

## **TENDER NOTICE FOR CATERING SERVICES FOR PIPS**

The Pakistan Institute for Parliamentary Services invites sealed tenders on Single stage-two envelopes bidding procedure from the reputed firms/ vendors to cater the Parliamentarians, Employees, Media Persons and other visitors in **Islamabad** for the caterers with financially sound track record from Islamabad Municipal Corporation area only having production and distribution facility within the radius of 12 Sq. KM from PIPS Main Office).

2. Tender documents including list of menu items and draft contract can be obtained free of cost from Office of the undersigned during office hours or can be downloaded from [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pips.gov.pk](http://www.pips.gov.pk).

3. Tenders must be supported with **Profile of the Company** containing experience in the field, number of staff and their skills & client list. Only those firms will be included in the competitive bidding process that have proven track record/experience in the business of restaurant /catering or high class cafeteria operations and sound financial position etc. will be adopted.

4. An earnest money of **Rs. 30, 000/- (refundable)** in shape of Bank Draft in favour of PIPS Islamabad must be provided. No tender will be entertained without earnest money.

5. Bidders are bound to provide security clearance from the respective assemblies at their own before participating in the tender.

6. Tenders must reach in the office of undersigned by **6<sup>th</sup> May, 2024 at 11:00 a.m.** and would be opened on the same day at 11:30 a.m. by the committee in PIPS Office.

**(SHER DIL KHAN)**  
Director General (Admn)  
Pakistan Institute for Parliamentary Services,  
Ataturk Avenue, F-5/2, Islamabad.  
Ph No.051- 9091314/111

# **Pakistan Institute for Parliamentary Services**

## **Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

You are hereby invited to submit the tender for the provision of catering arrangements in accordance with the description of items at Appendix “A”.

### **1. Prospective Bidders Should Particularly Note That:**

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. The Purchaser does not take any responsibility for collecting the bids from any agency.
- c. Authorized representative may attend the tender opening, if desired.
- d. The Purchaser reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules.
- e. Bids against this tender are invited on **Single Stage -Two Envelopes Bidding Procedure.**
- f. Please mention on first envelope “TECHNICAL BID” and on second envelope – “FINANCIAL BID”. Both the sealed envelopes should be placed in another sealed cover super scribing "**BID FOR CATERING SERVICES FOR PIPS**" so as to reach on/before **May 6, 2024 (up to 11:00 AM)**.
- g. Copy of the bidding documents signed on each page by the authorized representative must be submitted along with the Bid.
- h. The rates will be valid for a period **of two years** w.e.f. signing of contract. However, the contract may be extended with mutual consent.

*Director General (Admn)*

## **Part B:**

### **Instruction To Bidders (ITB):**

1. **Delivery of Bids.** The Proposal is to be submitted as under:-

- a. The Proposal indicating the quoted price in figures as well as in words alongwith essential literature / brochure would be enclosed in an envelope.
- b. The bids duly sealed will be addressed to:

**Director General (Admn),  
Pakistan Institute for Parliamentary Services,  
Ataturk Avenue, Sector F-5/2,  
Islamabad.**

2. **Date and Time for Receipt of Bids.**

The bid document must reach this office until **6<sup>th</sup> May, 2024 at 11:00 a.m.** at the address given above.

3. **Tender Opening.**

Tender will be opened **6<sup>th</sup> May, 2024 at 11:30 a.m.** am. Only legitimate / authorized representatives of suppliers will be allowed to attend. These reps should be fully aware of the details of their supplier's Proposal and deviation if any. They must be fully authorized to take decision on the spot on behalf of their company.

4. **Validity of Proposal:**

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

5. **Price:**

- a. The price should be quoted for **Islamabad** basis only.
- b. The price validity period must be at least **02 years** from the date of opening of Financial Proposal.
- c. The rates of the items must be subsidized for PIPS employees and events.

6. **Taxes:**

All prevalent Government Taxes will be applicable.

7. **Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

**8. One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**9. Cost of Bidding:**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. Terms of Payment:**

The payment of the events arranged for PIPS will be made on monthly basis after submission of valid invoices by the caterer within 15 working days.

**11. Withdrawal of Proposal:**

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

**12. Photocopies of relevant Documents:**

Photocopies of following documents shall be provided/attached with the proposal:-

- a. Income Tax and Sales Tax Nos. should be mentioned on the proposal.
- b. Copy of Registration Certificate.
- c. Active Taxpayer List Status (ATL) issued by Sales Tax Department.

**13. Disqualification:**

Proposals are liable to be rejected if:-

- a) If the caters is not located within the municipal limit of ICT.
- b) Earnest money is not attached with the Proposal.
- c) Proposals are found conditional or incomplete in any respect.
- d) Received after the appointed / fixed date and time.
- e) There is any deviation from the General Instructions.
- f) Multiple rates are quoted against one item.
- g) Validity of proposal is not quoted as required.
- h) Proposal made through Fax / E-mail / Cable / Telex.
- i) The Proposal is found to be based on cartel action in connivance with other bidders.
- j) Active Taxpayer List Status (ATL) is not enclosed.

**14. Earnest Money / Bid Security:**

The Proposal must be accompanied earnest money amounting to **Rs. 30,000/-** in shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

**15. Return of Earnest Money:**

Earnest money to the unsuccessful bidders will be returned after award of the contract to the most adventitious bidder, as per PPRA rules.

**16. Rights Reserved:**

PIPS reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

**17. Extension in Contract:**

The contract period may be extended as mutually agreed by both the parties.

**Pakistan Institute for Parliamentary Services**

**Technical Bids Evaluation Criteria:**

Marks obtained as per criteria are given below:-

<b>S. #</b>	<b>Grading</b>	<b>Marks</b>
1.	Experience related to the similar assignments (02 marks for each year after establishment)	20
2.	Annual Turnover (01 mark per million)	20
3.	Job in Hand (02 marks for each client/ job in hand)	20
4.	Managerial Capability (Regular Manpower) (01 Marks for each employee)	20
5.	Office Setup/ Location (Proper established office in a building either owned or rented for cater need of PIPS and its Distance from PIPS)	10
6.	Reg. with Income Tax & Sale Tax Deptts.	10
Total Marks		100

Qualifying Marks = 65%

**Note:-**

Only technically qualified bidders shall be considered for financial bid opening.

**Financial Bid**

**Menu List for PIPS Catering Services**

Sr.#	Description of Item	Rates per person for
		Islamabad
1.	<b>Deal 1 (Single serving)</b> Chicken Fried Rice Malai Boti (BBQ) Fried Fish Mutton Karahi Naan/Roti Assorted Salad Bar Raita/Chatni Soft Drinks Sweet Dish Tea/Coffee Cookies + Sandwiches Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
2.	<b>Deal 2 (Single serving)</b> Fried Rice Mutton Karahi Malai Boti (BBQ) Naan/Roti Assorted Salad Bar Raita/Chatni Sweet Dish Tea/Coffee Cookies + Sandwiches	

	Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
3.	<b>Deal 3 (Single serving)</b> Pulao Mutton Karahi Naan/Roti Salad Raita Sweet Dish Tea/Coffee Cookies + Sandwiches Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
4.	<b>Deal 4 (Single serving)</b> Peas Pulao Chicken Karahi Salad + Raita Naan sweet Tea & Cookies (Afternoon) Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
5.	<b>Deal 5 (Single serving)</b> Chicken Jalfraezi Daal Handi Salad + Raita Naan Kheer	



	<p>Tea &amp; Cookies  Mineral Water during meeting &amp; meal  Evening Tea/Qawa if session is more than 04 hours</p>	
6.	<p><b>Deal 6 (Single serving)</b>  Vegetable Rice  Fried Kabab  Raita  Rooti/Naan  Tea &amp; Cookies  Mineral Water during meeting &amp; meal  Evening Tea/Qawa if session is more than 04 hours</p>	
7.	<p><b>Deal 7 (Single serving)</b>  Peas Pullao  Chicken Handi  Naan /Roti  Salad  Raita  Sweet  Tea &amp; Cookies  Mineral Water during meeting &amp; meal  Evening Tea/Qawa if session is more than 04 hours</p>	
8.	<p><b>Deal 8 (Single serving)</b>  Chinese Fried Rice  Chicken Mixed Vegetable  Salad  Sweet  Tea &amp; Cookies  Mineral Water during meeting &amp; meal</p>	

9.	<b>Deal 9 (Single serving)</b> Chicken Fried Rice Chicken Almond Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
10.	<b>Deal 10 (Single serving) /Lunch Box</b> Chicken Palao Shami Kabab Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
11.	<b>Deal 11 (Single serving)/Lunch Box</b> Chicken Karahi Salad Nan/Roti Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
12.	<b>Deal 12 (Single serving)/ Lunch Box</b> Chicken Tikka Two Peas Seakh Kabab Mint Souce Rogni Nan Mineral Water during meeting & meal Evening Tea/Qawa if session is more than 04 hours	
13.	<b>Reception Deal 1 (Single serving)</b> Finger Fish Shashlik Stick Sandwich (one bite) Pastry (one bite)	

	<p>Tea/Coffee  Mineral Water during meeting  Evening Tea/Qawa if session is more than 04 hours</p>	
14.	<p><b>Reception Deal 2 (Single serving)</b>  Chicken Patties (One bite)  Sandwich (one bite)  Pastry (one bite)  Finger Fish  Shashlik Stick  Tea/Coffee  Fresh Juice  Mineral Water during meeting  Evening Tea/Qawa if session is more than 04 hours</p>	
15.	<p><b>Reception Deal 3 (Single serving)</b>  Sandwich (one bite)  Finger Fish  Pastry (one bite)  Tea/Coffee  Mineral Water during meeting  Evening Tea/Qawa if session is more than 04 hours</p>	
16.	<p><b>Reception Deal 4 (Single serving)</b>  Sandwich (one bite)  Qeema Samosa  Pastry (one bite)  Tea/Coffee  Mineral Water during meeting  Evening Tea/Qawa if session is more than 04 hours</p>	
17.	<p><b>Reception Deal 5 (Single serving)</b></p>	

	Chicken Sandwich Cookies Tea/Coffee Mineral Water during meeting Evening Tea/Qawa if session is more than 04 hours	
18.	<b>Reception Deal 6 (Single serving)</b> Sandwich (one bite) Fruit Cake + Sandwich Tea/Coffee Mineral Water during meeting Evening Tea/Qawa if session is more than 04 hours	
19.	<b>Reception Deal 7 (Single serving)</b> Qeema Samosa Cookies Tea/Coffee Mineral Water during meeting Evening Tea/Qawa if session is more than 04 hours	
20.	<b>Reception Deal 8 (Single Serving)</b> Cookies Tea/Coffee Mineral Water during meeting Evening Tea/Qawa if session is more than 04 hours	
21.	<b>Cold/Soft Drink Per head</b>	

Note: The above rates should be inclusive of all prevalent Government Taxes.

**Signature and Seal of Caterer**