

GOVERNMENT OF PAKISTAN  
**Pakistan Meteorological Department**  
Headquarter's Office,  
Sector H-8/2, Islamabad-PAKISTAN



**(Bidding Documents)**  
No. I&P-5(10)/Canteen/2020-21

*for*

**Canteen Services at Pakistan Meteorological  
Department, Islamabad**

*February – 2021*

**DIRECTOR GENERAL:**  
**PAKISTAN METEOROLOGICAL DEPARTMENT, ISLAMABAD**  
**Islamic Republic of PAKISTAN**  
Phone No. +92-51-9250596  
Fax No. +92-51-9250368

# **Tender Notice**

**GOVERNMENT OF PAKISTAN**  
**PAKISTAN METEOROLOGICAL DEPARTMENT**  
*(Headquarters Office)*  
**Post Box No. 1214, Sector H-8/2**  
**ISLAMABAD**

**Tender Notice**  
**Tender No: 02/2020-21**

Pakistan Meteorological Department (PMD), Islamabad hereby invites sealed bids from well reputed Canteen / Cafeteria Service Providers / Caterers, duly registered with Income Tax & Sales Tax Departments and being an active tax payer, for the award of contract of PMD Canteen / Cafeteria for a period of one year which may be extended on yearly basis subject to good performance.

1. This is a single stage two envelopes tendering process in which technical and financial proposal must be sealed in separate envelop and both sealed in a larger envelope. Sealed bids supported with Rs.5000/- refundable earnest money, in the shape of pay order / demand draft / call deposit in the name of Director General, Pakistan Meteorological Department should reach this office on 09-03-2021 before 1100 hours. Bids will be opened on the same day at 1130 hours in the presence of the contractors / bidders, who opt to attempt.
2. The contractor must have experience of at least 03 years in running canteen / cafeteria of Government organization or any reputed private organization.
3. The contract will be for an initial period of one year which may be extended on mutually agreed terms from year to year basis. However, performance of the approved contractor will be observed closely by the Canteen Management Committee and may be terminated after serving one month notice, if the services are not found satisfactory.
4. The successful canteen contractor will have to submit demand draft amounting to Rs. 20,000/- as security deposit in favour of Pakistan Meteorological Department.
5. Quoted prices should be inclusive of all taxes. Incomplete / conditional or late received offer will not be considered.
6. The competent authority of PMD reserves the rights to accept or reject any or all tenders as per rule.
7. Bidding documents including detailed TOR(s) can be obtained free of cost from PMD Office, Sector H-8/2, Islamabad or can be downloaded from websites: [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pmd.gov.pk](http://www.pmd.gov.pk)

**Dr. MUHAMMAD TAHIR KHAN**  
Director / Member Purchase Committee  
PMD HQtr's, H-8/2, Islamabad.  
Ph. No. 051-9250596, Fax: 051-9250368

**Terms & Conditions:**

1. Single stage - two envelope procedure shall apply. Sealed bids supported with Rs. 15,000 refundable earnest money, in the shape of pay order / demand draft / call deposit in the name of Director General, Pakistan Meteorological Department should reach this office on 09-03-2021 by 1100 hours. Bids shall be opened on the same date at 1130 hours in the presence of the bidders or their authorized representatives, who may choose to be present.
2. The contractor must have experience of at least 03 years in running canteen / cafeteria of Government organization or any reputed private organization.
3. The contract will be for an initial period of one year which may be extended on mutually agreed terms from year to year basis. However, performance of the approved contractor will be observed closely by the Canteen Management Committee and may be terminated after serving one month notice, if the services are not found satisfactory.
4. The successful canteen contractor will have to submit demand draft amounting to Rs. 30,000/- as security deposit in favour of Pakistan Meteorological Department.
5. In the event that the successful bidders refuses or fails to honor its bid, PMD shall be at liberty to forfeit the Earnest Money.
6. The canteen contractor will be liable to pay all Govt. taxes / excise duties etc, if any. There will be no responsibility on the part of PMD in this regard.
7. The canteen contractor will be responsible to furnish the canteen at his own expenses. The canteen contractor will use crockery of good quality. The crockery should be clean and presentable at canteen as well as in the office and meetings as per requirement.
8. The canteen contractor will provide proper furniture in canteen hall and bring his own Refrigerators / Deep Freezers and other accessories. The utility expenses of Gas charges (separate meter already installed) for running of the canteen shall be borne by the contractor. He will not be allowed to use electricity for cooking purposes.
9. PMD will provide the space for kitchen and sitting area free of cost to the successful contractor and contractor shall provide subsidized rate(s) to the PMD employees.
10. Sub-letting of canteen to any other party, under any circumstances, is not allowed & liable to the cancellation of contract agreement.
11. The canteen will run from 7:00 AM to 10:00 PM without any break.
12. The canteen staff should be dressed in neat and clean uniform and will also be security-cleared from the concerned agencies and PMD.
13. PMD will not be liable for any loss or damage to store or article in premises brought, used by contractor.

14. The bidders should submit their sealed proposals containing the rate of food items served at canteen as per prescribed format.
15. Apart from quoting rates for each food items as mentioned in enclosed list, a lump sum package rate per month for three meals may also be quoted for resident officers / officials, along with weekly menu for three meals a day. A specimen / template of weekly menu is attached.
16. The bidder shall furnish Affidavit (on the stamp paper) to the effect that the firm has not been black listed by any of the Government organization.
17. The competent authority of PMD reserves the rights to accept or reject any or all tenders as per rule.
18. Bidding documents can be obtained free of cost from PMD Office, Sector H-8/2, Islamabad or can be downloaded from websites: [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pmd.gov.pk](http://www.pmd.gov.pk)

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Islamabad

**Canteen Contractors Rates**

<b>BREAKFAST</b>			
Sr.No	Item	Unit	Rate
1.	Paratha (100gm)	Per piece	
2.	Bread / Sandwich	Per piece	
3.	Egg (Omelet)	Per piece	
4.	Lahori Channy	Per plate	
5.	Egg (Fry)	Per piece	
6.	Coffee (125ml)	Per Cup	
7.	Tea (125ml)	Per Cup	
8.	Nan (100 gram)	Per piece	
<b>LUNCH / DINNER</b>			
9.	Chicken Biryani (400gms)	Per plate	
10.	Chinese Biryani (400gms)	Per plate	
11.	Beef Biryani (400gms)	Per plate	
12.	Kabli Pulao (400gms)	Per plate	
13.	Vegetable Pulao (400gms)	Per plate	
14.	Channa Chawal (400gms)	Per plate	
15.	Chicken Karahi	Per plate	
16.	Chicken Haleem	Per plate	
17.	Chicken Qorma	Per plate	
18.	Shami Kabab	Per piece	
19.	Pakora	Per plate	
20.	Nihari	Per plate	
21.	Aloo Qeema	Per plate	
22.	Karri Pakora	Per plate	
23.	Daal (Channa / Mash)	Per plate	
24.	Mix	Per plate	
25.	Anda Curry	Per plate	
26.	Daal Lobia	Per plate	
27.	Roti (100 gram)	Per piece	
28.	Nan (100 gram)	Per piece	
29.	Green Tea	Per Cup	
30.	Sweet Dish	Per Cup	
31.	Samosa (Aloo & Vegetable)	Per piece	
32.	Burgers (Egg Shami, Chicken )	Per piece	
33.	Spring Roll	Per piece	
34.	French Fries	Per plate	
35.	Channa Chat	Per plate	
36.	Dahi Bhalley	Per plate	

37.	Fruit Chat	Per plate	
38.	Boiled Egg	Per Piece	
39.	Any other item proposed by the caterer		

**Note: Prices should be inclusive of all taxes.**

Government of Pakistan  
Cabinet Secretariat (Aviation Division)  
Pakistan Meteorological Department  
Sector H-8/2, Post Box 1214  
Islamabad

**BID APPLICATION FORM**  
**FOR CANTEEN**

1. Name of Firm \_\_\_\_\_
2. Name (s) of the owner (s) of firm \_\_\_\_\_
3. CNIC No (s) of the owner (s) of the firm \_\_\_\_\_
4. Address of the firm \_\_\_\_\_
5. Telephone Nos. (Land Line) \_\_\_\_\_
6. Mobile Nos \_\_\_\_\_
7. Income Tax No. /NTN \_\_\_\_\_
8. GST Registration No \_\_\_\_\_
9. Experience (in Years) \_\_\_\_\_
10. Bid Price (Rupees per month) \_\_\_\_\_
11. Bank Draft/Pay order No. \_\_\_\_\_  
Date \_\_\_\_\_ Bank & Branch \_\_\_\_\_  
\_\_\_\_\_
12. List of major clients attached (Yes/No) \_\_\_\_\_
13. Affidavit (on the stamp paper) to the effect that the firm has not been black listed by any of the Govt. (Federal Provincial attached (Yes/No) \_\_\_\_\_
14. Signature of the owner / authorized / person of the firm (With name & Mobile Number.) \_\_\_\_\_  
\_\_\_\_\_



**Government of Pakistan  
Cabinet Secretariat (Aviation Division)  
Pakistan Meteorological Department  
Sector H-8/2, Post Box 1214  
Islamabad**

**Weekly Menu Specimen**

وضاحت	رات کا کھانا	دوپہر کا کھانا	صبح کا ناشتہ	دن
				سوموار
				منگل
				بدھ
				جمعرات
				جمعہ
				ہفتہ
				اتوار

مابانہ شرح