



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

T# 04/16-17

INVITATION TO BID

The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors based in Pakistan for

Hiring of Cafeteria Services for Karachi and Lahore, Offices.

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 above requirement(s) are available for the interested bidders from the undersigned and can also be downloaded from 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 January 30, 2017 at 1500 Hrs and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 021-99213423 /4
Email : deepak.jewani@secp.gov.pk Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)
Securities and Exchange Commission of Pakistan
4th Floor, SLIC # 2, Wallace Road, Karachi.

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 04/16-17**
2. Bids are invited for **“Hiring of Cafeteria Services for Karachi and Lahore, Offices.”** 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
5. **Pre Bid Meeting:** In order to obtain full understanding of the TORs/requirements, a meeting of the bidders is scheduled on **January 20, 2017 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
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 for Karachi and Lahore, Offices.”**
Bidder Name: XYZ Firm
Attention: **Deputy Director** Admin, 4th Floor, SLIC #2, Wallace Road, Karachi.

23. **The deadline for the submission of bids is:**
Date: January 30, 2017
Time : 1500 Hrs.

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

Securities and Exchange Commission of Pakistan
, 4th Floor, SLIC #2, Wallace Road, Karachi.
Date: January 30, 2017
Time: 1530 Hrs

25. A statement **“(Do Not Open Before 1530 Hrs on January 30, 2017)”** 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 60% and 40% 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 60%. Financial bids of only technically qualified bidders shall be opened.
28. Evaluation criteria of financial proposal is as under:

$$\text{Financial Score} = 40 \times \frac{\text{Amount quoted by the lowest bidder for Lunch (Single Meal including low fat meal) in financial bid}}{\text{Amount quoted by the company whose financial score is to be calculated}}$$

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 02 months of expiry of the 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 on same terms and conditions i.e rates etc.
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 for Karachi | Annex "A" |
| 2. Terms of Reference for Lahore | Annex "B" |

Note: Bidder may either quote for one or both cities.

- **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 for Karachi, Office

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 Cafeteria Services at its CRO/SRO 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 Karachi offices” for a period of 01 years for serving lunch 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 from 12:30 PM to 3:00 PM
2. Food will be served for the Officers and Staff in the Cafeteria as below:
 - For Officers/ Staff Single meal (Plate/s) Serving and Low Fat meals.
3. The lunch of 50 employees (inclusive Officers/staff) per working day will be guaranteed.
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 etc.
- iv. 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. Supply of drinking water i.e. Nestle, Sparklets, Kinley, Aquafina etc. or any well-known brand
- vi. Maintenance of overall cleanliness and hygiene of the Cafeteria.
- vii. Dish washing & cleanliness of the kitchen shall rest with the contractor.
- viii. Managing daily verifiable record of Officers/Staff members availing lunch facility at cafeteria.
- ix. Professional Cafeteria Staff in uniforms.
- x. Keeping cafeteria hall and fixtures therein in good condition and carry out repair and maintenance (if required).
- xi. 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 Annex-1
Similar Job /Contract (Completed) (04 Marks each job, maximum 03 contract/jobs will be considered)	12	To be provided on Annex-2
Similar Job /Contract (In-hand) (04 Marks each job, maximum 02 contract/jobs will be considered)	8	To be provided on Annex-3
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 Annex-4
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 Annex-5
Total	60	

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	40
Total	40

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

TERMS OF REFERENCE (TORs): HIRING OF CAFETERIA SERVICES for Lahore, Office

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 Cafeteria Services at its CRO Office located at Lahore.

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 Lahore offices” for a period of 01 years for serving lunch to the employees.

General Information

5. The successful bidder will have to bring cooked food in boxes or any other alternative as per the agreed menu and serve the same at SECP Lahore office from 13:00 PM to 14:00 PM
6. Food will be served for the Officers and Staff as per below:
 - For Officers/ Staff Single meal (Plate/s) Serving and Low Fat meals.
7. The lunch of 25 employees (inclusive Officers/staff) per working day will be guaranteed.
8. 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.

Technical and Financial evaluation process will remain the same as **Annexure “A”**

Bid Form

Lunch for SECP Employees at Cafeteria

Description	Rate (Rs) Per head Per Month for Lunch inclusive of all taxes (List of menu attached)
Single Meal (Plate/s) inclusive low fat meal Serving for staffs/officers <i>(Number of low fat meals as per requirement)</i>	

Signature _____
With Seal

Menu for Single Meal Lunch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Offered Flat Rate Per Person Per Meal
Chicken Biryani	Kari Pakora/Vegetable	Chicken Karahi	Allu Chicken Qeema	Chicken Qorma/Mutton Qorma	
Fresh Salad/Fresh Fruit	Apple Cabbage Salad	Salad/SeasonalFruit	Fresh Salad	Fresh Salad	
Mint Raita	Nan/Roti	Nan/Roti	Nan/Roti	Nan/Roti	

Menu for Single Low-Fat Lunch Associated to Single Meal

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Offered Flat Rate Per Person Per Meal
Brown Chicken/egg Sandwich with Fresh Salad	Boiled Rice	Chicken Noddeles with Fresh Salad	Gilled Fish	BRB Q Chiken Tikka with Garlic bread Slices	
Chicken Corn Soup	Dal Masoor	Hot & Sour Soup	Garlic & vegetable Rice	Steamed Vegetables	
Seasonal Fruit	Seasonal Fruit	Seasonal Fruit	Seasonal Fruit	Seasonal Fruit	

Note: Mentioned Menus are samples Menu. Change/modification in Menu will be made with mutual agreement of SECP and Successful bidder.

Experience Record

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

Note: Proof of Establishment must be attached.

(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.

(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				
Overall Rating						

(Signatures of the Officer (s))