEAL	Mix vegetables (Seasonal)	
2.		Daal Channa	
3.		Daal Maash	
4.		Daal Mooong	
5.		White channy with egg	
6.		White channy (Plain)	
7.		Chicken Qorma	
8.		Beef Qorma	
9.		Aloo Qeema	
10.		Chicken Karachi (Full)	
11.		Chicken Karachi (Half)	
12.		Chicken Biryani	
13.		Daal Chawal	
14.		Chicken Pulao	
15.		Chicken Haleem	
16.		Lobia	
17.		Aloo Anda (Curry)	
18.		Roti	
19.		Pratha	
20.		Bread slice	
21.		Egg Fried	
22.		Egg Omlate	
23.		Tea (Fresh Milk)	
24.		Tea (Tea Bag)	
25.		Doodh Patti	
26.		Green Tea	
27.		Coffee	
28.	SNACKS	Samosa	
29.		Pakory (Kg)	
30.		Potato fries	
31.		Sandwich (Egg)	
32.		Sandwich (Chicken)	
33.		Burger (Egg with kabab)	
34.		Chana Chat	
35.		Fruit Chat	
36.		Raita	
37.		Salad	
38.		Soft drink	Market Rate
39.		Juice	Market Rate