

TERMS OF REFERENCE FOR CAFETERIA SERVICES

Sealed Bids /Quotations are invited from reputed Firms / Companies (Reg.) for operating Cafeteria located at NESPAK House 24/B-2, Phase-V, Hayatabad, Peshawar for following scope of work with elucidated terms and conditions.

SCOPE OF SERVICES:

Services shall cover the quality catering for Lunch /snacks, initially for an expected number of seventy (70) employees / guests.

TERMS & CONDITIONS:

1. Sealed Bids can be submitted up to April 01, 2019 till 11:00 am along with call deposit in favor of NESPAK amounting two percent (2%) of the total Bid Price as Bid Security in form of Demand Draft or Pay Order in favor of the undersigned. Bids will be opened on the same day at 12:00 pm.
2. Pre-Bid meeting may be held on _____, 2019 at ___(time), subject to the requisition of bidders, in the office of the Convener Cafeteria at NESPAK House Peshawar, wherein the applicants shall submit their respective experience certificate and indicate place of their present works. The applicants having a minimum relevant experience of 10 years with reputed national registered firms shall be eligible only. The Bidder firm shall have National Tax Number in its name. NESPAK Cafeteria Management may also visit the places of present assignments of the Bidders.
3. Bid Security amounting two percent (2%) of the total Bid Price (refundable) of the successful Bidder shall be retained till signing of the Contract. However, Bid Security of the non-compliant Bidders would be forfeited and their bids will be treated as cancelled. The Bids Security of others would be returned after _____, 2019. The technical and financial bids shall be submitted in two separate envelopes.
4. All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to the deadline for submission of bids shall be included in the rates and prices and the total Bid Price submitted by a bidder.
5. A technically responsive Bid is one which meets the following minimum criteria:
 - I. Accompanied by the required Bid Security;
 - II. Registration of firm (partnership, etc.);
 - III. Experience Certificate; and
 - IV. National Tax Number (NTN) of the firm OR NIC.

Financial Bids of bidders, which are technically responsive, shall be opened only. The rates quoted in Financial Bids must be inclusive of all taxes, levies, service charges; etc.

6. The Contractor will attune first rate minimum staff (duly uniformed) on daily basis in the Cafeteria as follows:
 - a) Chef 01
 - b) Waiters 02
 - c) Helpers 02
 - d) Supervisor / Manager 01
7. It shall be the Contractor's responsibility to make payment of salary, etc., to the Contractor's staff including all benefits and Government dues payable under Labor Laws, if any, in respect of the Contractor's staff.
8. Food stuff provided by the Contractor shall be fresh, clean and of high standard and shall be subject to inspection by the representative of the Management as and when deemed necessary. However, the inspection conducted by Government agencies shall be handled by the Contractor himself without any liability on the Cafeteria Management.
9. The Contractor shall provide minimum of the following equipment's for running the Cafeteria:
 - a) Hot Plate 02
 - b) Microwave Oven 02 Standard Size
 - c) Freezers 01 Large Size
 - d) Fridge 01 Standard Size
 - e) Crockery 70 Sets Complete
 - f) Cutlery 70 Sets Complete
 - g) Any other allied accessories of Kitchen.
10. The Menu cards of appropriate size shall be kept on each table and shall be provide to the employees on demand.
11. For the purpose of identity, the Contractor's staff shall display their name plates which shall be issued with identity Card by NESPAK. The cost of cards shall be borne by the Contractor.
12. The provisions of the Cafeteria and its equipment shall be kept hygienically absolutely clean and up to the satisfaction of the Management. The garbage, etc, Shall be disposed off daily before closing the Canteen.
13. The Contractor will ensure that no intoxicant or any banned expired items is ever allowed to be sold at NESPAK Cafeteria.

14. The Contractor shall be provided by NESPAK with free space furniture, water, gas and electricity. However, the routine maintenance shall be the Contractors responsibility.
15. Food items other than specified tentative Menu shall only be provided with due approval of the Cafeteria Management.
16. A telephone extension shall be provided to the Contractor at the Cafeteria by NESPAK.
17. The Contractor staff and incoming / outgoing stuff will be subjected to thorough security check by the NESPAK Security.
18. After the closing of Cafeteria, complete cleanliness shall be ensured and only one (01) Contractor's staff and may be allowed to stay in the night.
19. The Contractor performance shall be reviewed after one month to evaluate the viability / workability. In case of non-compliance, of the Contractor, NESPAK Cafeteria management shall proceed in accordance with provision of the services Contract.
20. At the end of every month, the Contractor shall submit the monthly bill, if any, as per agreed condition which shall be paid within two (02) weeks after tax deduction as approved by the Government of Pakistan Laws.
21. In case of any complaints from either side, cafeteria Committee shall be the final authority to resolve the issues; however one-month notice may be issued from either side to cancel the Contract.
22. The rates quoted in the Bids shall be received and approved by NESPAK. The approved rates shall be valid for one (01) year.
23. Successful Bidder shall be invited to enter into a Contract, valid for one (01) year initially; but extendable to a mutually agreed period.
24. The cafeteria timing shall be from 11:00 am up to closing hours of the NESPAK House Peshawar.
25. The Contract shall start from the date of commencement which shall be issued to the Bidder.
26. NESPAK Cafeteria Management has the right to approve / disapprove any Bids or all Bids without assigning any reason, in accordance with PPRA Rules.

If the above terms and conditions are acceptable to you, please submit your Bids within due date. The Bids, who will not fulfill the above conditions, will stand rejected.

TENTATIVE LUNCH MENU:

DAY	Dish-1	Dish-2
MONDAY	Chicken Karahi with Roti/Nan, Salad & Raita	Daal Mash with Roti/Nan, Salad & Raita
TUESDAY	Chicken Biryani with Salad & Raita	Mix Vegetables with Roti/Nan, Salad & Raita
WEDNESDAY	Chicken Qoofta with Roti/Nan, salad & Raita	Daal Channa with Roti/Nan, Salad & Raita
THURSDAY	Aloo Qeema, Muttor Qeema with Roti/Nan, Salad & Raita	Aloo Channa with Roti/Nan, Salad & Raita
FRIDAY	Egg Fried Rice With Chicken Manchurian	Chicken Qorma with Roti/Nan, Salad & Raita

Important Notes:

1. The bidder(s) shall furnish their Bid/ Quotation for one-month bill against the above tabulated menu that shall be inclusive of all expenses and liabilities.
2. The menu, being tentative and a reference to quote the bid, may change during the course of services subject to the approval of Convener (Cafeteria Committee) and agreement of the Contractor.

Convener (Cafeteria Committee),

NESPAK House No. 24, Sector B-2, Phase-V,

Hayatabad, Peshawar, Khyber Pakhtunkhwa.

Ph. 091-5823149, 5828478, Fax: 091-5828482

This tender shall appear on www.nespak.com.pk and PPRA Website www.ppra.org.pk