

BIDDING DOCUMENT



HIRING THE PCTB CAFETERIA

for

Punjab Curriculum and Textbook Board Lahore

21/E-II, Gulberg – III, Lahore.

Phone: 042-99230681, Fax: 042-99230679

THIS DOCUMENT CONTAINS TWO (02) PARTS:

Part – I	ADVERTISEMENT
Part – II	BIDDING DOCUMENT

PUNJAB CURRICULUM & TEXTBOOK BOARD, LAHORE

PCTB online: <http://pctb.punjab.govt.pk/>

NOTICE FOR TENDER INVITATION OF PCTB CAFETERIA

Applications are invited from well reputed / experienced firms / individuals for running of cafeteria at Punjab Curriculum & Textbook Board, Lahore.

i. Interested applications may collect relevant document containing detailed applications, terms & conditions from the office of Deputy Secretary Estate) PCTB during office hours from 9.00 am to 5.00 pm on submission of written application on their letter heads. All applicants shall include the following documents in sealed envelopes to be evaluated for considerations.

- (1) Business name of firm / individual
- (2) Copy of the CNIC
- (3) Address and other contact details
- (4) NTN number
- (5) Relevant experience (including copies of certificates)
- (6) Bank statement of last three years
- (7) Affidavit of litigation history
- (8) Character certificate from the current employer

ii. Processing fee: Rs.1,000/- (non-refundable) for cafeteria must be submitted with application in form of pay order / draft in favour of PCTB.

iii. Complete application in all respect should reach the office of Director (Admin.) PCTB in person or through courier / postal services on _____ at _____

iv. Incomplete applications or the application received after due date shall not be entertained.

v. All prevailing taxes will be applicable as per Govt. rules & regulations i.e. sales tax, income tax and services tax, etc.

vi. PCTB reserves the rights to cancel bids at any time in case of violation of instruction of PCTB.

vii. For further details please visit website of PCTB

Director Administration
Punjab Curriculum & Textbook Board
21-E-II, Gulberg-III, Lahore
Ph. # 042-99230672-6

C O N T E N T S

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INSTRUCTIONS TO BIDDERS

1. SCOPE OF BID

- 1.1 Director Administration Punjab Curriculum & Text Book Board 21 /E – II, Gulberg – III, Lahore, invites bid from the applicants for the period of one year starting from signing the contract agreement.
- 1.2 The SBD is available on the submission of a written application to the Director (Administration) on payment of non-refundable fee of Pak Rs.1,000/-.

2. ELIGIBLE BIDDERS

- 2.1 All applicants who for procurement of services of cafeteria acquire the requisite qualification / eligibility will stand as eligible bidder.

3. CLARIFICATION OF BIDDING DOCUMENTS

- 3.1 Prospective bidder requiring any clarification regarding bidding documents / information shall contact the office of Director (Administration), Punjab Curriculum & Text Bok Board, Lahore.

4. AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadlines for submission of bids, the Director (Administration) may amend the bidding documents by issuing addenda before accepting the Financial Bid.
- 4.2 Any addendum issued shall be part of the bidding documents directly from the office of Director (Administration), Punjab Curriculum & Text Book Board, Lahore.

5. DISQUALIFICATION

- 5.1 Provision of forged/incorrect information.
- 5.2 Submission of incomplete documents
- 5.3 Unsigned documents (each page being submitted must be signed)
- 5.4 over writing, cutting, use of fluid is not allowed which may lead to cancellation of bid offered.
- 5.5 in case of violation of instructions of PCTB

6. SUBMISSION AND OPENING OF BIDS

- 6.1 The bidder shall submit the SBD & documents in person or through courier / postal services to Director Administration, Punjab Curriculum & Text Book Board, Lahore on or before date mentioned in advertisement.
- 6.2 The bidder shall enclose the bid complete in all ways in a single envelope
 - a) Has the name and address of the bidder / applicant.
 - b) Be addressed to Director (Administration), Punjab Curriculum & Text Book Board, Education Department, Government of Punjab, Lahore.
 - c) Sealed properly.

7. SUCCESSFUL BIDDER

- 7.1 The successful bidder / individual will submit stamp duty @ 0.25% of the total value of contract / purchase order at the time submission of bill the end user.
- 7.2 The successful bidder / individual will also submit / deposit a performance security @ 10% of the total value of contract.

SCHEDULE OF EVENTS

Date of advertisement in newspaper -

Last date of submitting documents -

Date of closing of bids -

Date of opening of bids -

Annexure-B**BIDDER DATA**

Sr. #	Particulars	
1	Name of Firm / Individual	
2	CNIC No.	
3	Address	
4	Postal Address	
5	Telephone / Cell No.	
6	Email (if any)	
7	National Tax No.	
8	Tax payer Registration No.	
9	Experience (years): (with the firm / individual)	
10	Affidavit of Black listing	
11	Other (if important)	
11	A	

DOCUMENTS TO BE ATTACHED

1	Original SBD procurement fee slip (of Rs.1,000/-)
2	Bid security Rs.50,000/- (in form of pay order)
3	Copy of CNIC of firm owner / proprietor or individual
4	NTN registration certificate
5	Affidavit of litigation history
6	Bank statement (for the last 3 years)
7	Experience certificate
8	Character certificate from the current employer (in case of individual)
9	Rates quoted as per menu

CONTRACT FORM

This agreement is made on _____ day of _____, 2020 between Punjab Curriculum and Textbook Board, Lahore and _____ (hereinafter called “the contractor”).

1. The agreement shall take effect from the date of signing of the contract between the parties.
2. The agreement will be in force for a period of _____ year(s) extendable to any limit of time and may be terminated at the end of _____ year (s) or giving one month’s prior notice by either party.
3. Upon termination of this agreement the contractor shall be permitted to remove all its apparatus and equipment, which may have been placed by it in the premises.
4. No act of the contractor or any worker will be against the interest and policies of the owner.
5. The timings of cafeteria will strictly be observed. If needed, the over timing for any day even Saturday will also be served by the contractor.
6. The contractor is bound to follow the menu proposed by the authority.
7. The quality of all items mentioned in the menu will strictly be ensured.
8. It is the responsibility of the contractor to arrange crockery and cleanliness properly.
9. The contractor will bear the salaries of the workers and other misc. charges including utility bills.
10. The owner shall not be responsible for any payment regarding overtime duty of the services provided by the contractor.

Contractor

M/S. _____

Director (Administration)

Punjab Curriculum & Textbook Board,
21/E-II, Gulberg-III, Lahore

FACILITIES & RESPONSIBILITIES / SCHEDULE

Title	Particulars
Facilities	Space (room),
Responsibilities (to be arranged by the contractor)	Employees salary, crockery, cleanliness, utility bills
Working hours	Working Days: Monday – Friday Saturday – on call Timing: 9.00 a.m. – 6.00 p.m. after 6.00 p.m – on call
Estimated Consumption (per day)	150 persons (approx.)

MENU**BREAKFAST**

Sr.#	Name of Items	Rate
1.	Omelate	
2.	Boiled Egg	
3.	Slice	
4.	Sandwich	
5.	Paratha	
6.	Tea	
7.	Coffee	
8.	Milk Shake	

LUNCH

Sr.#	Name of Items	Rate
1.	Mix vegetables + chicken Qurma	
2.	Chicken Achari +Daal Mash	
3.	Daal Mash	
4.	Biryani	
5.	Grains + Chicken Pullao + White Qurma	

REFRESHMENT

Sr.#	Name of Items	Rate
1.	Tea	
2.	Coffee	
3.	Cold Drink	
4.	Biscuits	
5.	Juice	
6.	Milk Shake	
7.	Burger	
8.	Shawarma	
9.	Mineral Water	
10.	Samosas	
11.	Vegetable Roll	