



**GOVERNMENT OF PAKISTAN
FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
10-MAUVE AREA, G-10/4, ISLAMABAD**



TENDER NOTICE

Federal Government Employees Housing Authority, Islamabad hereby invites sealed bids from well reputed **Canteen / Cafeteria Service Providers / Caterers**, duly registered with Income Tax & Sales Tax Departments and being an active tax payer, for the award of contract of FGEHA Canteen / Cafeteria for a period of one year which may be extended on yearly basis subject to good performance.

1. This is a single stage one envelope tendering process Sealed bids supported with **Rs. 30,000/-** refundable earnest money, in the shape of pay order / demand draft / call deposit in favor of FGEHA should reach in this office after **15 days** of this advertisement at **1100 hours**. Bids will be opened on the same day at **1200 hours** in the presence of the contractors / bidders.
 2. The contractor must have experience of at least **05 year's** in running canteen / cafeteria of Government organization or any reputed private organization.
 3. Performance Certificate by Major Government/Private Organizations.
 4. The contract will be for an initial period of one year which may be extended on mutually agreed terms from year to year basis. However, performance of the approved contractor will be observed closely by the Canteen Committee and may be terminated after serving one month prior notice, if the services are not found satisfactory.
 5. The successful canteen contractor will have to submit demand draft amounting to **Rs. 30,000/-** as security deposit in favor of Federal Government Employees Housing Authority.
 6. Quoted prices should be inclusive of all taxes. Incomplete / conditional or late received offer will not be considered.
 7. The competent authority of FGEHA reserve the rights to accept or reject any or all tenders as per rule.
 8. Bidding documents including detailed **TOR(s) can be obtained free of cost** from Deputy Director (GA) office of FGEHA G-10/4, Islamabad.
2. Tenders will be opened on at **12:00 noon** in the Committee Room of Federal Government Employee Housing Authority, Islamabad in the presence of the bidders or their representatives who may choose to be present.
3. FGEHA reserves the right to accept or reject all bids.


Deputy Director (GA)
051:9106044

**Federal Government Employee Housing Authority
10-Mauve Area, Sector G-10/4, Islamabad.**

**Government of Pakistan
Ministry of Housing & Works
Federal Government Employee Housing Authority
Maue Area, Sector G-10/4, Islamabad.**

TENDER DOCCUMENTS



**Provision Of Canteen / Cafeteria Service Providers /Caterers
For
Federal Government Employee Housing Authority, Islamabad.**

Issued to.

M/S. _____

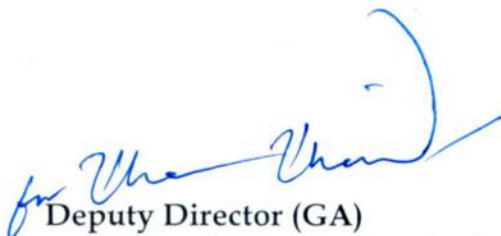
Deputy Director (GA)
Federal Government Employee Housing Authority,
10-Mauve Area, Sector G-10/4, Islamabad.

Government of Pakistan
Ministry of Housing & Works
Federal Government Employee Housing Authority
Mauve Area, Sector G-10/4, Islamabad.

Terms & Conditions:

1. Single stage - one envelope procedure shall apply. Sealed bids supported with Rs. **30,000** refundable earnest money, in the shape of pay order / demand draft / call deposit in favor of FGEHA. Bids shall be opened on the same date at **1200 hours** in the presence of the bidders or their authorized representatives, who may choose to be present.
2. The contractor must have experience of at least **05 years experience** in running canteen / cafeteria of Government organization or any reputed private organization.
3. The contract will be for an initial period of one year which may be extended on mutually agreed terms from year to year basis. However, performance of the approved contractor will be observed closely by the Canteen Committee and may be terminated after serving one month notice, if the services are not found satisfactory.
4. The successful canteen contractor will have to submit demand draft amounting to Rs. **30,000/-** as security deposit in favor of FGEHA.
5. In the event that the successful bidders refuses or fails to honor its bid, FGEHA shall be at liberty to forfeit the Earnest Money.
6. The canteen contractor will be liable to pay all Govt. taxes / excise duties etc, if any. There will be no responsibility on the part of FGEHA in this regard.
7. The canteen contractor will be responsible to furnish the canteen at his own expenses. The canteen contractor will use crockery of good quality. The crockery should be clean and presentable at canteen as well as in the office and meetings as per requirement.
8. The canteen contractor will provide proper furniture in canteen hall and bring his own Refrigerators / Deep Freezers and other accessories. All the utility expenses for running of the canteen like electricity, gas, water bills shall be borne by the FGEHA and contractor shall provide subsidized rate(s) to the FGEHA employees.
9. FGEHA will provide the space for kitchen and sitting area free of cost to the successful contractor and contractor shall provide subsidized rate(s) to the FGEHA employees.
10. The canteen will run from 7:00 AM to 10:00 PM without any break.
11. The canteen staff should be dressed in neat and **clean uniform** along with their cards and will also be security-cleared from the FGEHA.

12. FGEHA will not be liable for any loss or damage to store or article in premises brought, used by contractor
13. The bidders should submit their sealed proposals containing the rate of food items served at canteen as per prescribed format.
14. The bidder shall furnish Affidavit (on the stamp paper) to the effect that the firm has not been black listed by any of the Government organization.
15. The bidder shall provide undertaking that during the contract firm will bound to provide hygienic food and bound to provide food on quoted rates.
16. The competent authority of FGEHA reserves the rights to accept or reject any or all tenders as per rule.
17. Contractor will bring / provide the following Items:
 - a. Deep Freezer & Refrigerator.
 - b. Cooking Range.
 - c. Micro-wave Oven.
 - d. Glass showcase for display of items.
 - e. Crockery.
 - f. Furniture and fixture.
18. Canteen will be for exclusive use of FGEHA officer, staff and their guests. No outsider will be allowed to avail any facility from the canteen.
19. The contractor will maintain quality of food and services up-to the satisfaction of the management. A penalty of **Rs. 1,000/-** will be charged if any complaint will be noted during the surprise visit of the management.
20. Edible oil of better quality will be used for cooking. No recycling of any cooked items shall be allowed.
21. Fresh Milk will be used for tea.
22. Contractor will be responsible for cleaning, dusting, and washing of Chairs / Tables of Canteen.
23. Contractor will be responsible for keeping the entire canteen and kitchen premises neat and clean
24. All Items will be subsidies from market price rates. FGEHA will ensure the price at any time.
25. Joint Ventures (JV) are not allowed, only individual firms fulfilling the requirements mentioned in the Tender Notice are eligible to participate in the bidding process.
26. Performance Certificate by Major Government/Private Organizations.


Deputy Director (GA)

Federal Government Employee Housing Authority,
10-Mauve Area, Sector G-10/4, Islamabad.

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Mauve Area, Sector G-10/4, Islamabad.

CANTEEN CONTRACTORS RATES

| BREAKFAST | | | |
|---------------------|--|-------------|--------------|
| Sr. No | Item | Unit | Price |
| 1. | Paratha (100 gm) | per piece | |
| 2. | Bread / Sandwich | per piece | |
| 3. | Egg (Omlet) | per piece | |
| 4. | Egg (Fry) | per piece | |
| 5. | Lahori Channy | per plate | |
| 6. | Coffee (125 ml) | per cup | |
| 7. | Tea (125 ml) | per cup | |
| 8. | Tea (100 ml) | per cup | |
| 9. | Nan (100 gm) | per piece | |
| LUNCH/DINNER | | | |
| 10. | Chicken Biryani (400gms) | Per plate | |
| 11. | Beef Biryani (400gms) | Per plate | |
| 12. | Vegetable Pulao (400gms) | Per plate | |
| 13. | Channa Chawal (400gms) | Per plate | |
| 14. | Chicken Karahi | Per plate | |
| 15. | Chicken Haleem | Per plate | |
| 16. | Chicken Qorma | Per plate | |
| 17. | Shami Kabab | Per piece | |
| 18. | Pakora | Per plate | |
| 19. | Nihari | Per plate | |
| 20. | Aloo Qeema | Per plate | |
| 21. | Karri Pakora | Per plate | |
| 22. | Daal (Channa) | Per plate | |
| 23. | Daal (Mash) | Per plate | |
| 24. | Mix Vegetable | Per plate | |
| 25. | Mix Dall | Per plate | |
| 26. | Anda Cury | Per plate | |
| 27. | Dall Lobia | Per plate | |
| 28. | Roti (100 gm) | Per piece | |
| 29. | Green Tea | Per cup | |
| 30. | Samosa (Aloo & Vegitable) | Per piece | |
| 31. | Samosa (Chicken) | Per piece | |
| 32. | Channa Chat | Per plate | |
| 33. | Fruit Chat | Per plate | |
| 34. | Boiled Egg | Per piece | |
| | Any other item proposed by the caterer | | |

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BID APPLICATION FORM FOR CANTEEN

1. Name of the Firm _____
2. Name of the Owner (s) of the Firm _____
3. CNIC No of the owner of the Firm _____
4. Address of the Firm _____
5. Telephone No(s) Landline _____
6. Mobile No _____
7. Income Tax No/NTN _____
8. GST Registration No _____
9. Experience in Years _____
10. Bid Price _____
11. Bank Draft / Pay Order No. _____
12. Date _____ Bank & Branch _____
13. List of Major clients attached _____
14. Affidavit (on the stamp paper) to the effect that the firm has not been black listed by any of the Govt. (Federal Provincial attached (Yes/No) _____
15. Signature of the owner / authorized / person of the firm (With name & Mobile Number).

Signature (with Name & Mobile No)

Government of Pakistan
Ministry of Housing & Works
Federal Government Employee Housing Authority
Mauve Area, Sector G-10/4, Islamabad.

WEEKLY MENU SPECIMEN

| DAY | BREAKFAST | LAUNCH | DINNER | REMARKS |
|-----------|-----------|--------|--------|---------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Sunday | | | | |

Method of Procurement / Evaluation of Bids:

Bidding will be conducted through the process, specified in Rules of the Public Procurement Regularity Authority. Bidding is open to all eligible bidders as defined in the PPRA Procurement Rules that meet the minimum qualification criteria and required documents. It will be a "Single Stage - Two Envelope" procedure.

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial and the Technical proposal.
- ii. The envelopes shall be separately marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion, otherwise the bid will be rejected.
- iii. The inner envelopes shall also indicate the name and address of the bidder tenable the bid to be returned unopened in case it is declared as non-responsive or late. If the outer as well as inner envelope is not sealed and marked properly, the premature opening.
- iv. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
- v. The envelope the marked as "FINANCIAL PROPOSAL" shall be retained in the custody of procuring Agency without being opened.
- vi. The procuring Agency shall evaluate the Technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements.
- vii. During the Technical evaluation no amendments in the technical proposal shall be permitted.
- viii. The financial proposals of bids shall be opened publically at a time, date and venue to be announced and communicated to the bidders in advance, technically accepted bids only.
- ix. The financial proposal, if found technically non-responsive shall be returned un-opened to the respective bidders.
- x. The bid found to be the lowest evaluated bid shall be accepted.
- xi. After technical evaluation is completed, the procuring Agency shall notify the date, time and location for opening of the financial proposals. Bidder's attendance at the opening of financial proposals is optional.

- xii. Financial proposals shall be opened publically in the presence of the bidders, representative who choose to attend. The name of the bidders and the technical score of the bidders shall be read aloud. The financial proposal of the bidders who met the minimum qualifying mark shall then be inspected to confirm that they have remained sealed and un-opened (financial proposals those bidders failing to secure minimum marks in the technical evaluation shall be returned un-opened). These financial proposals shall be then opened, and the total prices read aloud and recorded.
- For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, engineering/technical capabilities, financial soundness and such other details as the procuring Agency at its discretion, may consider appropriate shall be taken into consideration. The following evaluation factors/criteria will be employed on Technical Proposals. The number of points allocated to each factor shall be specified in the Evaluation report. Only bids securing **minimum of 60% marks** would be declared technically accepted.

Technical Evaluation criteria:

- Preliminary evaluation (Initial Screening) of bids will be conducted on the basis of following parameters:

Details:-

| Sr. No | Description | Maximum Points |
|--------|--|----------------|
| 1) | Letter from bank about financial status/credibility | 20 |
| 2) | Registration with Income Tax department | 20 |
| 3) | a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities. | 10 |
| | b. Firm is/was not involved in any litigation/arbitration and that no work as rescinded in the past. | 10 |
| 4) | Clint List | 10 |
| 5) | Performance Certificate by Major Government/Private Organizations | 15 |
| 6) | Experience Last seven years or upto 05 years | 15 |

Financial proposals would be evaluated as follows:

- I. Incomplete bid shall stand rejected.
- II. Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the procuring Agency.
- III. The bidder with technically evaluated lowest financial bid, if not in conflict with any other law rules, regulation or policy of the Government, shall be awarded purchase order.
- IV. The procuring Agency shall notify the successful bidder in writing by registered letter that its bid has been accepted.

UNDER TAKING

I have read the terms and conditions of the canteen contract and I hereby undertake that I shall abide by the terms & condition.

I also abide by the decision of the canteen committee in all the matters including the award of canteen contract.

Name: _____

Signature: _____

Stamp: _____