

**PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE (PITAC)**

Issue Date: **08-04-2021 /2014** Closing Date: **27-04-2021 (11:00 AM)**

**TENDER DOCUMENT NO. 399/2021**

**FOR CANTEEN / CAFETERIA SERVICES AT**

**PITAC HEADQUARTERS, LAHORE**

**Name of Company / Firm /**

**Contractor**

**Address**  :

**Contact No.** :

**Issued on** :

|  |
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| **For Information and Submission of Bid** |

Deputy Director (ESD/Purchase)

PITAC Headquarters

234-Ferozepur Road, Near Metro Bus Canal Station, Lahore.

Ph # 042-99230699, 99230702

Email: purchase@pitac.gov.pk

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| **Website: www.pitac.gov.pk** |



**PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE (PITAC)**

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 **Introduction about PITAC**

The Pakistan Industrial Technical Assistance Centre (PITAC) is an autonomous organization under administrative control of Ministry of Industries & Production, Government of Pakistan and registered under the Societies Registration Act 1860. It renders Technical Assistance to industry by way of designing and manufacturing of Production Tooling Equipment, Prototyping and rendering Training Services to Engineers, Supervisors, Technicians from variety of industries and general public throughout the country. Further, PITAC college of Technology has been established to offer three years Diploma in Associate Engineering. The Centre has sizeable strength of staff plus students i.e., 600 approx.

2. PITAC invites bids from the firms who are on Active Taxpayers List of the Federal Board of Revenue for the services of Canteen / Cafeteria. Method of selection will be **“Quality and Cost Based”**.

3. Tender Document Form to be collected from Purchase Section on deposit of Rs.1000/- cash (bank challan available from PITAC Cash Section) Non- Refundable at NBP PCSIR Branch, Lahore during working hours.

4. Bids must reach at the following address on or before **27 April, 2021 at 11:00 a.m**. The Bids will be opened on the same day at 11:30 a.m.

**Deputy Director (ESD/Purchase)**

PITAC, 234-Ferozepur Road, Near Metro Canal Station, Lahore

Ph: 042-99230601, 99230699

Fax: 042-99230589

Email: purchase@pitac.gov.pk

**Brief Introduction of the Contractor / Company**

**Sr. No. Factors Description**

1 Name of the Company / Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Date of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 Corporate Status: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4 Owner / Proprietor / MD / CE Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 CNIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6 Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Contact No(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8 Cell No(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9 Fax No(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10 Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11 NTN No.: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

12 GST No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13 Bank Name & Account No.: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(for which statement is enclosed)

14 **Attachments** a) Attested copy of valid NTN & G.S.T Certificate;

b) Affidavit that company had never been black-listed;

c) Copy of Bank Statement of last 6 months or copy of Financial Soundness certificate.

d) List of Clients with contact person (regular and occasional)

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| **Company’s Stamp** |  | **Signature** |

**TERMS AND CONDITIONS**

1. Contractor will bring / provide the following Items:

a. Deep Freezer & Refrigerator;

b. Cooking Range;

c. Micro-wave Oven;

d. Chips boiler machine with Chip Cutter;

e. Glass showcase for display of items;

f. Crockery;

g. Furniture or Fixture;

1. Centre will provide the following facilities against a fixed Rent of Rs.10,000/- per month:

a. Cafeteria (premises);

b. Water;

1. The Contractor will obtain smart card/ license from Punjab food authority within one month after signing the agreement, otherwise the contract will be cancelled. (Mandatory).
2. The Contractor will pay monthly bills of electricity and SNGPL within due date to PITAC Cash section.
3. **Rs. 50,000/-** deposit will remain with the Centre as Security Deposit and will be refunded on the expiry of contract, after deduction for damage or loss if any. The Contract will be for a period of 1 year which can be extended by mutual agreement. Management reserves the right to terminate the contract at any time on 07 days notice. However, the contractor will serve one-month notice in writing if he desired to vacate the Canteen before the expiry of the contract.
4. The Contractor will ensure that perishable food items will not be stocked for next day. Only fresh items will be supplied to cafeteria / canteen. However, date of expiry will be printed on the food items necessary to be stocked till its validity.
5. Edible Oil of better quality will be used for cooking as marked by Punjab Food Authority. No recycling of any cooked items shall be allowed.
6. Fresh Milk (not tetra packed or tea whitener) will be used for **Tea.**
7. The service boys should be neat and clean and wear proper uniform with name badge.
8. The Contractor will be responsible for cleaning, dusting, and washing of premises of cafeteria, Chairs, Tables and etc. White wash / Distemper / Paint will be carried out after every six months by the contractor.
9. The Service boy will supply meal/food items to the officers of PITAC at their offices on their request on telephone call.
10. The contractor will maintain quality of food and services up-to the satisfaction of the management and as envisaged by the Punjab Food Authority in their rules/guidelines.
11. In case of substandard quality of food or services inquired through surprise visit by the Management of PITAC or by complain received in this regard, case will be registered in Punjab Food Authority for action against the contractor according to their rules.
12. Contractor will be responsible for keeping the entire canteen and kitchen premises neat and clean with good-looking interior designing of the cafeteria and repair/maintenance of furniture and fixture if any damage caused will also his responsibility.
13. The proposed rate list is attached as **ANNEX - A.**

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| **Company’s Stamp** |  | **Signature** |

**ANNEX-A**

**LIST OF ITEMS FOR WHICH RATES ARE REQUIRED**

**(The offered rates shall be valid for a period of 12 Months effective from the date of contract)**

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| **LUNCH/ TEA ITEMS** |
| **Sr#** | **Name of Item** | **Full plate Serving weight** | **Rate Rs.** | **Half plate Serving weight** | **Rate Rs.** |
|  | Aloo, Matar, Beef Qeema  | 250 gram |  | 130 gram |  |
|  | Beef Qorma | 250 gram |  | 130 gram |  |
|  | Beef Biryani | 250 gram |  | 130 gram |  |
|  | Chapati | 110 gram |  | ---- |  |
|  | Chicken Biryani  | 250 gram |  | 130 gram |  |
|  | Chicken Karahi  | 980 gram |  | 490 gram |  |
|  | Chicken Qorma | 250 gram |  | 130 gram |  |
|  | Daal Channa (Simple)  | 250 gram |  | 130 gram |  |
|  | Daal Mash (Simple) | 250 gram |  | 130 gram |  |
|  | Daal Mong Masoor  | 250 gram |  | 130 gram |  |
|  | Daal Channa/Mash (Butter/Desi Ghee Fried) | 250 gram |  | 130 gram |  |
|  | Simple Rice with Dall Channa  | 250 gram |  | 130 gram |  |
|  | Vegetable Rice | 250 gram |  | 130 gram |  |
|  | Vegetable Rice & Egg Fried RiceWith Chicken Manchurian | 450 gram |  | 230 gram |  |
|  | Haleem | 250 gram |  | 130 gram |  |
|  | Naan (Sesame seeds / Garlic) | 120 gram |  | --- |  |
|  | Matar / Channa Pulao | 350 gram |  | 160 gram |  |
|  | Pulao (Mutton) | 450 gram |  | 230 gram |  |
|  | Lobia | 250 gram |  | 130 gram |  |
|  | Mix Vegetable | 250 gram |  | 130 gram |  |
|  | Egg Chany | 250 gram |  | 130 gram |  |
|  | Karhee pakora 02 pcs pakora | 250 gram |  | 130 gram |  |
| **SNACKS ITEMS** |
|  | Egg Omlate | 01 egg |  | ---- |  |
|  | Egg Fry | 01 egg |  | ---- |  |
|  | Tea Bag (Green) | 01 cup |  | ---- |  |
|  | Milk Tea (Dhoodh Pati) - 100 ml | 01 cup |  | ---- |  |
|  | Office Tea (Normal) - 100 ml  | 01 cup |  | ---- |  |
|  | Shami Kabab  | Per Piece |  | ---- |  |
|  | Vegetable Samosa | Per Piece |  | ---- |  |
|  | Qeema Chicken Samosa | Per Piece |  | ---- |  |
|  | Chicken roll | Per Piece |  | ---- |  |
|  | Biscuits  | Ticky Pack |  | ---- |  |
|  | Biscuits  | Half Pack |  | ---- |  |
|  | Chicken Burger | Per Piece |  | ---- |  |
|  | Shami with egg Burger | Per Piece |  | ---- |  |
|  | Chicken Sandwich | Per Piece |  | ---- |  |
|  | Kheer | 100 gram |  | ---- |  |
|  | Sweet Rice (Gurr/Desi Ghee) | 100 gram |  | ---- |  |
|  | Finger Chips | 50 gram |  | ---- |  |
|  | Chatpata Chat | Per plate |  | ---- |  |
|  | Potato Cutlet | Per piece |  | ---- |  |
|  | Mineral Water (Nestle) | Large |  | Small |  |
|  | Cold Drink  | Regular |  | ---- |  |
|  | Cold Drink | Tin Pack |  | ---- |  |
|  | Russian Salad | 100 gram |  | ---- |  |
|  | Vegetable Pakora fry | 100 gram |  | ---- |  |

**Note:**

Any additional Items can be added with rates. (On separate sheets).

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|  |  |  |
| **Company’s Stamp** |  | **Signature** |