



FEDERAL PUBLIC SERVICE COMMISSION
AGA KHAN ROAD, F.5/1

NO.F.2/48 /2019-20/LOG

Islamabad, the 24th September, 2019

TENDER NOTICE

Sealed quotations are invited from interested firms / bidders of Islamabad and Rawalpindi for running FPSC Cafeteria as per Government approved rates of food items. Tender documents can be obtained on written request from Logistics Wing, Federal Public Service Commission, Aga Khan Road, Sector F.5/1, Islamabad during working hours.

2. The sealed quotations should be submitted not later by **11:00 a.m. on 14th October, 2019** to Director (Logistics), Federal Public Service Commission, Aga Khan Road, Sector F.5/1, Islamabad.
3. The bids will be opened on the same day at **11:30 a.m.** in presence of bidders or their representatives who wish to be present.

Director (Logistics)
FPSC, HQ Islamabad
Ph: 9210782

TERMS AND CONDITIONS

1. All participating Firms will be required to submit bid security (refundable) @ 5% of the total bid money in shape of bank draft/pay order (Rs.2,600/- on the basis of 100 customers per day as per approved rates) in favour of the Secretary FPSC.
2. The successful bidder will furnish a performance guarantee amounting to Rs.50,000/- (Rupees fifty thousand only). The said performance guarantee will remain with FPSC and will be released /refunded on the expiry of contract, after deduction for damage(s) or loss(s), if any.
3. Incomplete bid/proposal or those received after deadline date and time will not be entertained.
4. Approved price list of food items circulated by Staff Welfare Organization, Establishment Division is attached herewith.
5. FPSC Cafeteria Committee and the contractor will mutually decide rates and types of food item/dishes, which are not included in the approved price list of Staff Welfare Organization, Establishment Division.
6. The contractor will not be allowed to sublet the cafeteria to any other firm/person or contractor.
7. Contractor will arrange the following items on his own:
 - i. Deep freezer / Refrigerator
 - ii. Micro-wave oven
 - iii. First class Crockery & Cutlery
8. FPSC will provide the following facilities without any charges:
 - i. Cafeteria premises
 - ii. Furniture and fixture
 - iii. Gas, electricity and water
 - iv. No rent for cafeteria will be charged
9. Contractor will be responsible for repair/maintenance of furniture & fixtures if any damage caused by them. Any damage to the equipments or furniture/fixture will be charged from the contractor at the replacement cost of new item.
10. Cafeteria will be for exclusive use of FPSC officers, staff, candidates and their guests. No outsider will be allowed to avail any facility from the cafeteria.
11. Cafeteria will be kept open from 09:00 a.m. to 05:00 p.m. on working days or any other timings including gazette holidays notified by FPSC.

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12. Bids must be valid for three months for approval of the bidder from the date of opening of quotation.
13. The rates should include all kinds of taxes, if any.
14. The contract will be initially for a period of one (01) year. However, same may be extended on satisfactory performance of contractor by mutual consent up to three (03) years as per PPRA Rules. FPSC reserves the right to terminate the contract at any time on fifteen (15) days notice. However, the contractor will give one (01) month notice in writing if he desires to vacate the cafeteria before the expiry of the contract.
15. Edible oil of best quality will be used for cooking. No recycling of any cooked items shall be allowed.
16. Fresh milk will be used for tea.
17. Contractor will arrange adequate number of service boys so that services are properly maintained. The service boys will be neat and clean and with proper uniform and name badges.
18. Contractor will be responsible for cleaning, dusting and washing of chairs and tables of cafeteria.
19. Contractor will be responsible for keeping the entire cafeteria and kitchen premises neat and clean.
20. The contractor shall be bound to maintain a clean and healthy environment in the Cafeteria.
21. The contractor shall take appropriate measures / install equipments for protection of food items from insects (flies & mosquitoes etc) and other environmental hazards.
22. Contractor will maintain a complaint / suggestion register (properly paged).
23. Contractor will ensure exhibition of rate list, daily menu and cafeteria timings at prominent place in cafeteria.
24. Storing, supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in FPSC premises/cafeteria. Any breach of such restrictions by the FPSC Cafeteria Contractor shall attract deterrent action against the cafeteria contractor as per statutory norms.
25. The cafeteria contractor will not provide any item to employees on credit basis. If any arrears arose, the FPSC management will not be held responsible.
26. The sealed quotations should be submitted not later by 11:00 a.m. on 14th October 2019 to Director (Logistics), Federal Public Service Commission, Aga Khan Road, Sector F.5/1, Islamabad.

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27. The bids will be opened on the same day at 11:30 a.m. in presence of the bidders or their representatives who wish to be present.

28. FPSC reserves the right to reject all bids in line with provisions of Public Procurement Rules 2004.

29. Evaluation Criteria will be as follows:-

- (i) Bank Statement.
- (ii) Clientage.
- (iii) Years of experience in subject field.
- (iv) Manpower strength.
- (v) Workers' Health Certificate duly issued by recognized Government Institute/Hospital.



Director (Logistics)
FPSC, HQ Islamabad

To

The Director (Logistics)
Federal Public Service Commission
Aga Khan Road, F-5/1
Islamabad

Subject:- TENDER NOTICE FOR RUNNING FPSC'S CAFETERIA

I/We offer the following rates of food items:-

S.No.	Name of Items	Govt Approved Rates(Rs)*	Offered Rates (Rs)
i.	Cup of tea(mix)	12	
ii.	Cup of tea for official	20	
iii.	Cup tea with Biscuits (02 Sweet & 02 saltsh)	40	
iv.	Cake piece/pastry/cream roll	12	
v.	Biscuits(Sweet/Saltish) per piece	03	
vi.	Slice(per piece)	05	
vii.	Daal(Channa/Mash)	40	
viii.	Vegetable (Seasonal)per plate	40	
ix.	Karri Pakora	40	
x.	Egg Fried or Omalte	18	
xi.	Egg Curry per plate	40	
xii.	Beef Curry	50	
xiii.	Chicken Curry per plate	50	
xiv.	Tandoor Roti/Chappati(150gm.)	06	
xv.	Rice plain per plate(with 01 spoon daal)	35	
xvi.	Chicken Biryani	70	
xvii.	Samosa vegetable filling	12	
xviii.	Kabab(Potato filling)	12	
xix.	Shami Kabab per piece(45gm)	15	
Total		520	

- Vide Staff Welfare Organization No. SWO-4(1)/83 dated 28-09-2016

Name _____

CNIC No. _____

Contact no. _____

Address _____

To

The Director (Logistics)
Federal Public Service Commission
Aga Khan Road, F-5/1
Islamabad

**Subject:- SUBMISSION OF BID AGAINST FPSC'S TENDER NOTICE FOR
RUNNING FOR FPSC'S CAFETERIA**

Dear Sir,

Please find enclosed herewith the following documents as desired:-

S.No.	Check List	Yes	No
i.	Bid Security (Rs.....No.....Date)		
ii.	Quotation on prescribed format		
iii.	CNIC of the Bidder		
iv.	Bank/Financial Statement		
v.	List of Clients		
vi.	Experience Certificate		
vii.	Manpower list		
viii.	Workers Health Certificates		

Name_____

CNIC No._____

Contact no._____

Address_____
