

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

BIDDING DOCUMENTS

FOR

**PROVIDING CAFETERIA SERVICES AT
NESPAK HOUSE LOCATED IN LAHORE**

April 2022



NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

Coordination Division, NESPAK House, 1-C, Block-N, Model Town Extension, Lahore

INVITATION TO BID FOR PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE

National Engineering Services Pakistan (Pvt) Limited (NESPAK) invites sealed Bids from Catering contractors / vendors / firms who are registered with Income Tax Department, Active on Taxpayers List of the Federal Board of Revenue and have license from Punjab Food Authority for operating and providing good quality hygienic food to employees at cafeteria of NESPAK House.

Bidding Documents containing terms and conditions are available at address given below. Price of Bidding Documents is Rs. 200/- (Non Refundable). Bidding documents can also be downloaded from NESPAK website www.nespak.com.pk free of cost.

The Bids prepared in accordance with the instructions in the Bidding Documents must reach at the address given below on or before 11:00 hours May ____, 2022. The Bids will be opened the same day at 1130 hours. This advertisement is also available on PPRA website at www.ppra.org.pk

Manager General Services

NESPAK House, 1-C Block-N, Model Town Ext. Lahore
Phone: +92-42-99231944

**BIDDING DOCUMENTS
FOR
PROVIDING CAFETERIA SERVICES AT
NESPAK HOUSE LOCATED IN LAHORE**

Terms and Conditions

1. Scope of Services

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter called as the "Employer") invites sealed Bids from the Catering contractors / vendors/ firms licensed from Punjab Food Authority, registered with Income Tax Department and who are on active taxpayers list of the Federal Board of revenue, for providing cafeteria services at NESPAK Offices located in Lahore with following requirements:

- i. 1 Manager / Supervisor
- ii. 1 Lady Waiter for female staff
- iii. 1 Waiter for Executive Staff
- iv. 2 Waiters for Hall
- v. 2 Janitors
- vi. 2 Kitchen Service / cooking Staff / helpers

The Bidders must quote for the complete scope of the Services attached as Annex-A hereto. Any bid covering partial scope of Services will be rejected.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Validity of the Bids

The Bids shall remain valid for a period of ninety (90) days after the date of bid opening.

4. Bid Security

Bid Security amounting to PKR 25,000 must be attached with Technical Bid in the form of demand draft/pay order/CDR in the name of National Engineering Services Pakistan (Pvt.) Limited. Any Bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.

At the end of the evaluation of the Technical Bids, the Employer shall return Bid Securities of the Bidders along with Financial Bids, whose Technical Bids have been declared non-responsive to the requirements of the Bidding Documents.

The Bid Security of unsuccessful Bidders shall be returned upon award of the Contract to the successful Bidder; whereas the Bid Security of successful Bidder shall be returned when the Bidder has signed the Contract with the Employer.

5. Documents Comprising the Bid

The Bid shall be submitted in two (02) separate envelopes i.e., 'Technical Bid' and 'Financial Bid'.

a) Technical Bid

The 'Technical Bid' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Technical Bid;
- ii. Power of Attorney of signatory to Bid in case signatory is not owner / CEO
- iii. Bid Security in accordance with Clause 4 hereof;
- iv. Documentary evidences in accordance with requirements of Clause 8 hereof; and
- v. These Bidding Documents duly signed and stamped.

b) Financial Bid

The 'Financial Bid' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Financial Bid.

The Bids comprising Technical and Financial Bids must be complete and in order for each requirement mentioned in these Bidding Documents.

6. Bid Prices, Currency of Bid and Payment

The prices shall be quoted by the Bidder entirely in Pak Rupees for the Services to be performed under the Services Agreement. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing taxes such as income tax, Punjab Sales Tax on Services, etc.

All applicable taxes shall be deducted at source while making payment to the Cafeteria Services Provider as per Government Rules/Instructions/Notifications.

7. Bid Submission, Opening and Clarification

The Technical Bid (One original and one Copy) comprising the documents listed under Clause 5(a) hereof shall be sealed in a separate envelope titled as "Technical Bid". The Financial Bid (One original and one Copy) comprising the documents listed under Clause 5(b) hereof will be sealed in another envelope titled as "Financial Bid". Both Bids will then be sealed in a third envelope titled as "Bid for Providing Cafeteria Services at NESPAK House Located in Lahore".

The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Technical Bids will be opened on same day in the presence of the Bidder's authorized representatives. Financial Bids will remain unopened and will be held in the custody of the Employer until time of its opening.

After having examined the Technical Bids, the results of responsiveness of Technical Bids will be communicated, in writing, by the Employer to all Bidders and the Financial Bids of those Bidders whose Technical Bids have been held non-responsive will be returned unopened to the respective Bidders. The Bidders, whose Technical Bids are held substantially responsive, will be invited to attend the meeting for opening of their Financial Bids.

The Bidder's name, Bid Prices, any discount and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the opening of Financial Bids. Any Bid Price or discount which is not read out and recorded at Financial Bid opening will not be taken into account in the evaluation of Financial Bid.

The Employer will record the minutes of the bid opening (Technical & Financial). Representatives of the bidders who choose to attend shall sign the attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Employer may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

8. Eligibility, Qualification and Other Bidding Requirements

A substantially responsive Technical Bid is one which substantially meets the following requirements:

Sr. No.	Compliance Requirement	Submission Requirement
1	Company Profile	Company Profile
2	The Bidder shall have registered with Income Tax Department and be on Active Taxpayers List of the Federal Board of Revenue;	NTN Certificate and extract of Active Taxpayer List
3	The Bidder shall not have been under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution;	An undertaking in the Letter of Technical Bid alongwith affidavit
4	There shall be no litigation against the Bidder by the Employer, any Government/Semi Government/Public Department in Pakistan;	An undertaking in the Letter of Technical Bid alongwith affidavit
5	Applicant must be owner /Director / CEO of Business.	
6	The Bidder shall have requisite licence from Punjab Food Authority	Copy of valid licence
7	The Bidder shall be in the Cafeteria service business for the last five (05) years as a company;	Award letters/ Agreements
8	Details of capacity with respect to production services, supervisory staff, equipment, storage and cooking facility	Necessary supporting document.
9	The firm must have their own Kitchen Facility	Address
10	List of Client and letters of satisfaction from clients (Banks/Organization / group of companies / institutions).	Agreements/satisfaction letters etc

11	Bank Certificate not over 06 months old confirming annual credit turnover of at least Rs. 0.5. Million	Valid Bank's certificate
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The Technical Bids meeting the above-stated eligibility, qualification and other bidding requirements shall be considered substantially responsive. A Bid determined as non-responsive will be rejected by the Employer and will not subsequently be made responsive by correction of the non-conformity.

Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by the Employer, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

9. Pre-Bid Meeting

The Employer may at his own or at the request at any prospective Bidder(s), hold a Pre-Bid Meeting to clarify issues and to answer any questions on matters related to the Bidding Documents.

The date, time and venue at Pre-Bid meeting, if convened, shall be intimated through letter for invitation. All perspective Bidders or their authorized representative shall be invited to attend such a Pre-Bid meeting.

10. Award of Contract

The Employer shall award the Contract to the Bidder whose Bid has been determined responsive to the requirements of the Bidding Documents and has been determined as most advantageous Bid.

Notwithstanding the above, the Employer reserves the right to annul the bidding process and reject all bids, at any time prior to award of Contract as per Rule 33 of Public Procurement Rules, 2004.

LETTER OF TECHNICAL BID
PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LOCATED IN LAHORE

To:

Vice President/Head,
Coordination Division,
NESPAK House,
1-C, Block N, Model Town Extension,
Lahore

Gentleman,

We, the undersigned, declare that:

1. Having examined the Bidding Documents, we offer to provide the cafeteria services for NESPAK House located in Lahore as per terms and conditions stated therein;
2. As security for due performance of the undertakings and obligations of the Bid consisting of the Technical Bid and the Financial Bid, we submit herewith requisite Bid Security drawn in your favour with this Technical Bid;
3. We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 90 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the security services;
5. We are not under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution;
6. There is no litigation against our firm by the Employer, any Government/Semi Government/Public Department in Pakistan;
7. We are not participating as Bidders, in more than one Bid in this bidding process; and
8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Dated this _____ day of _____ 2022

Signature: _____

in the capacity of _____ duly authorized to sign Bid for and on behalf of
_____ [attach Power of Attorney]

(Name of Bidder in Block Capitals)

(Seal)

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

LETTER OF FINANCIAL BID

PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LOCATED IN LAHORE

To:

Vice President/Head,
Coordination Division,
NESPAK House,
1-C, Block N, Model Town Extension,
Lahore

Gentleman,

1. Having examined the Bidding Documents, we offer to provide the cafeteria services for NESPAK House located in Lahore for the sum of PKR _____ as per the following Price Schedule:

Sr. No.	Unit Rate Per Month inclusive of all applicable taxes except Punjab Sales Tax on Services (PKR)	Amount (PKR)
(A)	Total Amount (per month)=	
(B)	Bid Price (for One year) = (A) x12 =	
(C)	Punjab Sales Tax on Services @ 16% = (B) x 0.16 =	
(D)	Total Bid Price = (B) +(C) =	

2. We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 90 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
3. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the security services; and
4. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 2022

Signature: _____

in the capacity of _____ duly authorized to sign Bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Business Address: _____

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

Annex A

Tentative Scope of Services

The tentative scope of services is given below; however, the final definite scope shall be agreed between the parties in the Service Agreement signed between the Employer and successful Bidder upon award of contract.

1. The Supplier shall provide food, meals, tea, coffee and snacks etc, as required by or for the Company from time to time, within the Café premises situated at NESPAK House, 1-C Block N, Model Town Extension, Lahore.
2. All items / materials required by the Supplier for the preparation of food, meal, etc, shall be purchased by the Supplier. All items/materials shall have to conform to the reputed standard/brands as laid down by the Company and suffused by the Manager Café from time to time.
3. The Supplier shall provide at his own cost and expense sufficient and competent staff to act as Chef, waiters, helpers, supervisor/manager etc, as may be reasonably required in the opinion of the Company. All staff shall have to be duly uniformed.
4. The Supplier shall provide at his cost and ex pense the equipment required for running the cafe burners, hot plate, microwave oven, freezers, fridge, crockery, cutlery, utensils and any other allied accessories of kitchen as may be reasonably required in the opinion of the company
5. The Supplier shall be responsible for all the janitorial services regarding the cafe including but not limited to cleaning fixtures, sinks, sweeping and mopping floors, stocking consumable products such as soap and tissue papers, sanitizing all table and chairs, cleaning microwave and emptying trash.
6. Branded Certified items such as cooking oil / condiments, Flour, Meat / Chicken etc. from PSQCA/ Food Authorities/ allied department will be used only. Food license from PSQCA, Food Authority will be responsibility of the Supplier including personal / company certificate etc.
7. All purchases for Cafe will be from credible, branded stores like Metro, Hyper Star, CSD, AIFateh, Jalal Sons, or other branded stores with due content of Converner, Canteen Handling Committee.
8. No stale items will be sold
9. All items sold at cafe will be as per approved rate list provided by the Company.