

No.PW/Admn-1(10)/2016
Government of Pakistan
Ministry of Energy
Petroleum Division(Policy Wing),
Petroleum House, G-5/2, Islamabad
-:-

TENDER NOTICE

Policy Wing Petroleum Division, Ministry of Energy Islamabad invites sealed bids from Firms/Contractors to establish officers/officials Cafeteria and Canteen from the well reputed firms/Contractors having properly established in Islamabad/Rawalpindi as per terms & conditions detailed below:-

Terms & Conditions:-

1. The tenders, complete in every aspect, should be received in the office of Assistant Director (G/S) at 2nd Floor, Petroleum House, G-5/2, Islamabad.
2. Bids may either be dropped in the tender box in the office of the Assistant Director (G/S) or be dispatched by post so as to reach by **10.00 A.M. on 11-10-2017**. No bids will be accepted after the due date and time.
3. The tender Documents/Lists of items can be obtained from the undersigned during the office hours at a cost of **Rs. 1,000** per copy (Non Refundable). Payable in the form of Pay Order in favour of DDO, Policy Wing.
4. Pay Order of Rs.100,000/- (One Hundred Thousand) for officers Cafeteria and Rs. 50,000/- (Fifty Thousand) for official Canteen refundable money should be in favour of Drawing & Disbursement Officer (DDO) Policy Wing must reach accompany each tender document, without which bid will be rejected.
5. An affidavit will have to be provided alongwith bid to the effect that the firm has never been black listed.
6. Bids will be opened by Cafeteria and Canteen Committee in the presence of the available Bidders or their representatives, in Policy Wing, 2nd Floor at Petroleum House, G-5/2, Islamabad, at **11.00 A.M on 11-10-2017**.
7. Successful bidder will execute agreement with the office before award of the tender .
8. Department reserves the right to accept or reject any or all the tenders as per "PPRA Rules 2004".

9. Petroleum House, has its own set up of dining halls and kitchens and the catering firms will have to provide fine and hygienic food of the Petroleum House Policy Wing employees.

Following facilities will be provided by Policy Wing to the catering firms:-

- (i) Dining Hall with furniture
- (ii) Electricity
- (iii) Gas
- (iv) Mineral Water//Plain Water
- (v) Gas Appliances
- (vi) Cooking Range

10. The Bidders are advised to physically visit and inspect the kitchens and dining halls to ascertain the existing facilities, before submission of the technical bid. No complaints on the available facilities will be entertained at a later date.

11. The Service Provider shall exercise all reasonable imagination, creativity and good taste in the planning, preparation and serving of the meals and shall conscientiously strive to prepare and serve food in accordance with the diner's desires regarding quality, taste, appearance, nutritional value and variety. Notwithstanding the same, the provisions of this clause shall always be subject to the right of Policy Wing to fix the menu and no new item shall be introduced in the menu and no new item shall be introduced in the menu without the express prior permission of Policy Wing

12. Administration of Petroleum House at all times reserves the right to inspect eatables, beverages, food, etc. prepared by the Contractor to ensure quality. Such items, which are rejected by the duly authorized officials of Policy Wing during inspection, should not be used for services in Policy Wing canteen and should be disposed / cleared from the premises immediately. The contractor should ensure that there is no disruption to the canteen services on this account.

13. The service Provider shall not transfer or assign or sub let any part of the service once agreed or any share or interest herein in any manner or degree directly or indirectly to any person, firm or company whatsoever.

14. Menu/ Food Items

- a) The service provider will have to submit a comprehensive list of the food items he can provide and Policy Wing will have discretion to set the menu by selecting the food items mentioned in the list provided by the service provider. The bidder will also propose/submit menu for five working days in his bid for evaluation.
- b) The Service Provider shall maintain quality and quantity in respect of the menu served in the canteen. In the event of any dispute in regard to the quantity and quality of the menu, proportionate deduction shall be made from the bills payable to the Contractor and the decision of Policy Wing shall be final and binding.
- c) Proportionate deduction shall be made from the bills payable to the Contractor and the decision of Policy Wing shall be final and binding.

15. Canteen Maintenance

- a) In addition to cooking and serving to our employees, as detailed out in this document, the contractor is also responsible for upkeep of Canteen Building and furniture provided by Policy Wing including repair/replacement due to damage made by the Contractor's personnel.
- b) Remove canteen waste from the sewage lines running in and around the canteen (opened & closed), manholes and pits on regular basis and store it into the drums. Also, the food waste, vegetable leaves and any garbage to be safely removed on daily basis and properly disposed outside the premises.
- c) Clean the strainers fixed in the drainage line regularly to remove the choke for free flow of water. The strainer should be placed in its position always.
- d) Sterilization of plates, spoons, tumblers etc. and cleaning of utensils/crockeries/cutleries/ glassware, etc. should be properly done by the Contractor and the cleaning materials required for this purpose shall be at Contractor's expense.

16. Manpower

- a. Policy Wing has no responsibility whatsoever on the Contractor's workmen and the Contractor is solely responsible for managing their workmen. In the event of any dispute between the Contractor and the workmen, the Contractor is solely responsible for any claim and consequences that may arise out of dispute, whether statutory or otherwise.

- b. Policy Wing reserves the right to advise the Contractor to remove from service any of the Contractor workmen if any of such workmen's behavior or conduct is not conducive for the General disciplinary Safety, Hygiene and Security of the company or for any other reasons that Policy Wing may deem fit and the Contractor shall immediately comply.
- c. Personnel engaged by the Service Provider in the canteen must be properly attired/dressed up for achieving a smart turnout and to meet the hygiene standards necessary for the job. They shall also be courteous to the employees of Policy Wing and other permitted diners, in their interactions.
- d. The service Provider shall at all times comply with all Acts/Laws/Rules/Regulations and notifications including amendments regulating or relating to labour matters including any Laws relating to Contract Labour, employee welfare, food safety, occupational health and safety, sanitation, garbage disposal and environment management. The Service Provider shall pay their employees wages which shall not be less than those prescribed under the Minimum Wages Act or under any other Statute/Rules/Regulations as may be applicable from time to time.
- e. The service provider shall at all times comply with Acts/Laws/Rules/Regulations including notifications and amendments thereof, issued by the appropriate government and/or statutory local bodies relating to storage, distribution, handling and sale of food and disposal of waste/surplus food and /or canteen garbage.
- f. The service provider will be employer for all the workmen deployed for the Contract and in no case shall these personnel be treated as the employees of Policy Wing at any point of time.
- g. All risks of loss or of damage to property and of personal injury to the employees of the contractor which arise during and in consequence of the performance of the contract are the responsibility of the Service Provider.
- h. The service provider shall be solely responsible for any damage to the property of Policy Wing whether accidental or deliberate, caused by him, his agents or servants.

- i The service provider shall be personally responsible for any theft, dishonesty and/or disobedience and discourteous behavior on the part of the workmen /supervisors so provided by him to provide this service.
- j One supervisor of the contractor should remain available when the canteen is open to monitor day-to-day functioning of the canteen.

(Sani Muhammad Khan)
Assistant Director (G / S)
Ph: 9204683

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Ministry of Energy
Petroleum Division (Policy Wing)

Tender Items list for Officer's Cafeteria

S.No.	Name of Items.	Rate.	Remarks.
1.	Vegatable		
2.	Chiken Qorma		
3.	Chiken Chaomun		
4.	Fried Fish		
5.	Salad		
6.	Raita		
7.	Custard		
8.	Nan/Roti		
9.	Chiken Karahi		
10.	Shahi Kheer		
11.	Daal/Pulse		
12.	Karahhi Beef		
13.	Chicken Jalfrezi		
14.	Beef Qorma		
15.	Chiken Boneless		
16.	Aloo Qeema		
17.	Mutton Karahi		
18.	Fish Finger		
19.	Egg Fried		
20.	Egg Amlait		
21.	Nihari		
22.	Halwa Puri		

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Tender Items list for Official's Canteen

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1.	Vegatable		
2.	Chiken Qorma		
3.	Chiken Chaomun		
4.	Salad		
5.	Raita		
6.	Custard		
7.	Nan/Roti		
8.	Chiken Karahi		
9.	Shahi Kheer		
10.	Daal/Pulse		
11.	Karahi Beef		
12.	Chicken Jalfrezi		
13.	Beef Qorma		
14.	Aloo Qeema		
15.	Egg Fried		
16.	Egg Amlait		
17.	Nihari		
18.	Lobia/Daal Channa		

Government of Pakistan
Ministry of Energy
Petroleum Division
(Policy Wing)

Policy Wing, Petroleum Division Ministry of Energy, invites sealed bids from firms making high quality food at the lowest price for Cafeteria/Canteen at Petroleum House. Tender documents may be collected at the cost of **Rs. 1,000/- for Cafeteria & Canteen** for Canteen located at 22-Attaturk Avenue, Sector G-5/2, Petroleum House, Islamabad. Closing date, time & place for receiving sealed bids is **10.00 A.M. 2017 on 11-10-2017** in Deputy Director (Admn) Office. No bidding documents will be issued on the bid opening day. The tender will be opened **11.00 A.M. on 11-10-2017** Time performance of work is 15 days . Successful bidder will have to deposit Rs. **100,000/- (Rs. One Hundred Thousand only)** for officer,s Cafeteria & **Rs. 50,000/-(Fifty Thousand only)** as security fee for official,s Canteen. Detailed Menu have been uploaded on PPRA's Website, for any query please call on **Phone No. 9204683**.

(Sani Muhammad Khan)
Assistant Director (G/S)
Phone:- 9204683

22-Attaturk Avenue, Sector G-5/2,
Petroleum House, Islamabad.