



BID INVITATION DOCUMENT

**“FOR OPERATION OF CAFETERIA
AT FEDERAL PUBLIC SERVICE COMMISSION
HEADQUARTERS, F-5/1, AGA KHAN ROAD
ISLAMABAD”**



No.2-48/2025-2026(Cafeteria)/Log-I
Federal Public Service Commission
Aga Khan Road, F-5/1, Islamabad
Phone No.051-9212159

BID INVITATION NOTICE

“FOR OPERATION OF CAFETERIA AT FEDERAL PUBLIC SERVICE COMMISSION HEADQUARTERS, F-5/1, AGA KHAN ROAD, ISLAMABAD”

Federal Public Service Commission intends to invite bids under Single Stage One Envelope bidding procedure for provision of services for operating the cafeteria at FPSC headquarters, F-5/1, Islamabad from bidders, who fulfill the eligibility criteria outlined in the bidding document available at PPRA and FPSC websites free of cost.

2. Bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted on **29th December, 2025 by 10:30 am**, proposals shall be opened on the same day at 11:00 am by the Cafeteria Committee.

3. Documents as prescribed in the bidding document with a signed copy of bidding document and Financial bid (in sealed envelope) with following documents must also be submitted to the **office of the Deputy Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad** before the bid closing time:

- i. **Bid Security Instrument:** Rs.200,000/- (Rupees two hundred thousand only) in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9.
- ii. **Affidavit:** A stamp paper of Rs.100/- stating that the bidder has not been blacklisted at the time of submitting the e-bid.

4. For clarifications of the bidder (s) Pre-Bid Meeting will be held on **22nd December, 2025 at 11:00 am in the office of Director (logistics)**.

5. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

DIRECTOR (LOGISTICS)

No.2-48/2025-2026(Cafeteria)/Log-I
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, F-5/1, Islamabad

Subject: **BID INVITATION DOCUMENTS FOR OPERATION OF CAFETERIA AT FEDERAL PUBLIC SERVICE COMIISION HEADQUARTERS, F-5/A, AGA KHAN ROAD, ISLAMABAD**

1. INTRODUCTION:

The Federal Public Service Commission (FPSC) invites bids for operation of cafeteria at FPSC Headquarters, F-5/1, Aga Khan Road, Islamabad. The bidding process shall be conducted through– ***Single Stage, One Envelope Procedure***. Interested bidders are encouraged to carefully review the bidding documents and submit their bids as per the guidelines and timelines mentioned therein.

2. SCOPE OF WORK: The selected contractor shall be responsible for the comprehensive management and operation of the cafeteria at the Federal Public Service Commission (FPSC) Headquarters. Services shall be provided on the basis of **fixed service charges per item**. The scope includes, but is not limited to, the following responsibilities:

i. Maintenance & Infrastructure

a. Maintain the cafeteria premises, including all infrastructure, fixtures, furniture, and fittings, in good operational and aesthetic condition throughout the contract period.

ii. Utensils & Serving Equipment

- a. Provide clean, hygienic, and good-quality utensils and serving items (both reusable and disposable) in line with best hygiene practices.
- b. The contractor shall use their own equipment and utensils for cooking and serving. Sample utensils must be pre-approved by the Cafeteria Committee.

iii. Cleanliness & Hygiene

- a. Ensure daily cleaning and sanitation of all areas, including the kitchen, food preparation zones, serving counters, and dining area.
- b. Provide and maintain a handwashing area equipped with liquid soap and other hygiene essentials for both staff and users.

iv. Food Preparation & Quality

- a. Prepare and serve food and beverages in a hygienic environment, strictly adhering to food safety and quality standards.
- b. All ingredients must be fresh, stored properly, and comply with Pakistan's food safety regulations.

v. Menu Display & Pricing

- a. Display a clearly visible and legible **menu along with approved item-wise rates** at the cafeteria counter.
- b. The rate list must be the same as per rates submitted through E-PADS and approved by the FPSC Cafeteria Committee and no deviation will be allowed without written permission from the Cafeteria Committee.

vi. Cafeteria Staff & Uniforms

- a. Employ adequately trained and medically fit staff for food preparation, cleaning, and serving.

- b. All staff must wear clean uniforms and kitchen caps as prescribed by FPSC during operating hours.

vii. **Renovation & Improvement**

- a. The successful contractor shall be responsible for **renovation and aesthetic improvement of the cafeteria** at the beginning of the contract period, at their own cost.
- b. Renovation may include minor civil work, painting, installation of fixtures, or other enhancements to improve functionality and ambiance.

viii. **Equipment Removal**

- a. Upon contract completion or termination, the contractor may retrieve all equipment and utensils brought by them, **except FPSC-provided furniture (tables and chairs)**, which shall remain on site.

3. ELIGIBILITY OF BIDDERS: Bidders must fulfill the following eligibility criteria to be considered for participation in the bidding process (documents along with signed and stamp copy of complete set of bidding document/instructions to bidder must be submitted in the office of Deputy Director (logistics), FPSC before the closing deadline:

3.1 Tax Registration: The bidder must be registered with the **Federal Board of Revenue (FBR)** and must appear on the **Active Taxpayers List (ATL)**.

3.2 Blacklisting Declaration: The bidder must not be blacklisted or barred from public procurement by any Government, Semi-Government, Autonomous Body, or Public Sector Organization at the time of bid submission. In this regard, an **affidavit** confirming this must be submitted on **stamp paper worth Rs. 100/- (issued on the name of bidder)**, duly signed and notarized.

3.3 Proof of Residence: The bidder must be **based in Islamabad or Rawalpindi**, valid documentary evidence such as CNIC, rental lease agreements.

3.4 Bank Account & Financial Standing: The bidder must have a **bank account maintained in Islamabad** and demonstrate sound financial stability, that must show a **minimum monthly balance of Rs. 300,000/- to 500,000/-** maintained **throughout** the last six-month period.

3.5 Medical Fitness Certificate: The bidder must provide a **Medical Fitness Certificate** while submitted bid issued by a **government hospital**, or a **recognized and reputable medical institution/doctor in Islamabad**. The certificate must confirm that the individual is neither suffering from any **chronic or communicable disease** nor **addicted** to any form of drugs or intoxicants.

4. NON-RESPONSIVENESS OF THE BID: A bid shall be deemed non-responsive and shall be rejected without further consideration if the bidder fails to comply with any of the instructions provided in the Section – 3 of this bidding document/instructions to bidder.

5. LIAISON OFFICER: The Assistant Director (Logistics-I), FPSC, shall serve as the Liaison Officer between the Federal Public Service Commission (FPSC) and the selected contractor/firm. Responsibilities of the Liaison Officer include, but are not limited to:

- i. **Facilitating Communication:** Coordinating all official communication and operational matters between FPSC and the contractor to ensure smooth execution of the contract.
- ii. **Contract Compliance Oversight:** Ensuring that the contractor fully adheres to the terms and conditions stipulated in the contract agreement.
- iii. **Performance Monitoring:** Supervising the quality of services provided, including regular inspections, to ensure compliance with required hygiene, safety, and service standards.
- iv. **Issue Resolution:** Receiving and addressing any complaints, feedback, or service-related concerns raised by FPSC staff or cafeteria users, and facilitating timely resolution in coordination with the contractor.

6. FORM OF BID(S):

- i. All documents and correspondence related to the bid shall be **in English**.

7. COST OF BID: The firm/contractor shall bear all costs associated with the preparation, submission, and processing of its bid. Under no circumstances shall the Federal Public Service Commission (FPSC) be held responsible or liable for any expenses, losses, or costs incurred by the bidder in connection with the bidding process, regardless of the outcome.

8. CLARIFICATION OF BIDS: No bid shall be modified, altered, or withdrawn after the opening of the e-bids. Any clarification(s), if required, shall be sought and provided in accordance with Rule 31 of the Public Procurement Rules, 2004.

9. DEADLINE FOR SUBMISSION OF BIDS:

- i. **Submission of Bids:** All bids must be within the timeline specified in the advertisement for bid invitation published on PPRA and FPSC website.
- ii. **No Alternate Submission Methods:** Bids submitted through postal mail, fax or email shall not be accepted under any circumstances.
- iii. **No Extension of Deadline:** No requests for an extension of the bid submission deadline shall be entertained once the specified deadline has passed. Bidders are advised to submit their bids well before the closing time to avoid any last-minute issues.

10. INFORMATION ON REQUIREMENTS: The bidder is deemed to have obtained all necessary information related to the scope of work, site conditions, and any other factors that may affect the bid price. No claim for additional costs arising from a lack of information shall be entertained.

- i. **Pricing:** Price of service charges must be quoted in accordance with scope of work provided in the bidding document. Partial, conditional, or ambiguous pricing may lead to bid rejection. Any cutting, overwriting, or alteration in the quoted rates may lead to disqualification of the bidder.

- ii. **Market Conditions and Inflation:** The bidder must consider current market conditions and anticipated inflation while preparing the bid. No request for price escalation or adjustment will be entertained at any stage during the contract period due to any fluctuations in the cost of goods or services.

11. **BID SECURITY:**

11.1 **Submission of Bid Security:**

- i. A bid security of Rs. 200,000/- (Rupees two hundred thousand only) must be submitted in the form of a Call Deposit Receipt (CDR), Demand Draft, Pay Order, or Banker's Cheque, drawn in favor of the Federal Public Service Commission FTN No. 9010202-9.
- ii. The original bid security shall be submitted to FPSC Headquarters before the bid submission deadline along with documents prescribed in the Section -3 of the bidding document as well in the advertisement.

11.2 Non-Accepted Forms : Personal cheques or cash shall not be accepted under any circumstances.

11.3 Mandatory Requirement: Any bid not accompanied by the required bid security and required documents shall be treated as non-responsive.

11.4 Return of Bid Security: The bid security of unsuccessful bidders shall be returned upon completion of the bid opening process.

11.5 **Release of Bid Security:**

Bid security of the successful most advantageous bidder shall be released upon the signing of the contract agreement with FPSC by the most advantageous bidder and deposit of Rs. 120,000/- (Rupees one hundred twenty thousand only) in the Government Treasury, which is non-refundable. This amount shall cover utility charges for the initial contract period of one year. In the event of an extension of the contract beyond the initial period, the contractor shall be required to deposit an additional amount of Rs. 10,000/- per month in the Government Treasury as utility charges for each month of the extended period.

11.6 Forfeiture of Bid Security: The bid security shall be **forfeited** if the **successful bidder** fails to sign the contract agreement specified by FPSC.

12. **OPENING AND EVALUATION OF BIDS:**

- i. **Opening of Bids :** All bids shall be opened by the Cafeteria Committee of FPSC in presence of bidders after the closing time for submission of bids.
- ii. **Most Advantageous Bidder:** The Cafeteria Committee will analyze the bids in comparison with prevailing market prices and recommend the most advantageous bidder, prioritizing quality of service in the cafeteria over the lowest price by providing the reasoning in writing in support of their recommendations.

- iii. **Evaluation of Bids:** The evaluation of bids shall be conducted in accordance with the criteria defined in the bidding documents and most advantageous bidder shall be given the preference.
- iv. The Cafeteria Committee reserves the right to disqualify any bidder who quotes rates that are deemed unrealistic or inconsistent with prevailing market prices.

13. AMENDMENT IN THE BIDDING DOCUMENTS:

- i. **Modification or Amendment:** The Federal Public Service Commission (FPSC) may, at any time prior to the deadline for submission of bids, amend or modify the bidding documents by issuing an addendum.
- ii. **Extension of Submission Deadline:** FPSC reserves the right to extend the bid submission deadline at its discretion.

14. CLARIFICATION OF BIDDING DOCUMENTS: Interested bidder(s) seeking any clarification regarding the bidding documents may submit their queries in the pre-bid meeting.

15. RIGHT RESERVED: Federal Public Service Commission (FPSC) reserves the right to reject all bids or proposals at any time prior to the award of the contract, without incurring any liability to the affected bidder(s). Upon request, the procuring agency shall communicate to any bidder the grounds for rejection of their bid; however, it shall not be obligated to justify those grounds.

16. WORK ORDER: Upon acceptance of bid of the most advantageous bidder and signing of the contract agreement, the successful bidder shall be required to commence the services immediately, as per the terms and conditions provided in the bidding document and shall be the part of the contract.

17. BLACKLISTING OF SUPPLIERS AND CONTRACTORS:

- 24.1 Grounds for Blacklisting: The Procuring Agency reserves the right to blacklist any bidder, supplier, or contractor at any stage of the contract for reasons including, but not limited to:
- 24.2 Consistent failure to provide satisfactory performance, or
- 24.3 Engagement in corrupt or fraudulent practices.
- 24.4 Opportunity for Hearing: Before any blacklisting decision is made, the Procuring Agency shall provide the affected bidder, supplier, or contractor an opportunity for a hearing, during which the reasons for blacklisting shall be recorded and communicated.

19. SIGNING OF CONTRACT AGREEMENT:

- i. **Signing of Agreement:** On acceptance of bid of the most advantageous bidder, Director (logistics), FPSC on behalf of FPSC will sign the contract agreement with successful bidder,
- ii. **Period of Contract Agreement:** initially for a period of one year, which will be further extendable on yearly basis subject to mutual understanding and satisfactory performance of the contractor, without any change in the existing terms & conditions of the contract.

- iii. **Failure to Sign Contract:** If the successful bidder, after completion of all required formalities, fails to sign the contract or refuses to accept it, the Bid Security instrument shall be forfeited. Additionally, the bidder shall be blacklisted for a minimum of six months. In such cases, the Procuring Agency may award the contract to the next lowest evaluated bidder.
- iv. **Stamp Paper Requirement:** The Contract Agreement shall be executed on stamp paper with a minimum value of Rs.100/-. The successful bidder shall be responsible for arranging the required stamp paper.

20. **AWARD OF CONTRACT:** The FPSC shall award the contract to the firm/bidder whose bid shall be determined to be substantially responsive and most advantageous and is capable of executing the contract satisfactorily.

21. **GENERAL TERMS & CONDITIONS OF CONTRACT:**

- i. Bids shall be invited using a single-stage, one-envelope method (combining eligibility criteria and financial bids).
- ii. "FPSC" refers to the "Federal Public Service Commission," represented by the Director (Logistics).
- iii. Providing incorrect information may lead to bid rejection at any stage and potential legal action against the firm/company/contractor/bidder.
- iv. The contract shall be awarded for one year, extendable annually subject to mutual understanding and satisfactory performance of the contractor, with prior approval from the Secretary, FPSC.
- v. Employees of FPSC and their family members shall not be permitted to participate in the bidding process.
- vi. Subletting of the work shall not be allowed in any case.
- vii. Workers of the contractor must wear uniforms provided by the contractor as per specifications from the Director (Logistics), FPSC.
- viii. The firm's representative must attend meetings with the Director (Logistics) as scheduled.
- ix. The contractor shall bear all applicable taxes during the contract.
- x. The contractor must ensure daily waste collection and disposal from cafeteria area.
- xi. No price adjustments shall be permitted due to market fluctuations during the initial contract period of one (1) year. However, in the event of an extension in the contract, a price increase of up to ten percent (10%) is admissible at the commencement of each subsequent contract year subject to recommendation of the Cafeteria Committee and approval of Secretary, FPSC.
- xii. The contractor shall be responsible for the repair and maintenance of provided furniture and fixture from his own cost.
- xiii. The contractor must comply with all written and verbal instructions from the Director (Logistics), falling within preview of the contract.
- xiv. The contract agreement shall be executed on stamp paper worth at least Rs. 100/-.
- xv. If the awarded bidder refuses to execute the contract, the bid security shall be forfeited, and the contract may be offered to the next most advantageous bidder.
- xvi. FPSC reserves the right to terminate the contract after issuing a 15-day show-cause notice in case contractor fails to meet performance standards.
- xvii. Either party may terminate the contract with one month's notice.
- xviii. The successful bidder's bid security shall be returned after signing the contract, deposit of charges mentioned in the treasury account and executing the services successfully.

- xix. Contractor shall provide the sufficient staff for kitchen operations and serving to the customers, all staff shall wear the uniform in neat and clean condition including a kitchen / serving cap during the office hours.
- xx. Workers and contractors must adhere to FPSC policies and norms.
- xxi. The contractor must ensure that workers are not addicted to drugs or alcohol.
- xxii. The contractor must comply with all applicable labor and other relevant laws.
- xxiii. Any taxes or surcharges levied by the government during the agreement shall be borne by the contractor.
- xxiv. The contractor shall bear liability for any worker injury or death, FPSC not responsible for any compensation. Any claims for injury, loss, or death of workers shall be settled by the contractor, with no liability on FPSC.
- xxv. The contractor shall be required to provide a certificate confirming that wages have been paid in accordance with the minimum rates notified by the Directorate of Industries and Labour Welfare, Govt. of Pakistan.
- xxvi. No extra item (grabby) or refill shall be served after an item has been provided once.
- xxvii. Substandard snacks, biscuits, drinks and juices shall not be allowed to serve.
- xxviii. The contractor shall charge the printed market price on packaged items such as snacks, biscuits, drinks, and juices etc.
- xxix. Smoking is strictly prohibited within the cafeteria premises.
- xxx. Cafeteria staff shall not serve or deliver food to offices.
- xxxi. Chicken dishes must be prepared with a maximum of 12 pieces per chicken.
- xxxii. Sale or storage of alcoholic beverages, cigarettes, or similar items is strictly prohibited on cafeteria premises.
- xxxiii. The contractor must provide medical fitness certificates, police verification, and attested copies of CNICs for all cafeteria staff for FPSC record.
- xxxiv. Contractor will provide the items in disposable packaging i.e. box/cup/glass only to the office staff who want to take the food / drink / tea in their offices and charge the additional amount for disposables on market prices.
- xxxv. The contractor shall use their own equipment and utensils for cooking and serving. Sample utensils must be approved by the Cafeteria Committee. Upon expiration or termination of the contract, the contractor will be allowed to retrieve their equipment from the cafeteria.
- xxxvi. The Contractor shall report to the Director (Logistics) regarding the FPSC employees who remain in the cafeteria without necessity.

24. BID SUBMISSION FORM : The Contractor / bidder shall submit the bid price on the provided format by writing the price each item. The form shall be signed and stamped. Submit this form in the sealed envelope along with other documents required to determine eligibility before the closing deadline for submission of bids. After marking of attendance of Cafeteria Committee of FPSC and bidders, Cafeteria committee will open the bids in presence of bidders.

S.No.	Name of Item	Rates Offered (Rs.)
i.	Plate of daal (channa/moong/mash/masoor)	
ii.	Plate of vegetable (seasonal)	
iii.	Plate of channa (white/black/red lobiya)	
iv.	Plate of chicken qorma (one piece of chicken boti)	
v.	Plate of chicken Karahi (three pieces of chicken boti)	
vi.	Plate of chicken biryani (one piece of chicken)	
vii.	Chicken Karahi (one kg chicken before cooking)	
viii.	Plate of Anda Aloo	
ix.	Plate of Channa Chat	
x.	Plate of Samosa with channay	
xi.	Plate of Fruit Chat	
xii.	Plate of Pakoras (250 gram) with mint / podina chutney	
xiii.	Shami Kabab (Beef)	
xiv.	Seekh Kabab (Beef)	
xv.	Fried Egg / Amlate	
xvi.	Roti / Chappati	
xvii.	Paratha	
xviii.	Slice of bread	
xix.	Cup of Tea	
xx.	Cup of Doodh Patti	
xxi.	Cup of Green Tea	
xxii.	Cup of Milk Coffee	
xxiii.	Glass of Lassi	
xxiv.	Biscuits of quality brands only	As prescribed on the packet/packing of items by the government.
xxv.	Juices of quality brands like Nestle / Shezan etc.	
xxvi.	Water bottles of 1.5 lite and 500 ml (Nestle/Aquafina/Qarshi)	
xxvii.	Chips / Snacks / other likewise items of quality brands only	
xxviii.	Cakes (Dawn / Season)	
xxix.	Yogurt (Nestle/Adams)	
xxx.	Podina Raita (Nestle)	
Signature with Cell No.		Stamp of Bidder

Note: The Cafeteria Committee will analyze the bids in comparison with prevailing market prices of standard quality and recommend the most advantageous bidder, prioritizing quality of service in the cafeteria over the lowest price will be given advantage in the evaluation process. The Cafeteria Committee reserves the right to disqualify any bidder who quotes rates that are deemed unrealistic or inconsistent with prevailing market prices.