



Terms of Reference for Hiring Services of Reputed Caterers/Firms for Provision of Lunch Buffet at OGDCL

Terms of Reference

OGDCL invites applications from the interested registered Firms / Contractors Catering Service Providers for running officer's cafeteria and Staff Canteen for provision of subsidized lunch facilities to its employees at its Head Office Building situated at Jinnah Avenue, Blue Area, Islamabad and I-9 Base Stores Islamabad.

The Firms / Contractors / Catering Service Providers providing incomplete and or incorrect information will be liable for disqualification.

Mandatory Requirements

- i. Minimum experience of Five (5) years of provision of such services (officer's cafeterias / staff cafeterias) to government / autonomous / private departments. (Agreements must be provided)
- ii. Active Tax Payer from FBR. GST & NTN registration date must be prior to the publication of the tender notice.
- iii. Bid Security/Earnest Money amounting Rs. 1,000,000/- (Rs. One Million Only) in shape of pay order / Bank draft/ Bank Guarantee (Cheque will not be accepted) in favor of OGDCL, Islamabad, should be attached with the technical proposal. Technical Proposal without earnest money will be rejected forthwith.
- iv. The contractor should submit an undertaking on Rs.100/- Judicial (Original) Stamp paper bearing the company/firm is not blacklisted by any government department.

Terms & Conditions

1. Technical Proposal without earnest money will be rejected forthwith.
2. Financial Bid shall be submitted exclusive of PST/ICT.
3. Taxes and duties will be deducted as per prescribed Government rules.
4. Successful bidder should clearly indicate the NTN and GST Numbers in the


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- invoice.
5. Rates for special events/meetings will be decided on mutual negotiations as per market rates.
 6. Food will be served in buffet environment for officer's/staff cafeteria (self service).
 7. Menu of lunch will be prepared on monthly basis. Daily menu of officers/staff will comprise of the dishes mentioned at Annexure "B" and any other food item may be inserted in monthly lunch menu of the employees with mutual consent.
 8. Technical proposals shall be evaluated as per the criteria laid down at Annex-A. All supporting documents must be attached with Technical Proposal.
 9. Bidder shall be hired from the technically qualified bidder who has quoted the lowest financial bid.
 10. If two or more bidders quoted the same financial proposals, then the contract will be awarded to the one who has scored highest in technical qualification.
 11. Bid should be valid for 180 days from open of technical proposal.
 12. Successful bidder will sign a contract /agreement for the period of two years and the same will be extendable with the mutual consent of both the parties. A draft agreement is also attached with the Master Set of Tender Document.
 13. All pages of Technical and Financial Proposal will be signed and stamped with by the bidder.
 14. Penalty: Penalty of ranging Rs.10,000/- to Rs. 100,000/- for each case can be imposed by Manager (Admin) on the recommendation of cafeteria committee due to non-adherence of quality/quantity/hygiene and any clause of bidding documents and agreement.
 15. Successful bidder shall provide and maintain breakfast menu for the employees. Payment will be made by user in cash. Rates will be charged as per company/market retail price.
 16. Successful bidder will maintain a tuck shop in officers and staff mess where he will keep refreshment items like cold drinks, Juices, biscuits, Snacks to include Samosas, Pakoras and Sandwiches, mobile cards, ice cream and candies etc. Payment will be made by user in cash. Rates will be charged as per company/market retail price.
 17. Successful bidder shall be liable to maintain a fruit shop/ juice corner which shall provide fresh fruit/ juices and milk shakes etc. Payment will be made by user in cash. Rates will be charged as per company/market retail price.
 18. OGDCL reserves the right to accept or reject any or all bids or may stop the process prior to award of contract without any reasons in vogue with Company Procurement Procedures and PPRA Rules.


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General Information and Instructions

OGDCL Employees

i.	Officer	-	225
ii.	Staff	-	375
	Total:	-	600 approximately

(The persons may increase /decrease)

Working Days

Monday, Tuesday Wednesday, Thursday, Friday (5 days).

OGDCL Provided Facilities to the Contractor

- i. Furnished Dining Hall
- ii. Gas
- iii. Electricity
- iv. Mineral Water
- v. Utility Water
- vi. Gas Appliances
- vii. Cooking Range etc. (Installed in the present kitchen)

Contractor Obligations

- i. Kitchen Accessories
- ii. Crockery fine quality (To be approved by OGDCL Committee)
- iii. Refrigerator / Deep Freezer etc.
- iv. Oven/Microwave Oven
- v. Visi Cooler (Standing Refrigerators)
- vi. Cooking Oil only DALDA/RAFHAN/TULLO/KISAN/CANOLA
- vii. Manpower such as:
 - a) Cooks
 - b) Skilled labor
 - c) Waiters
 - d) Uniform for waiters etc.

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- e) Medical facilities to his staff
- f) Sanitary Workers
- g) Tissue Paper

3. Insurance to its employees. The contractor shall be bound to have its staff/employees insured/registered against any and all applicable social security schemes/institutions including Employees Old Age-benefits Institution (EOBI). Employees Social Security Institution (ESSI) or any other government scheme under any other law without owning responsibility to OGDCL.

4. Wages to its employees as per fair wages rule of GoP.

5. Submission of medical fitness certificate for cooks and waiters before commencement of the job and thereafter, on 6 monthly bases. Certified Copies of Medical Certificates so obtained will be displayed on the Notice Board in Both Cafeterias. Following medical tests will have to be conducted:

X-Ray Chest PA View

Blood CP

Urine R/E

Stool R/E

HBsAg

Anti HCV

HIV Antibodies

ICT TB

6. Bidder shall be responsible to keep all premises (Kitchen and Dining Hall) clean and tidy at all times. The Contractor shall hire one Sweeper at his cost to work full time for cleaning premises and Kitchen space. He will ensure to maintain high standards of cleanness.
7. The employees of the Contractor will be above 18 years of age. Where the Cafeteria/Canteen Committee considers that an employees of the contractor is not performing his duty satisfactory, the contractor shall on intimation by Principal Admin Officer/Sr. Admin Officer (Gen. Admin), remove the employees from the job.


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Annexure-A

Technical Proposal


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Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment	
No. of Contract / Jobs Completed to date	
No. of Contract / Jobs in Hand	
Valid ISO Certified Certificate	
Certificates from Relevant Authorities	
Bank Statement for Financial Soundness	

Date _____

Signature & Stamp _____

Name _____


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Technical Evaluation Marks

S.No.	Description	Max Marks	Marks Obtained
1	Total Experience (02 marks per year upto max of 10 year)	20	
2	Similar Job/Contracts (Completed to date in which firm has provided lunch facility to at least 150-200 Employees on daily basis.) Each Contract will be awarded 03 Marks.	15	
3	Similar Job/Contract (In hand in which firm has provided lunch facility to at least 150-200 Employees on daily basis) Each Contract will be awarded 03 Marks.	15	
4	Valid Certification	10	
	i. ISO Certified Certificate	05	
	ii. Certificates from Relevant Food Authorities	05	
5	Financial Soundness (Annual Turnover) The Firm shall provide audited Accounts for past 3 years	20	
	i. Annual Turnover \geq Rs.20 million	20	
	ii. Annual Turnover \geq Rs.10 million & < 20	15	
	iii. Annual Turnover \geq Rs.7.5 million & < 10	10	
	iv. Annual Turnover \geq Rs.5 million & < 7.5	05	
6	Physical Verification of the Business and its Premises Fill Form-C	15	
7	HSEQ Policy of the Firm	05	
	Total Marks	100	

Note: Bidder must score/ achieve 60 % marks in each category whereas 70% total marks to be obtained in technical qualification to become eligible for participating in financial bid opening. Technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically disqualified bidders shall be returned un-opened as per PPRA Rules and Procurement Procedures of the Company in vogue.


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Form A

Details of Contracts of Similar Nature (Completed)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Annual Basis
5	Date of Award
6	Date of completion
7	Any other detail

Note: Copies of Satisfactory Completion Certificate(s) must be attached if applicable.

(Signatures, Name & Official Seal)


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Form B

Details of Contracts of Similar Nature (In Hand)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Value of the Contract on Monthly Basis. (Calculated per annum)
3	Date of Award
4	Any other detail

Note: Copies of contract awards must be attached.

(Signatures, Name & Official Seal)


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Form C

Physical Verification of Principal Business for Quality Service

Name of the Firm	
Address	
Date and Time of Visit	

Details of Functions to be Verified

S.No.	Description	Outstanding	VeryGood	Good	Satisfactory	Unsatisfactory
1	Cleaning					
2	Kitchen					
3	Dining Hall					
4	Catering					
5	Personal Appearance					
6	Quality of Food					
7	Other if any					

Outstanding = 15
Very Good = 10
Good = 05
Satisfactory = 02
Unsatisfactory = 0

Signatures of the OGDCL Committee Members


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Annexure "B"

Menu for Lunch Buffet

Week 1				
Day	Menu			
Monday	Chicken Briyani	Beef Koftay	Daal Mash	Kheer
Tuesday	Egg Fried Rice	Chicken Manchurian	Chanay	Custard
Wednesday	Peas Pulao	Chicken Quorma	Mix Vegetable	Zarda
Thursday	Lobia Chawal	Chicken Palak	Aloo Anday	Fruit Trifle
Friday	Vegetable Pulao	Chicken Achari	Daal Chana	Sooji Halwa

Week 2				
Day	Menu			
Monday	Chicken Pulao	Potato Cutlets	Seasonal Vegetable	Kheer
Tuesday	Daal Chawal	Chicken Roast	Beef Haleem	Gajjar Halwa
Wednesday	Peas Pulao	Chicken Quorma	Dal Masoor	Fruit Trifle
Thursday	Kalay Chana Pulao	Chicken Nihari	Aloo Palak	Fruit Trifle
Friday	Egg Fried Rice	Chicken Pepper	Anday Chanay	Custard

Note: Following additional items will be provided with the buffet complimentary

- Naan/Roti
- Raita
- Salad


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Annexure "C"

Financial Bid Form
To Be Attached with Financial Bid
Lunch for Officers / Staff Cafeterias

i. **Financial Bid.** Rate must be quoted excluding PST/ICT.

Description	Total Estimated No. of Person	Rate per head	Total Price per Month	Total Price per Year
Per head rate in rupees as per attached menu	600			

Note: Payment will be made on actual count of the persons monthly against verified invoices. All Applicable government taxes and duties will be deducted at source. In case of officer OGDCL will pay 50 % of the total cost whereas the officer shall pay rest in cash at the time of meal whereas in case of staff OGDCL will pay 75 % of the total cost whereas the staff member shall pay rest in cash at the time of meal.

Signature _____

With Seal


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Clarifications:

- In case of any queries or clarifications regarding the kitchen space or seating arrangement of the cafeterias following official may be contacted

Mr. Sajid Ali
Sr. Admin Officer (GA)
Land Line # 051-920022295
Email: sajid_ali@ogdcl.com


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OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'single stage Two envelop'

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 1,000,000/- is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR.

(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')

- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%2018-03-2019-N.pdf>