



No. F. 1(1)/S/M/WMS/2024-25

**WAFAQI MOHTASIB SECRETARIAT, ISLAMABAD**

Issue Date 05.12.2024

Receiving Time 11:00 Hours

Due Date 20.12.2024

Opening Time 11:30 Hours

**E-TENDER NOTICE NO. 5 (2024-25)**

**NOTICE FOR INVITING APPLICATIONS FOR LEASING OF CANTEEN/CAFETERIA OF WAFAQI MOHTASIB SECRETARIAT THROUGH E-PADS FOR FINANCIAL YEAR 2024-25**

Wafaqi Mohtasib Secretariat (WMS), Islamabad invites electronic bids on PPRA e-Pak Acquisition and Disposal System (EPADS) for leasing the Canteen/Cafeteria for provision of food items to the employees and visitors/complainants of WMS on annual running contract for the financial year **2024-25**. Open competitive bidding procedure in accordance with Rule-36 (a) of PP Rule-2004 will be adopted. The lease agreement will be executed initially for a period of one year which is extendable for further period with mutual consent of both the parties.

2. List of the items with specifications and terms and conditions are given in the tender document. The tender document can be downloaded from [www.mohtasib.gov.pk](http://www.mohtasib.gov.pk) or accessed through the e-PADS <https://eprocure.gov.pk>. Interested bidders may submit their bids and tender documents duly signed/stamped alongwith covering letter on firm/company's letter head on e-PADS on or before **20.12.2024** by **11:00 am** positively. The sealed bids alongwith original bid security may also be submitted in the office of the Assistant Director (S/M). Bids will be opened at **11:30 am** on the same day in the presence of bidders or their representatives who wish to be present. The annual running contract will be awarded to successful bidder(s) after scrutiny by the committee as per criteria laid down in tender document and in accordance with PPRA Rules, 2004.

3. Each bid should be accompanied by bid security of **Rs. 15,000/-** in the shape of pay order in favor of DDO, Wafaqi Mohtasib Secretariat, Islamabad. The bids without bid security shall not be entertained. The competent authority may reject all bids or any prior to the acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.

  
(Nouman Zafar Khan)  
Assistant Director (S/M),  
Phone: 051-9217253

**AGREEMENT FOR AWARD OF CONTRACT OF OFFICE CANTEEN/CAFETERIA**

This agreement is made the -----day of ----- 2025 between **Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad** (hereinafter called the Licensor) and **M/S -----S/o-----Resident of-----** -----CNIC No.----- (hereinafter called the Licensee), Which expression shall include his successors and assignees.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

**PART-A**

**LICENSOR SHALL:-**

1. Fix working time of cafeteria, keeping in view the official timing.
2. Not be liable for any loss or damage to the articles in the premises brought/used by the licensee.
3. Have a right to fine up to **Rs.15,000/-** at a time destroy or prohibit sale off any eatables, which in his or his nominee's opinion are not fit for human consumption OR if the cleanliness is not satisfactory. The licensee shall have no claim for cost or damages sustained by him due to such orders.
4. Terminate his agreement after serving 30 days notice due to anyone or more of the following reasons and the licensee shall have no claim for any loss sustained on account of the termination of contract against the licensee;-
  - a) If the contractor sublet the premises or grant sub-license to any person for use of premises for the aforesaid purpose or for any other purpose or enter into a separate contract with someone to assist him in running the Cafeteria/Canteen without written permission of the Licensor.
  - b) If the licensee is adjudicated insolvent.
  - c) If according to findings of the Canteen Committee the standard/quality of food stuff or services is not up to the agreed terms and conditions or in conformity with the Food Laws.
  - d) If the licensor decides to close the canteen for any reason.

**PART-B**

**LICENSEE SHALL:-**

1. Provide at his own cost material, crockery, cutlery, tandoor, cooking range and services etc. according to the specifications given by the Licensor. The items shall not be moved, even if the contract is terminated / cancelled, before getting clearance certificate from the Licensor.
2. Provide at his own electric and other appliance such as hot cases, toaster etc. These appliances will be the property of the contractor.
3. Employed a sufficient number of suitable staff who shall be free from any contagious diseases and wear neat and clean uniform while working in or outside the Cafeteria.
4. Exhibited Rate list of food items at a prominent place in the Canteen.
5. Exhibited daily menu of food stuff offer for sale, not in any manner inferior to the samples approved by the Licensor to his nominee and prepared fresh material from pre milk and vegetable ghee.
6. Be responsible for the upkeep of the premises of the Cafeteria/Canteen. The Licensee shall comply with all the instructions issued to him from time to time by the Licensor or his nominee, and shall keep in the cafeteria a complaint/suggestions box, which will be opened by a nominee of the Licensor.
7. Keep the Cafeteria in perfect hygienic condition, neat and tidy, and shall not do or suffer to be done things likely to cause damage to the premises or to the adjacent building.
8. Not without written permission of the Licensor, make or suffer to be made any structural alterations in the premises.
9. Not use the premises of Cafeteria for residential purpose except limited number of staff for preparation of food for next day, which will be allowed by the licensor.
10. The licensee shall provide name of employees who will stay at night for preparation of food & other related matters.
11. He shall be fined up to Rs.15,000/- in case the contractor or his staff is found in illegal activities during the contract period.
12. Abide by the Municipal Laws relating to the premises and shall obtain the necessary 'licenses for the authorities concerned.
13. The rates of the food items shall not be in excess of appeared rates.

Signature of the Licensee

Signature of the Licensor

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)



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### **TERMS AND CONDITIONS**

1. Applications are invited from the reputed firms/vendors/contractors for running of Cafeteria/Canteen of the Wafaqi Mohtasib Secretariat, Islamabad to cater its employees and Visitors/Complainants.
2. Applications must be supported with experience in the field, number of staff and their skills and present and past client list.
3. Rate against each item be mentioned.
4. Cafeteria will have to be operated during office timing for provision of meals, snacks/bakery items and beverages as per requirement/demand.
5. The premises would be provided by the WMS.
6. Fine quality crockery, cutlery, utensils and all other required equipment including furniture etc would be arranged by the contractor.
7. The contractor will be responsible for providing standard quality and quantity of food items as approved by the Canteen Committee. No sub-standard contraband and legally prohibited items would be sold in the Cafeteria.
8. All food will be cooked in standard cooking oil (Dalda/Season Canola/Habib Cooking Oil).
9. Tea leaves will be used of Lipton/Brooke Bond Supreme/Tapal/Islamabad Tea. Milk will be used fresh/packed of good quality.
10. The contractor shall maintain a complaint/proposal register and will make the same available to the customer on demand.
11. The sale of food items on credit basis to the costumers will not be responsibility of the department.
12. The contractor shall have no right to sublet the Canteen/Cafeteria to any other persons.
13. The contractor shall employ only those persons who are approved by the Security/Caretaker branch of Wafaqi Mohtasib Secretariat and shall be responsible for their conduct. All such persons will wear neat and clean dress and no person/workers are allowed to stay at night in the premises of Cafeteria/Canteen.
14. All the employees who are working in Cafeteria/Canteen will provide their CNIC to the Incharge Security Section, WMS by the contractor.
15. The contractor shall be bound to act upon any additional instructions of the Canteen/Cafeteria Committee as may be issued to him from time to time.
16. The contractor will be responsible for neat and clean atmosphere.

17. The contract would be executed initially for a period of one year extendable for a further period of one year or two year with mutual consent of both parties as per PPRA, Rules, 2004.
18. Applications must be accompanied with earnest money as a bid security amounting **Rs.15,000/- (Fifteen thousand only)** in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Islamabad.
19. The bid securities of unsuccessful bidder(s) will be returned/released immediately after finalization of the bidding process; however, the earnest money of successful bidder will be retained till the period of completion of contract.
20. Rates offered shall remain valid for a period of one year or more.
21. Wafaqi Mohtasib's Secretariat reserves the right to impose cut on prices proportionately in case the items are not found conforming to the standard.
22. The competitive rates quoted must commensurate/match with the quality/standard of items.
23. Any tender/bid received after due date/time given in the tender notice will not be accepted.
24. Payment of GST and other taxes etc. is the responsibility of the firm/contractor.
25. The Competent Authority of Wafaqi Mohtasib Secretariat may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with rule 33 of Public Procurement Rules, 2004.
26. In case of dispute/confusion, the decision of the Chairman, Canteen Committee will be final.

We, M/S \_\_\_\_\_ have read, understood and bound to abide by the above mentioned terms & conditions.

NAME OF FIRM, SIGNATURE & SEAL \_\_\_\_\_

**FIRM/COMPANY'S PROFILE**

FIRM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

NAME OF FIRM, SIGNATURE & SEAL \_\_\_\_\_

**CANTEEN ITEMS AND RATES.**

<b>Sr. No.</b>	<b>Articles</b>	<b>Rate (Rs.)</b>
1.	One cup Tea (mix)	
2.	One cup Dhodh Patti	
3.	Two cup tea Tray (Seprate)	
4.	One cup tea with biscuits (2 sweet & 2 saltish)	
5.	Coffee per cup	
6.	Cake piece/pastry/ cream roll each	
7.	Pastry	
8.	Cream roll	
9.	Biscuits (Sweet & saltish) per roll	
10.	Dall (Channa/Mash/Lobia) per plate	
11.	Vegetable (Seasonal) per plate	
12.	Karhi Pokkora (per plate)	
13.	Egg fried or omellete (per plate)	
14.	Egg curry (Per plate)	
15.	Beef curry (Per plate)	
16.	Mutton Curry (Per plate)	
17.	Chicken curry (per plate)	
18.	Chicken Karahi (Full)	
19.	Chicken Karahi (Half)	
20.	Tandoori Rooti/ chappati each	
21.	Rice plain (per plate with big spoon dall)	
22.	Chicken Baryani (per plate)	
23.	Chicken Baryani with one shami kabbab & salad (per plate)	
24.	Two samoosa plate	
25.	Two samoosa plate with channay	
26.	Shami Kabbab (Potato filling) each	
27.	Shami Kabbab (Beef) each	
28.	Sandwich (vegetable) each	
29.	Sandwich (Beef) each	
30.	Burger ( Bun, shami kabbab, salad and raita) each	
31.	Cold drink 250ml / 1litre/1.5 litre.	
32.	Alu goshat (Per plate)	
33.	Salad (Per plate)	
34.	Nihari(Per plate)	
35.	Alu Qeema(Per plate)	

**Note: Prices of the items given above will be evaluated collectively.**

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

Seal. \_\_\_\_\_