

**Establishment Division,
Cabinet Secretariat,
Islamabad**

TENDER NOTICE

Sealed tender is invited from Government's registered firms having complete set up in Islamabad/Rawalpindi and surrounding area with reasonable experience, for provision/supply of catering services for canteen/cafeteria located at Establishment Division, Cabinet Block, Islamabad.

Terms/conditions for participating in the tender can be obtained from the undersigned (free of cost) during office hours and are also available on official websites of Establishment Division (www.establishment.gov.pk) and PPRA (www.ppra.org.pk).

Interested parties may send their quotations in sealed cover to Section Officer (General), Room No. 1094-1095, Establishment Division, Cabinet Block, Islamabad upto **06-04-2021 by 11:00 AM**, which will be opened in the Committee Room of Establishment Division, Cabinet Block, Islamabad on the same date at **02:30 PM** in the presence of bidders or their authorized representatives, who may attend.

Section Officer (General),
Establishment Division (Main), Cabinet Block
Islamabad
Telephone No. 051-9051249
051-9207945

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TERMS & CONDITIONS/INSTRUCTIONS

1. Sealed tenders in one stage two separate envelopes; one for financial and other for technical comparison of PPRA Rules 2004 36(b), are invited from reputable firms for provision/supply of catering service for canteen/cafeteria located at Establishment Division, Cabinet Block, Islamabad during working days; containing:
 - i. Proposed menu with rates for breakfast, lunch and refreshments.
 - ii. List of trained staff strength (Cooks, Tandorchis, waiters/serving staff)
 - iii. Specific experience of cooking & serving with certificates from government / reputable private / public organizations.
 - iv. Complete Set of Documents as per requirements mentioned in Annex-I (Technical Qualification Criteria)
2. Bidding firm / company must submit documentary evidence (Bank statements of last 2 years) showing their sound financial position and reputation.
3. A company / firm (vendor) which is on Active Taxpayers List (ATL) qualifies to participate in the bidding process. Copies of NTN and STN certificates must be submitted along with the bids.
4. Incomplete bids or bids which do not meet the criteria laid down in (Annex-I) and other terms and conditions will be rejected.
5. Sample of the high ceramic crockery to be used for serving (plates, cups, glasses etc) will be examined by the Establishment Division in advance and the samples of all crockery items must be submitted at the time of bid opening.
6. Medical Fitness Certificate of the Canteen staff, food handlers has to be provided by the successful Bidder.
7. There should be standardized and satisfactory cleanliness and hygienic measures including uniforms for staff. Staff and workers of the canteen should wear neat & clean uniform. The color and style / design of uniform shall be approved in coordination with the Establishment Division.
8. Furniture and other electrical appliances (Air Conditioners, Fans) have to be arranged by the Contractor/Vendor.
9. In case of approved tender, successful contractors will sign the contract on Stamp Paper of value Rs. 100/- or more certified by the Notary Public/Oath Commissioner.
10. The contractor shall not appoint sub-contractor to carry out the contractual obligation in the canteen. The contract of a Successful bidder or contractor if found to have sublet the canteens to someone else will be terminated. This termination may also include blacklisting of the contractor / firm.
11. Quality of food items should have to be as per the Government standards prescribed by Pakistan Food Authority. If any complaint received from any officer / official, the Establishment Division has the right to terminate the contract.