



F.No.4-57/2019-20/GA
GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION
Plot No. 38, Kirthar Road, Sector H-9, Islamabad
Phone:051-9044315, Fax No.051-9206638,<http://navttc.gov.pk>



TENDER NOTICE

Sealed bids are invited from well reputed/registered firms/individual for provision of canteen services i.e food items to the employees of National Vocational & Technical Training Commission (NAVTTTC) and Center of Excellence (CoE) located at Plot No.38 and Block No.39 respectively, Kirthar Road, Sector H-9, Islamabad.

2. Bidding documents (free of cost), containing detailed terms and conditions, etc.can be collected from the office of the undersigned during working office hours. Bidding documents can also be downloaded from official websites of PPRA's www.ppra.org.pk and NAVTTTC's www.navttc.gov.pk.

3.The bids, prepared in accordance with the instructions in the bidding documents, must reach at office of Assistant Director (GA-II) Plot No.38, NAVTTTC, HQ, Islamabad on or before 24-08-2022 at 2.00PM which will be publically opened on the same day at 2.30PM

4. NAVTTTC reserves all rights to accept or reject all or any bid under provision of Rule-33 of PP Rule-2004.

Assistant Director (GA-II)
Ph: 051-9044315

Government of Pakistan
National Vocational and Technical Training Commission



Tender Document/RFP
For

“PROVISION OF CANTEEN SERVICES”

Submission of Bids UPTO : 24-08-2021 at 2:00 PM

Opening of Bids: 24-08-2021 at 2:30 PM

Venue: NAVTTC, HQ Office Plot 38, Kirthar
Road, Sector H-9 Islamabad



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GOVERNMENT OF PAKISTAN
(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for Provision of Canteen Services including Food Beverage for employees of NAVTTC in Plot No.38 and 39. Interested companies /firms may download the tender document from the PPRA's and NAVTTC's websites. The qualified bid with the lowest evaluated bid will be awarded purchase contract after meeting. The detailed evaluation criteria has been prepared and attached with these instructions.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

| | |
|------------------------------------|--------------------------------------------------------------------------|
| Name of Procuring Agency | National Vocational & Technical Training Commission (NAVTTC) |
| Last date for response submission: | 24 th August, 2022 at 2:00 PM |
| Opening Date & Time: | 24 th August, 2022 at 2:30 PM |
| Opening Place: | Committee Room, NAVTTC HQs, Plot # 38 Sector H-9 Kirthar Road Islamabad. |
| Contact Person: | Assistant Director (General Administration), |
| Phone: | +92 51 904 4315 |

3. This document contains the following:-

- a. Terms and conditions of tender.
- b. Evaluation Criteria.
- c. Financial Bid for Security Services
- d. Contract Agreement.

(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) The contract will be awarded initially for one year with extension subject to satisfactory performance.
- ii) Single Stage-Two Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids.

- iii) Bid shall be submitted in a single package containing two separate envelope clearly marked as “**TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL**”
- iv) Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened.
- v) The envelope marked as **FINANCIAL** shall be retained in the custody of the NAVTTC without being opened.
- vi) During the evaluation no amendments in the Technical Proposal / Financial Proposal shall be permitted
- vii) The bidder should be quote rates clearly in the Financial Proposal. Cutting & over writing will not be accepted and bid will be rejected.
- viii) Earnest money amounting to Rs.50,000/- only of total bid in shape of pay order./ Bank draft in favour of DDO, NAVTTC should be attached with the Financial Proposal and certificate for earnest is attached with Financial Proposal must be provided with Technical Proposal. Technical Proposal without certificate earnest money will be rejected forthwith.
- ix) Earnest Money of un-successful bidder will be returned on issuing of contract to un-successful bidder
- x) Bidder shall be hired from the technical qualified bidder who has quoted the lowest financial bid and upon the recommendations of Members of the Tender Committee.
- xi) NAVTTC can terminate the contract with the notice of one month period without assigning any reason(s).
- xii) Bid shall be submitted inclusive of GST.
- xiii) Bid Security amounting Rs.50,000/- will be provided by the successful bidder at the time of contract agreement. In case of failure, the contract will be awarded to next most advantageous bidders.
- xiv) Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
- xv) All the utilities expense of running a canteen like (electricity, Gas, Water and premises bills) shall be borne by the NAVTTC and contractor / interested parties shall provide subsidized rates to the government employees.
- xvi) Keep the canteen in perfect hygienic conditions, neat and tidy, and shall not do or suffer to be done things likely to cause damage to the premises or to the adjacent building
- xvii) All pages to Technical and Financial Proposal will be signed and stamped by the bidder.

- xviii) NAVTTC reserves the right to accept or reject any or all bids as per PPRA Rules.
- xix) The party must have an experience of at least five year in running canteen / cafeteria in a Private / Semi Government and Government Organization
- xx) In case of any penalty / fine imposed by any food authority or any one, contractor will be bound to pay or may be deducted from Earnest Money against any kind of penalty / fine imposed by the authorities
- xxi) It will be responsibility of contractor to hire the Canteen Staff.
- xxii) Salaries, safety and security as well as hiring of canteen staff will be the sole responsibility of the successful bidder/ contractor
- xxiii) Contractor shall be bound to start the cafeteria / canteen immediately after being announced successful.

GENERAL INFORMATION / INSTRUCTIONS

NAVTTTC, HQ, Islamabad

Total Strength 200-250 approximately

NAVTTTC Facilities for Contractor

- i. Kitchen is available, with Sui Gas, Electricity & Water and Furniture however, during load management by SNGPL, contractor is responsible for alternative arrangement by their own's.

Contractor Liabilities

- ii. Keep the canteen in perfect hygienic conditions, neat & tidy
- iii. Furniture where additionally required
- iv. Kitchen Accessories
- v. Crockery fine quality (stone ware)
- vi. Refrigerator / Deep Freezer etc
- vii. Oven / Microwave Oven
- viii. Visit Cooler (Standing Refrigerators)
- ix. Gas for cooking during load management by SNGPL
- x. Mineral Water (Nestle / Aquafina only) for drinking and Cooking
- xi. Manpower such as: Cooks Skilled Labor Waiters
 - a) Uniforms for Waiters etc
 - b) Wages to its employees as per fair wages rule of GoP
 - c) Submission of medical fitness certificates for cook and waiters before commencement of the job and thereafter, on 6 monthly basis. Certified Copies of Medical Certificates so obtained will be displayed on the Notice Board.

EVALUATION CRITERIA

| Sr. No. | The procuring Agency may utilized the following criteria | Total Marks | Marks Obtained |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|
| 1 | Copy of valid NTN/GST Numbers | 05 | |
| 2 | Proof of Active Tax Payer enlistment with FBR(current or previous year). | 05 | |
| 3 | Year of Establishment/Experience (2 marks per year up to max of 10 years) | 20 | |
| 4 | 5 Years Restaurant Services OR Similar Job / Contracts (Completed in Last 5 Years) (Maximum 5 contracts / Jobs will be considered as per following Criteria) Fill Form-A | 10 | |
| 5 | Restaurant Services Per Year For Multinational Companies / Autonomous Bodies For Govt. Department For School/Colleges/Universities canteen etc. per contract | 05 04 03 02 | |
| 6 | Bank statement of last 06 months | 05 | |

Note:- Criteria mentioned at S. No.1 & 2 is necessary requirement whereas minimum of 60% overall marks have to be obtained for qualification of the firm

Detail of Contracts of Similar Nature (Completed)
Use a separate sheet for each client / contract / work order

| | |
|----|------------------------------------------------------|
| 1. | Name of the Project / Client / Contract / Work Order |
| 2. | Name of Employer |
| 3. | Employer Address |
| 4. | Value of the Contract on Annual Basis |
| 5. | Date of Award |
| 6. | Date of completion |
| 7. | Any other detail |

Note: Copies of Satisfactory completion Certificate(s) must be attached

Signatures, Name & Official Seal

D. CONTRACT AGREEMENT

1. This Contract Agreement is being executed between NAVTTC, HQ and M/s _____ NIC _____ (Cell No. _____)
2. The Contract is effective from date of signing and valid initially for period one years and will be extended subject to satisfactory performance which will be monitored by the authorized Canteen Committee.
3. Both parties are bound to abide by the terms & condition of the Contract Agreement
 - i) All the utilities expense of running a canteen like (electricity, Gas, Water and premises bills) shall be borne by the NAVTTC and contractor / interested parties shall provide subsidized rates to the government employees. The Most advantageous bids will be accepted under provision of PP Rules-2004.
 - ii) Keep the canteen in perfect hygienic conditions, neat and tidy, and shall not do or suffer to be done things likely to cause damage to the premises or to the adjacent building
 - iii) In case of any penalty / fine imposed by any food authority or any one, contractor will be bound to pay or may be deducted from Earnest Money against any kind of penalty / fine imposed by the authorities
 - iv) It will be responsibility of contractor to hire the Canteen Staff and their salaries.
 - v) Salaries, safety and security as well as hiring of canteen staff will be the sole responsibility of the successful bidder/ contractor
 - vi) Contractor shall be bound to start the cafeteria / canteen immediately after being announced successful.
 - vii) The contractor is bound to make supply of food stuff and services at subsidized rates offered by Contractor without composition / flag standard of foods and cleaning services.
 - viii) In lieu of subsidized rates, utility services i.e. Electricity, Sui-gas, Water and Space, Furniture, Cooking Range will be provided (free of cost) by the NAVTTC.
 - ix) The contractor will be bound to use branded and valid cooking oil, Ghai, Tea etc. Fresh vegetable will be allowed.
 - x) The Contractor will maintain govt. standard of Rotti and other items.

- xi) Rates list will be displaced at the prominent place.
- xii) Weekly Menu Display be appreciated.
- xiii) Separate sitting arrangements will be made for working women.
- xiv) None is allowed to sit idle, political or religious and gossiping talks in the premises.
- xv) Smoking is prohibited in the premises of Canteen.
- xvi) The Staff of Cafeteria should be healthy, well-mannered and non-addicted. The organization may opt their medical check-up at any time if required.
- xvii) The Canteen Committee will be authorized to inspect the food stuffs (cooking-non-cooking) and services at any time.
- xviii) The Contractor will abide by the instructions issued by the Canteen Committee time & again and not permitted to alter the structure of building.
- xix) In case of breach from contract agreement, the matter will be referred to DG (A&F) whose decision will be final.
- xx) This Commission reserves right to cancel this contract at one week notice which is not liable to be challenged in any court of law.

Rates to be annexed in Financial Bid (All inclusive GST)

| Description | Unit Price |
|-----------------------------------------------|-------------------|
| Salad | |
| Fruit Salad | |
| Russian Salad | |
| Green Salad | |
| Rice | |
| Chicken Fried Rice | |
| Vegetable Fried Rice | |
| Egg Fried Rice | |
| Chicken Pulao | |
| Chicken Biryani | |
| Beef Pulao | |
| Curry | |
| Chicken Handi | |
| Chicken Jalfirezi | |
| Shami Kabab | |
| Chicken Haleem | |
| Vegetable (any) | |
| Mutton / Beef Qorma | |
| Dal Chana | |
| Dal Mash White | |
| Dal Moong | |
| Karhi Pakora | |
| Mixed Vegetable with White Sauce | |
| Break Fast | |
| Sliced Bread (Plain) | |
| Sliced Bread with one Egg (Omelette / Fry) | |
| Chicken Sandwich | |
| Chicken Berger | |
| Channa | |
| Pratha (200 gm) | |

| | |
|----------------------------|--|
| Roti / Nan (100 gm) | |
| Bread, Butter, Jam & Lassi | |
| Cold Drink | |
| Others | |
| Dahi Bhalay | |
| Channa Chat | |
| Samosas / Pakoras | |
| Tea (125 ml) | |
| Green Tea (125 ml) | |
| Coffee (125 ml) | |

Note:-

Any other specialty can be included in above list. Further caterer will also provide any food item (cooked / non-cooked) on demand.

- i. Salad & Raita daily
- ii. Rice of any type daily
- iii. Fresh Roti / Nan daily
- iv. Mutton 1 x time in a week
- v. Chicken 4 x times a week
- vi. Daal / Vegetable daily
- vii. Any other requirement
- viii. Use of Masalajat (National or equivalent)
- ix. Use of Cooking Oil (Dalda or equivalent)
- x. Mineral Water and Cold Drinks rates will be charged as per company retail price excluding refrigeration charges.