GOVERNMENT OF PAKISTAN

PRIME MINISTER’S OFFICE (PUBLIC)

EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY

 Opposite Margalla Town, Murree Road, Islamabad.

------

**TENDER NOTICE FOR AWARD OF CONTRACT OF CAFETERIA**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad invites bids from filer Contractors / firms to hire services of Office Cafeteria ERRA HQ, main Murree Road, Opposite Margalla Town, Islamabad. The Contractor / Firms who are registered with Income tax, Sales tax departments & are on active tax payers list of FBR are eligible for provision of cafeteria services to the ERRA HQ. TORs containing the detailed specifications can be downloaded from websites of ERRA HQ ([www.erra.pk](http://www.erra.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

2. Last date for submission of sealed bids is 5th August, **2021 upto 1100 hrs** **and will be opened on the same day at 1130 hrs** in presence of bidders at ERRA HQ, Islamabad.

3. ERRA reserves the right to accept or reject any or all of the bids at any time in public interest as per PPRA rules.

4. **For any further queries, contact Mr.Muhammad Mehmood (GA Section), ERRA Ph# 051-9030908.**

**MAJOR**

**(Sardar Fakhar E Alam Khan)**

**DEPUTY DIRECTOR (GA)**

Ph: 9030940

**BID DOCUMENT**

**1 Invitation to bid**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad, intends to hire services for award of contracts of ERRA Cafeteria from reputed and financially sound locall well reputed Contractors / Firms for providing the services of Cafeteria at ERRA Head Office, Islamabad.

2 **Instructions to bidders**

 **General**

1. Income Tax, Sales Tax and all other applicable taxes shall be deducted in accordance with the law.
2. Bids once submitted cannot be withdrawn. If a bidder withdraws from the bidding process after submission of bid the ERRA Authority reserves the right to forfeit the earnest money.
3. Bidder shall be responsible to treat this Tender Document and information gathered during bidding process as “Private” and “Strictly Confidential”. The bidder shall not publish or disclose any information concerning the task without seeking special written permission of ERRA Authority.
4. Any bidder submitting incomplete information shall be disqualified from the bidding process.
5. Any bidder submitting false, incorrect or inaccurate information shall be automatically disqualified from the bidding process.

f. Any effort by the bidder to influence ERRA Authority, directly or indirectly may result in the rejection of the bidder's offer.

g. Pages of every section of the bid must be numbered and signed by the Bidders nominated authorized signatory. The representative of the bidding firm shall furnish a proof of authorization to sign the bids, in the form of a written Power-of-Attorney on a stamp paper of Rs.20/-, which shall accompany the Bid.

h. ERRA Authority reserves the right to reject any or all quotations, without assigning any reason thereof.

j. The ERRA Authority will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

k. The proposal without earnest money will not be entertained and rejected straightaway.

3 **Requirements:** The skills/experience/backgrounds contractor / firms are as under:-

4 **Language of the Bids**

The bids prepared by the Renderer and all correspondence and documents relating to the bids exchanged by the Tendered, shall be written in English language, provided that any printed literature furnished by the Renderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

**5 Bidders Experience**

The bidder must have the requisite experience and expertise in providing services. The bidder must submit following information in the proposal:

a. Company Profile.

b. Company Incorporation Certificate.

c. National Tax and Sales Tax Registration Certificates.

d. Resume of Chief Executive along with senior management.

f. Clients’ reference letters.

g. **Financial report for the last three years along with Bank statement.**

**h. Banker’s certificate /Statement indicating credit worthiness of the firm with bank**.

**6 Bidder must submit an affidavit on stamp paper that the:**

1. Bidder/Company/Firm has never adjudged an insolvent services/advisory/consultancy.
2. Bidder/Company/Firm or its directors/partners or individuals have never been declared bankrupt by any court of law.
3. Bidder/Firm has never been blacklisted or involved in litigation with any client/organization /government/semi-government/autonomous body
4. Bidder/Company/Firm its directors/partners or individual always fulfilled/obeyed execution of degree or order of any court decree never been dissatisfied against them.
5. Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds,
6. Bidder/Company meets the financial integrity requirement as per applicable Laws & Regulations

**7 Earnest Money**

Earnest money of Rs.50,000/- shall be submitted by the bidders at the time of submission of the bids, having one year’s validity, in the shape of call deposit / demand draft / pay order in the name of DDO(Non-Dev) ERRA. Earnest money of unsuccessful bidders shall be returned upon signing of the contract with the successful bidder. Earnest money of successful bidder shall be in the Authority as security till the date of maturity of contract.

 Prices / Quotes should have a validity of not less than 90 days.

**8 Payment**

Payment on monthly basis after receipt of invoice.

**9 Agreement Format**

. The Bidder should provide Agreement format to be executed after final selection.

**10 Clarification for Tender**

In case of any clarification is needed to the meaning of any portion of the specification, vendor may contact **Mr. Muhammad Mehmood, Superintendent (GA) at 051-9030908 during office hours.**

**11 Acceptance of Bids**

The bidder with the lowest evaluated bid good repute, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

**12 TAX**

Quoted rates must be inclusive of all acceptable taxes.

13 **Confidentiality**

All bids submitted to ERRA HQ and subsequent correspondence and discussion shall be kept confidential and will not be revealed directly or indirectly to any other party, except in the case of any government query by department/ organizations monitoring Banks and the Federal Government.

14 **Closing Date**

 The last date for receipt of bids **is 5th August, 2021 by 11:00 AM. Bid will be opened on the same day at 11:30 AM at the ERRA HQ** in the presence of those bidders who may wish to attend.

15 **Bid Submission**

The Bid proposal should be submitted as follows:

 One Outer sealed envelope, clearly marked as

**PROPOSAL FOR HIRING OF FIRM FOR RUNNING OF CAFETARIA ERRA HQ.**

**DEPUTY DIRECTOR (GA)**

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

Headquarter Office Building Complex, Murree Road,

P.O. 2688, Islamabad.

Ph: 051 – 9030940

Name of Bidder:

Bid Earnest money in the shape of a demand draft/pay order, in favour of DDO (Non Dev) ERRA, Islamabad should be attached with the Proposal.

We agree to abide by the terms and conditions of the Tender.

**Signature**: **in the capacity of duly authorized to sign the Tender for and on behalf of**

**(NAME OF FIRM IN BLOCK CAPITALS)**

**Complete Address:**

**Fax No:**

 **Telephone No.: \_\_** **Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TENDER DOCUMENTS.**

|  |  |  |
| --- | --- | --- |
| **S#** | **Documents** | **Parts** |
| 1. | Agreement Form  | I |
| 2. | Rates of the Food items  | II |
| 3. | Terms & Condition | III |
| 4. | Contractor Profile | IV |

**Part – I**

**AGREEMENT FORM**

Subject:- **CONTRACT FOR RUNNING OF CAFETARIA/CANTEEN**

 This Agreement is made in duplicate on \_\_\_\_2021 Between Earthquake Reconstruction & Rehabilitation Authority, Islamabad, Pakistan hereinafter to be referred to as “The First Party” and M/s…………………...hereinafter to be referred to as “The Contractor”. Both the Parties would be jointly referred to, hereinafter as “The Parties”.

**WHEREAS. The First Party intends** to hire services of **the Contractor** for the purpose of running cafeteria/canteen in ERRA HQ Office Muree Road, Islamabad for supply of food items to employees as well as for official meetings.

The Parties hereby agreed as follows:

1. 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. Upon termination of this agreement the Contractor shall be permitted to remove all its items/equipment, which may have been placed by it upon the premises but subject to clearance of dues if any and handing over the area of kitchen etc.
2. The rates quoted by contractor through bid are applicable for one year. This contact can be extended further on yearly basis through mutual consent.
3. The contractor will deposit Rs.50,000/- as security money, which will be returned on satisfactory completion of the contract.
4. An administrative committee of ERRA will oversee the affairs of the cafeteria/canteen including standard of food and implementation of terms of reference under the direction of Director General (Administration & Procurement). The composition of Administrative committee shall be:-
5. 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 Management.
6. If services of cafeteria/canteen are found unsatisfactory or terms & conditions of the agreement are violated, the contract shall be terminated on 15 days notice.
7. In case of any conflict between both the parties arbitration of the problem shall be done by DG (A&F) and his decision shall be binding on at both the parties.
8. Rates of the food items (Annexure-I) and detailed terms and conditions (Annexure-II)) will be treated as part of this contract.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature on behalf of ERRA (First party) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature on behalf of Contractor( Second party) |

**Part - II**

**Annexure – I**

**RATE LIST OF THE FOOD ITEMS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.#** | **Items** | **Proposed Rate of Items**  | **Remarks Rate)** |
|  | Tea Mix  |  | 20 |
|  | Roti |  | 8 |
|  | Pratha |  | 20 |
|  | Egg Omlatte  |  | 25 |
|  | Egg Fry |  | 20 |
|  | Vegetable single plate  |  | 60 full  |
|  | Daal single plate |  | 60 full |
|  | Chicken korma  |  | 70 full |
|  | Haleem |  |  |
|  | Beef Potato  |  | 70 full |
|  | Potato keema |  | 70 full |
|  | Pota Kaleji |  | 70 full |
|  | Chicken Karahi full |  |  |
|  | Chicken Karahi half  |  |  |
|  | Channa Pulao single plate  |  |  |
|  | Chicken biryani full |  |  |
|  | Chicken biryani single  |  |  |
|  | Samosa (Potato) |  |  |
|  | Small Samosa |  |  |
|  | Keema Samosa |  |  |
|  | Pakoray 1 kg  |  |  |
|  | Vegetable Role |  |  |
|  | Chicken Role |  |  |
|  | Samosa Plate Single |  |  |
|  | Fruit Chat |  |  |
|  | Channa Chat |  |  |
|  | Dhaee Bhalay |  |  |
|  | Burger & Sandwich |  |  |
|  | Bread Slice |  |  |
|  | Misc tuk shop and bakery items | Market rate |  |
|  | Cold Drinks  |  |  |
|  | Any other item proposed by the Contractor |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Second Party)

**Annexure – II**

**Part - III**

**TERMS & CONDITION**.

1. The contractor must maintain quality.
2. The contractor will ensure use of branded ingredients for preparation of food i.e Dalda oil, Lipton/Tapal Tea and spices of national etc.
3. All food items must be fresh.
4. Hygienic environment in the cafeteria/canteen must be maintained.
5. All crockery should be kept clean and in good condition.
6. Official tea parties/lunches/dinners will be arranged by the contractor, whenever required.
7. All the rates quoted in the tender will remain valid for 1 complete year.
8. Cooking of food items, except specifically allowed or bakery items, must be ensured in kitchen provided by ERRA HQ.
9. Facilities to be provided by ERRA to canteen/cafeteria include building, kitchen, furniture, burner, cooking range deep freezer, A.C Split (Ascon 4 ton), fans, Gas geazer and supply of electricity/gas/ Intercom telephone etc. However gas bill will be charged from the contractor at mutually agreed rate.
10. For official parties, the contractor shall maintain separate good quality cutlery, crockery, dishes for about 90 persons , which will not be used in routine.
11. Quality cafeteria/canteen items like biscuits, sweet, cigarettes should be kept available in the canteen
12. The contractor shall be obliged to attend in person as and when called by the committee/administration of ERRA.
13. All of the required crockery, cutlery including siphon dishes will be arranged by the contractor whenever required.
14. Dish washing and cleaning of area of canteen / cafeteria will be responsibility of contractor.
15. Quality and quantity of the food stuff will regularly be monitored by the ERRA committee and the 2nd party shall be responsible to maintain the prescribed standard.
16. In case substandard food stuff is supplied or quantity is decreased, penalty as recommended by the Cafeteria committee shall be imposed on the 2nd party. If such complaint is not rectified, despite three warnings, firm will be blacklisted and security money forfeited.
17. The contractor after providing services in official meetings will submit bills to ERRA HQ for making payment.
18. The building, furniture fixtures etc of hall or kitchen will remain on charge of contractor for the period of the contract.
19. Contractor shall not remove any of the items given on his charge without the consent of the first party.
20. Routine repair/maintenance of furniture/fixtures and white wash of the building in case of fair wear and tear shall be the responsibility of the ERRA.
21. Any case of major repair/maintenance of furniture/fixtures or building or unfair wear and tear shall be the responsibility of contractor.
22. Complete manpower including waiters, cooks and dish washers will be employed by contractor.
23. The serving staff should be neatly dressed up and their monthly medical checkup will be the personal responsibility of contractor.
24. Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
25. Availability of items given in the Annexure-I or as offered by the contractor will be ensured by him during the office hours.

|  |  |
| --- | --- |
| ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of First Party | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature ofSecond Party |
|  |  |

**PART – IV**

**CONTRACTOR PROFILE**

Firm/Supplier’s Name. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of establishment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NTN/Income Tax Reg.NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clients in Rawalpindi /Islamabad.

Name of Executive/Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No.\_\_\_\_\_\_\_\_\_\_

Any other detail for evaluation of the contractor.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of second Party.