

## **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.

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. 20, 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 **20<sup>th</sup> April, 2022 at 11:00 a.m.** and would be opened on the same day at 11:30 a.m. by the committee in PIPS Office.

*Assistant Director (Admn)*  
Pakistan Institute for Parliamentary Services,  
Ataturk Avenue, F-5/2, Islamabad.  
Ph No.051- 9091360/111

## **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 April 20, 2022 (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.

*Assistant Director (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:  
**Assistant Director (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 **20<sup>th</sup> April, 2022 at 11:00 a.m.** at the address given above.
3. **Tender Opening.**

Tender will be opened **20<sup>th</sup> April, 2022 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 caterer 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. 10,000/- 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.

**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	
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	

3.	<p><b>Deal 3 (Single serving)</b>  Pulao  Mutton Karahi  Naan/Roti  Salad  Raita  Sweet Dish  Tea/Coffee  Cookies + Sandwiches  Mineral Water during meeting &amp; meal</p>	
4.	<p><b>Deal 4 (Single serving)</b>  Peas Pulao  Chicken Karahi  Salad + Raita  Naan  sweet  Tea &amp; Cookies (Afternoon)  Mineral Water during meeting &amp; meal (Evening)</p>	
5.	<p><b>Deal 5 (Single serving)</b>  Chicken Jalfraezi  Daal Handi  Salad + Raita  Naan  Kheer  Tea &amp; Cookies  Mineral Water during meeting &amp; meal</p>	

6.	<b>Deal 6 (Single serving)</b> Vegetable Rice Fried Kabab Raita Rooti/Naan Tea & Cookies Mineral Water during meeting & meal	
7.	<b>Deal 7 (Single serving)</b> Peas Pullao Chicken Handi Naan /Roti Salad Raita Sweet Tea & Cookies Mineral Water during meeting & meal	
8.	<b>Deal 8 (Single serving)</b> Chinese Fried Rice Chicken Mixed Vegetable Salad Sweet Tea & Cookies Mineral Water during meeting & meal	
9.	<b>Deal 9 (Single serving)</b> Chicken Fried Rice Chicken Almond Mineral Water during meeting & meal	



10.	<b>Deal 10 (Single serving) /Lunch Box</b> Chicken Palao Shami Kabab Mineral Water during meeting & meal	
11.	<b>Deal 11 (Single serving)/Lunch Box</b> Chicken Karahi Salad Nan/Roti Mineral Water during meeting & meal	
12.	<b>Deal 12 (Single serving)/ Lunch Box</b> Chicken Tikka Two Peas Seakh Kabab Mint Souce Rogni Nan Mineral Water during meeting & meal	
13.	<b>Reception Deal 1 (Single serving)</b> Finger Fish Shashlik Stick Sandwich (one bite) Pastry (one bite) Tea/Coffee Mineral Water during meeting	
14.	<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	
15.	<b>Reception Deal 3 (Single serving)</b> Sandwich (one bite) Finger Fish Pastry (one bite) Tea/Coffee Mineral Water during meeting	
16.	<b>Reception Deal 4 (Single serving)</b> Sandwich (one bite) Qeema Samosa Pastry (one bite) Tea/Coffee Mineral Water during meeting	
17.	<b>Reception Deal 5 (Single serving)</b> Chicken Sandwich Cookies Tea/Coffee Mineral Water during meeting	
18.	<b>Reception Deal 6 (Single serving)</b> Sandwich (one bite) Fruit Cake + Sandwich Tea/Coffee Mineral Water during meeting	
19.	<b>Reception Deal 7 (Single serving)</b> Qeema Samosa Cookies	

	Tea/Coffee Mineral Water during meeting	
20.	<b>Reception Deal 8 (Single Serving)</b> Cookies Tea/Coffee Mineral Water during meeting	
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**