



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**No. T# 02/17-18**

### **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 Lahore, Office.**

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](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 June 22, 2018 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. 042-99204962 Ext : 53  
Email : [umer.haider@secp.gov.pk](mailto:umer.haider@secp.gov.pk) Office Hours (Monday to Friday excluding Public Holidays)

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

1. **Tender Identification Number: TENDER # 02/18-19**

2. Bids are invited for "**Hiring of Cafeteria Services for Lahore, Office.**" 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 & Exchange Commission of Pakistan**

Company Registration Office

Associate House, 3rd & 4th Floor,

7-Egerton Road, Lahore

Tel: PABX: +92 [42] 99204962-66 [53] | FAX: +92 [42] 99202044.

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. Clarification if any on the technical requirement may also be obtained by sending an email to [umer.haider@secp.gov.pk](mailto:umer.haider@secp.gov.pk)

6. Bid Validity period should be 90 days.

7. All pages of bid must be signed and stamped by the bidder.

8. The amount of the bid shall be in Pak Rupees.

9. 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.

10. 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.

11. Taxes and duties will be deducted as per Government rules. Bid shall be submitted inclusive of all GoP taxes.

12. 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.

13. The language of the bid is English and alternative bids shall not be considered.

9. 14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
10. 15. 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.
11. 16. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all costs.
13. 17. 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.
14. 18. 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.
19. 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. Place of destination is: **Securities and Exchange Commission of Pakistan**, Company Registration Office Associate House, 3rd & 4th Floor, 7-Egerton Road, Lahore
20. The envelopes shall bear the following additional identification marks:
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    - 15.
    16. **Bid for:** **"Hiring of Cafeteria Services for Lahore, Office."**
    17. **Bidder Name:** XYZ Firm
    18. **Attention:** **Umer Haider**
    19. Company Registration office 3<sup>rd</sup>
    20. Floor, Associated House 7
    - Edgerton Road Lahore.
21. 22. The deadline for the submission of bids is:
  22. **Date: June 22, 2018**
  23. Time: 1500 Hrs.
24. 23. The bid opening shall take place at:
  - 25.
  26. **Securities and Exchange Commission of Pakistan**
  27. Company Registration office 3<sup>rd</sup> Floor, Associated House
  - 7 Edgerton Road Lahore.
  28. **Date: June 22, 2018**
  29. Time: 1530 Hrs
30. 24. A statement **"(Do Not Open Before 1530 Hrs on June 22, 2018)"** shall be clearly mentioned on the top of the sealed bid.
31. 25. Each bid shall have both Technical and Financial proposals. Weightage of Technical and Financial proposals will be 50% and 50% respectively. The bidder obtaining highest marks combining both Technical and financial proposals will be awarded the contract.

26. Evaluation criteria for each bid are given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 60%.
32. 27. Evaluation criteria of financial proposal is as under

- including Financial Score = 33. Amount quoted by the lowest bidder for Lunch (Single Meal  
 50x low fat meal) in financial bid
34. Amount quoted by the company whose financial score is to be calculated
26. 35. 28. If two or more bidders obtain equal marks in aggregate, then the contract will be awarded to the one with lowest financial bid.
- 36.
- 8 37. 29. 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.
27. 38. 30. 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.
- 39.
40. 31. Both parties (SECP or service provider) can terminate the contract with the notice of 45 days' period assigning valid 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.
41. 32. Bids received after the due date and time will not be entertained.
42. 33. 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.
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44. **Note:**
- \* **Attachment Details are as under**
- |   |                  |
|---|------------------|
| 1. <b>Terms of Reference for Lahore</b> | <b>Annex "A"</b> |
| 2. <b>Technical Evaluation Process</b>  | <b>Annex "B"</b> |
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47. **If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements**
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57. ANNEX "A"

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

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60. 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.

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62. The Commission is desirous to have a professional, qualified and experienced contractor for Cafeteria Services at its CRO Office located at Lahore.

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

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66. 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.

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68. **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:

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70.- For Officers/ Staff Single meal (Plate/s) Serving and Low Fat meals.

7. The lunch of 25 employees (inclusive Officers/staff) per month guaranteed with breakup of 05 low fat and 20 single meals.

8. The payment to the contractor will be made by SECP on monthly basis after receipt of invoice along with verifiable supporting documents.

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72. **Working Days:**

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

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87. ANNEX B

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90. **Technical Evaluation Process**

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92. Description	93. Marks	94. Detail
95. Year of Establishment /Experience 96. (1 mark per year) Min. 01 year Compulsory	97. 5	98. To be provided on <b>Annex-1</b>
99. Similar Job /Contract (In-hand) 100. (min 01 contract/job will be considered)	101. 5	102. To be provided on <b>Annex-2</b>
103. Bank Certificate for Financial Soundness	104. 5	105. Bank certificate to be provided
106. Litigation History 107. (5 marks will be awarded to the applicants having no litigation )	108. 5	109. To be provided on <b>Annex-3</b>
110. Verification of quality of food and service.	111. 30	112. To be filled by the Purchase Committee of SECP or Nominees on <b>Annex-4</b>
113. <b>Total</b>	114. <b>50</b>	115.

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119. Bid Form

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121. Lunch for SECP Employees at Cafeteria

123. Description	124. Rate (Rs) Per head Per Month for Lunch inclusive of all taxes (List of menu attached)
125. Single Meal (Plate/s) inclusive low fat meal Serving for staffs/officers (Number of low fat meals as per requirement)	126.

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131. \_\_\_\_\_ Signature

132. With Seal

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134.        Menu    for  
             Single Meal Lunch  
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137. **Details of Projects of Specific Nature (In Hand)**

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

141. (Signatures, Name & Official Seal)

**142. Litigation History**

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

146. Year	147.      A ward FOR or 148.      A GAINST 149.      A pplicant	150.    Name of the Client, cause of litigation, and matter in dispute	151.    Disputed Amount in PKR
152.	153.	154.	155.
156.	157.	158.	159.
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177. (Signatures, Name & Official Seal)

178. Verification of Service Quality

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**Name**

**Address** \_\_\_\_\_

**Visit date and time**

190. \$ No.	191. Description	192. Marks	193. Excellent (5)	194. Very Good (3)	195. Good (1)	196. Unsatisfactory
197. 1	198. Cleanliness & Hygiene of Hall and Kitchen	199. 5	200.	201.	202.	203.
204. 2	205. Quality of Food / Raw Material Used	206. 5	207.	208.	209.	210.
211. 3	212. Chef / Staff Cleanliness & Hygiene	213. 5	214.	215.	216.	217.
218. 4	219. Service Quality including 220. Crockery & Cutlery, Uniform, etc.	221. 5	222.	223.	224.	225.
226. <b>Overall Rating</b>		227.	228.	229.	230.	231.

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(Signatures of the Officer (s))

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