



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 04/15-16**

### **INVITATION TO BID**

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers registered with Income Tax and Sales Tax Departments for below:

#### **Hiring of Cafeteria Services**

**Pre Bid Meeting:** In order to obtain full understanding of the TORs/requirements, a meeting of the bidders is scheduled on **April 06, 2016** at 1000Hrs at SECP Karachi Office. Those who wish to attend/participate should inform the undersigned.

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against for the above requirement is available for the interested bidders from the undersigned and can also be downloaded from [www.secp.gov.pk/procurement.asp](http://www.secp.gov.pk/procurement.asp) free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before April 14, 2016 at 1500 Hrs and will be opened on the same day at 1530Hrs.

Deepak Kumar Jewani -- Assistant Director (Admin)  
4th Floor, SLIC #2, Wallace Road, Karachi  
Tel: 021-99213423/4  
Email: [deepak.jewani@secp.gov.pk](mailto:deepak.jewani@secp.gov.pk)

### **Terms and Conditions for Bids and Bidders**

1. **Tender Identification Number: TENDER # 04/15-16**
2. Bids are invited for **“Hiring of Cafeteria Services”** through **SINGLE STAGE ONE ENVELOPE METHOD**, initially for a period of 01 year, extendable to any period mutually agreed.
3. **The Procurement Agency is:**  
  
**Securities and Exchange Commission of Pakistan**  
4th Floor, SLIC # 2, Wallace Road, Karachi.
4. The relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: [www.secp.gov.pk/Procurement.asp](http://www.secp.gov.pk/Procurement.asp)
5. **Pre Bid Meeting:** In order to obtain full understanding of the TORs/requirements, a meeting of the bidders is scheduled on **April 06, 2016 at 1000Hrs** at SECP Karachi Office.
6. Clarification if any on the technical requirement may also be obtained by sending an email to [deepak.jewani@secp.gov.pk](mailto:deepak.jewani@secp.gov.pk)
7. Bid Validity period should be 90 days.
8. All pages of bid must be signed and stamped by the bidder.
9. The amount of the bid shall be in Pak Rupees.
10. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered and bidders should supply the same at the rates quoted by them.
11. Bidders must be registered with sales tax department, having national tax number (NTN) (if applicable). Interested bidder must submit proof of NTN and GST with the bid. Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
12. Taxes and duties will be deducted as per Government rules. Bid shall be submitted inclusive of all GoP taxes.
13. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
16. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
17. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all costs.

18. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
19. SECP shall disqualify a bidder if it finds at any time that the information submitted by the bidder concerning its qualification was false and materially inaccurate.
20. Bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained / received.
21. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, SLIC #2, Wallace Road, Karachi.
22. The envelopes shall bear the following additional identification marks:

**Bid for:** **“Hiring of Cafeteria Services”**  
**Bidder Name:** XYZ Firm  
**Attention:** Assistant Director Admin, 4th Floor, SLIC #2, Wallace Road, Karachi.

23. **The deadline for the submission of bids is:**  
**Date: April 14, 2016**  
Time : 1500 Hrs.

24. **The bid opening shall take place at:**

**Securities and Exchange Commission of Pakistan**  
4th Floor, 4th Floor, SLIC #2, Wallace Road, Karachi.  
**Date: April 14, 2016**  
Time: 1530 Hrs

25. A statement **“(Do Not Open Before 1530 Hrs on April 14, 2016)”** shall be clearly mentioned on the top of the sealed bid.
26. Each bid shall have both Technical and Financial proposals. Weightage of Technical and Financial proposals will be 70% and 30% respectively. The bidder obtaining highest marks combining both Technical and financial proposals will be awarded the contract.
27. Evaluation criteria for each bid are given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 70%. Financial bids of only technically qualified bidders shall be opened.
28. Evaluation criteria of financial proposal is as under:

$$\text{Financial Score} = 30 \times \frac{\text{Amount quoted by the lowest bidder for Lunch in financial bid}}{\text{Amount quoted by the company whose financial score is to be calculated}}$$

29. If two or more bidders obtain equal marks in aggregate, then the contract will be awarded to the one with lowest financial bid.

30. Successful bidder will have to deposit Performance security lump sum of Rs.100,000 is required to be deposited by the successful bidders as a contract security and it will be released after 03 months of expiry of contract.
31. Successful bidder would sign a contract/agreement with the Commission initially for the period of one year, extendable to any period mutually agreed.
32. Services of the successful bidder required (if any) for special events/meetings, rates will be decided with mutual negotiations as per the market rates. However, despite having selected bidder for providing Cafeteria Services, it will not bar the SECP from using the sources other than the selected bidder.
33. Both parties (SECP or service provider) can terminate the contract with the notice of one month's period without assigning any reason. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Commission would be final and binding on all matters relating to this invitation.
34. Bids received after the due date and time will not be entertained.
35. The Commission reserves the right to amend/change/revise the TORs of invitation if deemed necessary. The successful bidder shall have to provide the services accordingly.

**Note:**

- **Attachment Details are as under**

**1. Terms of Reference**

**Annex "A"**

- **If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements.**

**TERMS OF REFERENCE (TORs): HIRING OF CAFETERIA SERVICES**

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Commission is desirous to have a professional, qualified and experienced contractor for Hiring of Cafeteria Services at its SECP Office located at Karachi.

Bids are being invited of parties who represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the Commission.

Sealed bids are accordingly invited from reputable bidders registered with Income Tax and Sales Tax Departments (if applicable) for “Hiring of cafeteria Service” for a period of one year for serving Buffet/Single meal to the employees.

**General Information**

1. The successful bidder will have to bring cooked food as per the agreed menu and serve the same at SECP Cafeteria, KHI from 12:30 PM to 3:00 PM
2. Food will be served in the Cafeteria as below:
  - Buffet Meal
  - Single meal (Plate/s) Serving
3. The lunch of total 60 employees per working day will be guaranteed as per below:
  - Buffet Meal = 15
  - Single meal (Plate/s) Serving =45
4. The payment to the contractor will be made by SECP on monthly basis after receipt of invoice along with verifiable supporting documents.

**Working Days:**

Lunch will be served on Working Days Only i.e. Monday through Friday, apart from National Holidays/Holy Month of Ramadan.

**SECP Facilities for Contractor**

- i. Hall for serving lunch
- ii. Electricity
- iii. Tap Water for dish washing.
- iv. Supply of drinking water.
- v. Any other item/service (to be mutually agreed).

**Contractor's Liabilities & Responsibilities**

- i. Kitchen Accessories
- ii. Crockery / Cutlery
- iii. Fridge / Deep freezer / Microwave Oven.
- iv. Furniture and fixture required for serving area and contractor staff.
- v. Maintenance of overall cleanliness and hygiene of the Cafeteria.
- vi. Dish washing & cleanliness of the kitchen shall rest with the contractor.
- vii. Managing daily verifiable record of Buffet/Single Meal availing lunch facility at cafeteria.
- viii. Professional Cafeteria Staff in uniforms
- ix. Keeping cafeteria hall and fixtures therein in good condition and carry out repair and maintenance (if required).
- x. Any other item/service essential for running cafeteria service with approval of SECP Management.

**Technical Proposal Requirement & Evaluation Procedure**

Description	Marks	Detail
Year of Establishment /Experience (1 mark per year)	5	To be provided on <b>Annex-1</b>
Similar Job /Contract (Completed) (05 Marks each job, maximum 03 contract/jobs will be considered)	15	To be provided on <b>Annex-2</b>
Similar Job /Contract (In-hand) (05 Marks each job, maximum 03 contract/jobs will be considered)	15	To be provided on <b>Annex-3</b>
Bank Certificate for Financial Soundness	10	Bank certificate to be provided
Litigation History (5 marks will be awarded to the applicants having no litigation )	5	To be provided on <b>Annex-4</b>
Verification of quality of food and service [from the similar current & previous clients of the bidder]	20	To be filled by the Purchase Committee of SECP or Nominees on <b>Annex-5</b>
<b>Total</b>	<b>70</b>	

**Note:** The above data forms can be verified independently by SECP and any mis-statement by the bidder may result in termination of contract, forfeiture of pending payments along with performance security and black listing of company.

**Financial Evaluation Procedure**

Description	Maximum Marks
Rates quoted for lunch by the bidder	30
<b>Total</b>	<b>30</b>

Note: Marks will be awarded to the vendors as per the formula stated above.

**Bid Form**

**Lunch for SECP Employees at Cafeteria**

<b>Description</b>	<b>Rate (Rs) Per head Per Month for Lunch/M meal inclusive of all taxes (List of menu attached)</b>
<b>Buffet Meal</b>	
<b>Single Meal (Plate/s) Serving</b>	

**Signature** \_\_\_\_\_  
**With Seal**

## Menu for Lunch

### پر تکلف

پیر	منگل	بدھ	جمعرات	جمعہ
چھوٹے گوشت کی کڑاھی	مرغ مسالہ چاول	چکن ونگز	سبزی چاول	سبزی چاول
دال چنا	بھجی ہوئی سبزی	موسی سبزی	مرغ چاؤ من	چکن چلی
متفرق سلاد	سینڈوچ	نان + روٹی	مرغ کاجو	پین پاستا
رائیہ	سیب اور بند گو بھی کا سلاد	سینڈوچ	شیر خورمہ	بادشاہی کھیر
نان + روٹی	گلاب جامن	دہی بھلے		
فروٹ ٹرائفل		شای کلٹرے		
<b>سادہ</b>				
پیر	منگل	بدھ	جمعرات	جمعہ
مرغ اچاری	مرغ پاک	مرغ بریانی	اندھ چنا	آلو اور بڑے گوشت کا قیمہ
نان + روٹی	تازہ سلاد	رائیہ	نان + روٹی	رائیہ، تازہ سلاد
رائیہ	نان + روٹی		رائیہ	نان + روٹی
				بادشاہی کھیر

Note: Mentioned Menu is a sample Menu. Change/modification in Menu will be made with mutual agreement of SECP and Successful bidder.



**Experience Record**

<b>S. No.</b>	<b>Name of Restaurant/Hotel/ Guest House</b>	<b>Date of Establishment</b>

**Note:** Proof of Establishment must be attached.

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(Signatures, Name & Official Seal)

**Details of Projects of Specific Nature (Completed)**

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

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

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

\_\_\_\_\_  
(Signatures, Name & Official Seal)

**Details of Projects of Specific Nature (In Hand)**

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

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

**Note:** Copies of contract awards must be attached.

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(Signatures, Name & Official Seal)

**Litigation History**

Applicant should provide information on any history of litigation or arbitration resulting from projects executed in the last 05 years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of the Client, cause of litigation, and matter in dispute	Disputed Amount in PKR

\_\_\_\_\_  
(Signatures, Name & Official Seal)

Verification of Service Quality

Name \_\_\_\_\_

Address \_\_\_\_\_

Visit date and time \_\_\_\_\_

S. No.	Description	Max Marks	Excellent (5)	Very Good (3)	Good (1)	Unsatisfactory
1	Cleanliness & Hygiene of Hall and Kitchen	5				
2	Quality of Food / Raw Material Used	5				
3	Chef / Staff Cleanliness & Hygiene	5				
4	Service Quality including Crockery& Cutlery, Uniform, etc.	5				
<b>Overall Rating</b>						

\_\_\_\_\_  
(Signatures of the Officer (s))