**GOVERNMENT OF PAKISTAN**

**PRIME MINISTER’S OFFICE (PUBLIC)**

**EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY**

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

1. The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad invites bids from filer contractors/ firms to hire services. TORs/ tender documents 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 tender is 15 days after advertisement and will be opened on the in presence of bidders or their authorized representative at ERRA HQ, Islamabad. ERRA reservestherighttoacceptorrejectanyorallofthebidsatanytimein publicinterestasperPPRArules.

**MAJOR**

**(TARIQ IJAZ)**

**DEPUTY DIRECTOR (GA)**

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

Headquarter Office Building Complex, Murree Road,

P.O. 2688, Islamabad.

Ph: 051 – 9030931

**BID DOCUMENT**

**1 Invitation to bid**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad,intendstohireservicesfor award of contracts of ERRA Cafeteriafromreputedandfinanciallysound locall well reputed contractors / FIRMS forprovidingtheservicesatERRA Cafeteria,HeadOffice, Islamabad.

2 **Instructionsto bidders**

**General**

1. IncomeTax,SalesTaxandallotherapplicabletaxesshallbedeductedinaccordancewith the law.
2. Bids oncesubmittedcannotbewithdrawn.If abidderwithdrawsfrom thebiddingprocess aftersubmissionofbidthe ERRA Authority reservestherighttoforfeittheearnestmoney.
3. BiddershallberesponsibletotreatthisTender Document andinformationgatheredduring biddingprocessas“Private”and“StrictlyConfidential”.Thebiddershallnot publishor discloseanyinformationconcerningthetaskwithoutseekingspecial writtenpermissionof ERRA Authority.
4. Anybiddersubmittingincompleteinformationshallbedisqualifiedfromthebiddingprocess.
5. Anybiddersubmittingfalse,incorrectorinaccurateinformationshallbeautomatically disqualifiedfrom thebiddingprocess.

f. AnyeffortbythebiddertoinfluenceERRA Authority,directlyorindirectlymayresultinthe rejectionof thebidder'soffer.

g. PagesofeverysectionofthebidmustbenumberedandsignedbytheBiddersnominated authorized signatory.The representativeof thebiddingfirmshall furnishaproofof authorizationtosignthebids,intheformofa written Power-of-Attorney on a stamp paper of Rs.20/-,which shall accompany the Bid.

h. ERRA Authority reservestherighttorejectanyorallquotations, withoutassigninganyreason thereof.

j. TheERRA Authoritywillnotberesponsibleforanycostsorexpensesincurredbybiddersinconnection with thepreparationor deliveryofbids.

k. Theproposalwithoutearnest moneywill notbeentertained andrejected straightaway.

3 **Requirements:**Theskills/experience/backgrounds contractor / firms are asunder:-

4 **LanguageoftheBids**

ThebidspreparedbytheRendererandallcorrespondenceanddocumentsrelatingtothebids exchangedbytheTendered,shallbewrittenin Englishlanguage,providedthatanyprinted literaturefurnished by theRenderermaybewritten inanotherlanguageso longas accompanied byanEnglishtranslationinwhichcase,forpurposesofinterpretation ofthebid,theEnglish translationshall govern.

**5 BiddersExperience**

Thebiddermusthavetherequisiteexperienceandexpertiseinproviding services.Thebiddermust submit followinginformationin theproposal:

a. CompanyProfile.

b. CompanyIncorporationCertificate.

c. National Taxand SalesTaxRegistrationCertificates.

d. Resume ofChiefExecutive alongwith senior management.

f. Clients’ reference letters.

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

h. Banker’scertificate/Statement indicating creditworthinessofthefirm with bank.

**6 Bidder must submitan affidavit on stamp paper thatthe:**

1. Bidder/Company/Firm hasneveradjudgedaninsolventservices/advisory/consultancy.
2. Bidder/Company/Firmoritsdirectors/partnersorindividualshaveneverbeendeclared bankrupt byanycourt of law.
3. Bidder/Firm hasnever beenblacklisted orinvolvedinlitigation with anyclient/organization /government/semi-government/autonomousbody
4. Bidder/Company/Firm its directors/partners or individual always fulfilled/obeyed executionofdegreeororderofanycourt decreeneverbeendissatisfiedagainstthem.
5. Bidder/Company/Firmitsdirectors/partnersorindividualshavenotbeenconvictedofa financialcrime,bankingfraudsmortgagefrauds,forgery,embezzlement,chequefrauds, credit cardsfrauds,
6. Bidder/CompanymeetsthefinancialintegrityrequirementasperapplicableLaws&Regulations

**7 Earnest Money**

EarnestmoneyofRs.50,000/-shallbesubmitted bythe biddersatthetimeofsubmissionofthe bids, having one year’s validity,intheshapeofcalldeposit/demanddraft/payorderinthenameof DDO(Non-Dev) ERRA.Earnest moneyof unsuccessful biddersshall bereturned uponsigningof thecontractwith thesuccessful bidder. Earnest moneyofsuccessful biddershallbe in the Authority as security till the date of maturity of contract.

Prices /Quotesshould have avalidityofnot lessthan 90days.

**8 Payment**

Payment onmonthlybasisafterreceiptof invoice.

**9 AgreementFormat**

. TheBiddershouldprovideAgreementformat to be executedafter finalselection.

**10 ClarificationforTender**

Incaseofanyclarificationisneededtothemeaningofanyportionofthespecification,vendor maycontact**Mr. Shahid Chughtai, Superintendent (GA) at 051-9030908 duringoffice hours.**

**11 AcceptanceofBids**

Thebidderwiththelowestevaluatedbid good repute,ifnotinconflictwithanyotherlaw,rules,regulations orpolicyoftheFederalGovernment,shallbeawardedtheprocurementcontract,withinthe original orextended periodof bidvalidity.

**12 TAX**

Quotedratesmustbeinclusiveof allacceptabletaxes.

13 **Confidentiality**

AllbidssubmittedtoERRA HQandsubsequentcorrespondenceanddiscussionshallbekept confidential and willnot berevealeddirectly orindirectlytoanyotherparty,exceptin thecase ofanygovernment querybydepartment/organizations monitoringBanksandthe Federal Government.

14 **ClosingDate**

Thelastdateforreceiptofbids**is 18-11-2019by11:00 AM.Bidwillbeopenedonthesame dayat11:30 AM atthe ERRA HQ**in thepresenceofthosebidderswhomay wish to attend.

15 **BidSubmission**

TheBidproposalshouldbesubmitted as follows:

OneOutersealedenvelope,clearlymarkedas

**PROPOSAL FOR HIRINGOFFIRM FOR RUNNING OF CAFETARIAERRA HQ.**

**DEPUTY DIRECTOR GENERAL (ADMIN)**

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

Headquarter Office Building Complex, Murree Road,

P.O. 2688, Islamabad.

Ph: 051 – 9030931

Nameof Bidder:

1. BidEarnestmoneyintheshape ofademanddraft/payorder,infavourof DDO (Non Dev) ERRA,Islamabad shouldbeattachedwith the Proposal.

Weagreetoabidebythe termsandconditionsoftheTender.

**Signature**: **inthecapacity of dulyauthorized tosigntheTenderforandonbehalf of**

**(NAME OF FIRMINBLOCKCAPITALS)**

**CompleteAddress:**

**Fax No:**

**TelephoneNo.: \_\_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 \_\_\_\_2019 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&P) 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 of  Second 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.