

**TENDER DOCUMENTS for Canteen /
Cafeteria Services at PAKISTAN
INSTITUTE OF DEVELOPMENT
ECONOMICS, (PIDE)**

Name of Contractor : _____

Address : _____

Contact No. : _____

Issued On : _____

Issued by (Institution Officer) : _____

**FOR INFORMATION, ISSUANCE AND
SUBMISSION OF QUOTATION.**

**Dr. Nasir Iqbal
Acting Registrar
Tel # 051-9248051**

Method of Procurement

Single stage-one envelop method of procurement will be used. Bids shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any).

Mandatory Requirements/Attachments and:

- a. Copy of valid NTN Certificate
- b. Proof of Active Tax Payer enlistment with FBR(current or previous year).
- c. Bank statement of last 06 months
- d. Draft/Pay order of Rs. 25,000/ in favor of PIDE (refundable).

Note: **Failing to provide any of the above documents will result in disqualification.**

Guidelines and data sheet of Bidders

Provide the following information:

1. Name of the Contactor
 2. Experience in business _____years
 3. CNIC No.
 4. Mailing Address
 5. Contact No(s)
 6. Email Address
 7. Bank Name & Account No.
(for which statement is enclosed)
- Sealed bids/proposals should be submitted not later 10:30 AM on **November 01, 2021** to Registrar office, PIDE, Islamabad.
 - Incomplete bid/proposal or those received after deadline will not be entertained.
 - Bids/proposals will be opened on **November 01, 2021** at 11:30 am.
 - The Institute reserves the rights to accept or reject all bids/proposals under PPRA rules.

BOQs and Financial Bid Form:**پاکستان انسٹیٹیوٹ آف ڈیولپمنٹ اکنامکس**

پوسٹ بکس نمبر 1091، اسلام آباد

ریٹ لسٹ

سبزی (فی پلیٹ)	دودھ پتی (فریش دودھ)
سبزی فرائی (فی پلیٹ)	پکوڑے (250 گرام)
دال ماش (فی پلیٹ)	آلو سموسہ
دال ماش فرائی (فی پلیٹ)	وٹیکھیل سموسہ
دال مسور فرائی (فی پلیٹ)	سموسہ چاٹ (فی پلیٹ) سموسہ 2
دال لوبیہ (فی پلیٹ)	دہی بھلے (فی پلیٹ)
ثابت چنا (فی پلیٹ)	فروٹ چاٹ (فی پلیٹ)
چنا فرائی (فی پلیٹ)	چنا چاٹ (فی پلیٹ)
چکن تورمہ (فی پلیٹ)	وٹیکھیل رول
چکن بریانی (فی پلیٹ)	آلورول
چکن پلاؤ (فی پلیٹ)	پراٹھا
وٹیکھیل پلاؤ (فی پلیٹ)	روٹی (100 گرام)
آلو کی بھجیا (فی پلیٹ)	انڈا فرائی
منرل واٹر (سہل)	انڈا آملیٹ
منرل واٹر (لارج)	انڈا برگر
رائٹہ	چکن برگر
سلاڈ فریش	انڈا سینڈوچ
ملک شیک	چکن سینڈوچ

نوٹ:

- (ا) کنٹریکٹر تمام برانڈڈ اشیاء جیسا کہ ڈرنکس، جوسز، چپس بسکٹ وغیرہ ریٹیل قیمت پر فروخت کرنے کا پابند ہوگا۔
- (ب) ایسی اشیاء جو کہ مندرجہ بالا لسٹ میں شامل نہیں ہیں، کنٹریکٹر آفس مینجمنٹ کی منظوری کے بعد اوپن مارکیٹ ریٹ پر فروخت کرنے کا مجاز ہوگا۔
- (ج) ایک آئیٹم کیلئے صرف ایک رقم کا اندراج کریں اور تمام اشیاء کا ریٹ دینا لازمی ہے۔

Evaluation Criteria:

Only those contractors, who meet the mandatory requirements mentioned at page-2 of this document, will be considered for financial evaluation.

Financial evaluation will be made on the basis of the total amount of the items listed in 'Rate list Form' at page no.4.

CONTRACT

Terms & Condition:-

1. The contractor shall be responsible for provision of following equipment/furniture at PIDE Campus to operate its canteen:
 - a. 1xDeep Freezer & 1xRefrigerator.
 - b. Stoves/Cooking Range.
 - c. 1xMicro-wave Oven.
 - d. Glass showcase/counter/stands for display of items.
 - e. Crockery, utensils etc.
 - f. Table, chairs, furniture etc.
 - g. Any other item necessary for canteen.
2. Canteen will be used exclusively for PIDE Officers, Staff Students, and their guests etc.
3. Canteen will be kept open from 08:00 a.m. to 07:00 p.m and/or as per directives/schedule of the institute.
4. Rs. 25,000/- deposit will remain with Institute as Security Deposit and will be refunded after one (1) month of the expiry of the contract.
5. The contractor will maintain quality of food and services up-to the satisfaction of the management. A penalty up-to maximum to Rs. 500/- per complaint will be imposed subject to verification by the management.
6. The contractor will be responsible for collection of outstanding dues, if any, from customers (employees, students). Institute, in any way, will not be responsible in the matter.
7. The contractor will bring necessary human resources required to run the facility at least 1xcook, 1xhelper cook/table boy.
8. The contractors will be responsible for provision of detail of employees to institute alongwith COVID certificates.
9. The contractor shall use edible oil & ghee of any of following or equivalent brands (Dalda, Kashmir, Kisan, Mezan, Habib). Recycled and/or low quality, non-branded oil/ghee shall not be allowed.

10. The contractor shall be responsible for upkeep, cleanliness of the canteen premises. A penalty of Rs. 1,000/- may be charged if any complaint will be noted during the surprise visit by the management.
11. The Contractor will not be allowed to sub-let the work to any other firm(s) / person(s) or contractor(s).
12. The contractor shall be bound to strictly observe quoted rates during the period of the contract. Quoted rates are subject to mutual revision at renewal of the contract.
13. The contractor shall be bound to observe the menu so decided by the management.
14. Institute will provide following services to the contractor free of charge;
 - a. canteen space(indoor and open) at 2nd floor
 - b. electricity
 - c. Gas
 - d. Water
15. The contract will initially be for a period of **01 Year** which can be extended on annual basis on satisfactory performance and mutual agreement.
16. Contract can be terminated by either side on **30 days' advance notice**. However, contractor will be bound to provide service during notice period.
17. In case of any dispute, conflict etc., decision of the Management will be final.

UNDER TAKING

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

Contractor Name:

Signature:

Date:

Registrar, PIDE:

Signature:

Date: