



ICMA
Pakistan

TENDER DOCUMENTS
for
Canteen / Cafeteria Services
At
Main Campus, Head Office

Name of Company / Contractor : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

For Information, Issuance and Submission of EOI

Director Administration
ICMA Pakistan, Head Office
ICMA Pakistan Building, ST-18/C,
ICMAP Avenue, Block 6, Gulsahan-e-Iqbal, **Karachi.**
Ph # 021-99243028
Email: admin@icmap.com.pk

www.icmap.com.pk

Introduction about ICMA Pakistan

ICMA Pakistan is a professional not-for-profit accounting Institution. Realizing the need, the profession of Management Accounting came into existence in Pakistan with the establishment of the Pakistan Institute of Industrial Accountants in 1951 by a legend Finance professional, Mr. Muhammad Shoaib, who also served Finance Minister of the country and senior position at World Bank. The Institute was, later, named as the "Institute of Cost and Management Accountants of Pakistan" and now commonly known with its acronym, "ICMA Pakistan". It was established in 1951 and was given statutory status vide Cost and Management Accountants Act, 1966 being the only Institute to regulate and promote the profession of Management Accounting in Pakistan and to deliver education and confer certification.

It, currently, has more than 5,000 members within Pakistan and 43 countries abroad serving in more than 100 sectors on the senior management positions such as Chairmen, CEOs, CFO, MDs, Directors, GMs etc. The Institute has sizeable strength of students i.e., approx. 15,000 which is increasing gradually. The Institute has its major centers at Karachi, Lahore, Islamabad, Multan & Faisalabad whereas it has more than 15 authorized education centers and registered education providers.

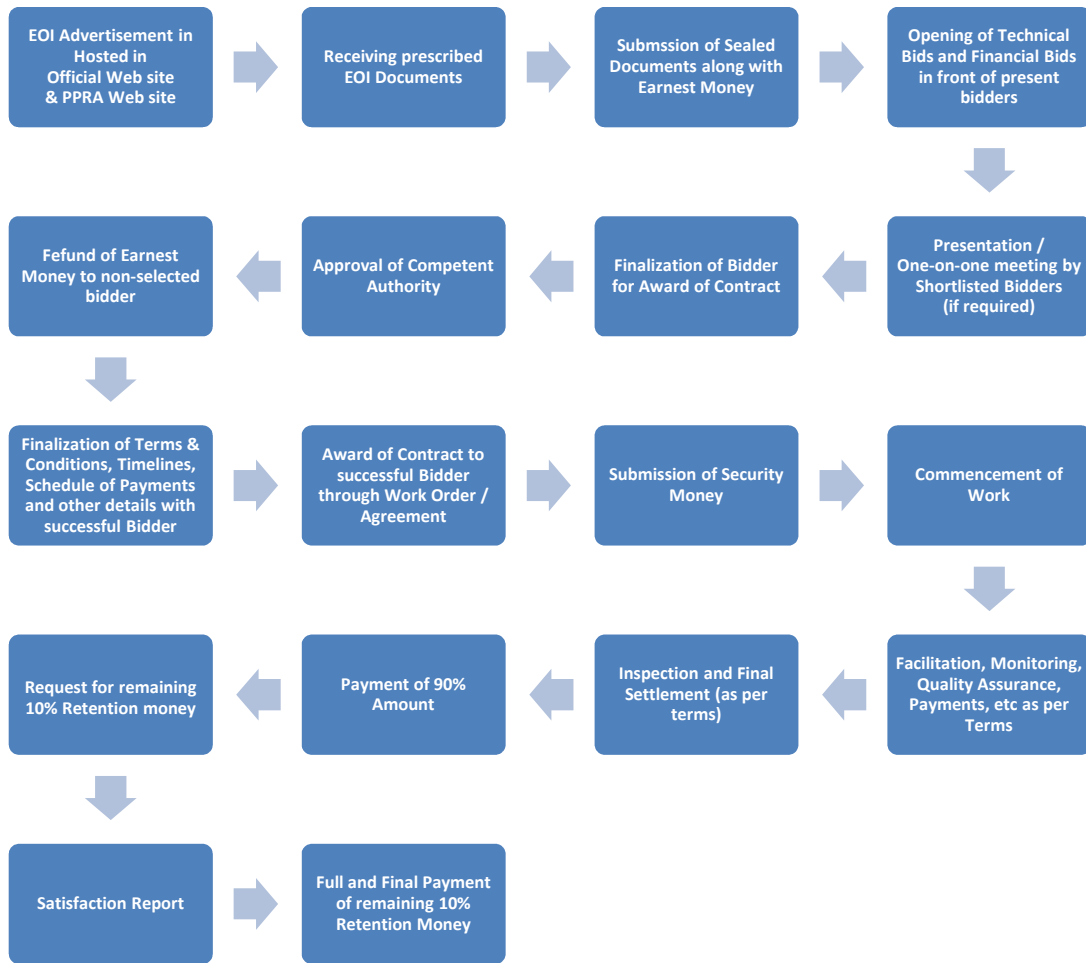
For last 61 years, the Institute is playing a vital role in sustainable growth of industrialization and economy of the country by virtue of professional qualification and multidimensional experience of Management Accountant qualified from this Institute. They have excelled in almost all phases of business, finance, accounting and industrial operations. Today, Management Accountants, being key member of top management and decision making team, help organizations to take appropriate decisions for the business prosperity and growth.

In view of above, the Institute seeks "Expression of Interest" from reputed companies for Purchase and Supply of Suzuki Bolan (High Roof) vans at ICMA Pakistan's Karachi, Lahore and Islamabad campuses as per requirements given in this document.

Tender Advertisement

Sr. #	Campuses
01.	Main Campus: SI – 18/C, ICMA Pakistan Building, ICMAP Avenue, Gulshan-e-Iqbal, Block-6, Karachi.
<p>Tender No.: ICMAP/ADMIN/HO/05/2015/0938; Task / Assignment: Facility of Cafeteria / Canteen Services; EOI Submission: EOI's documents with all requisite information shall be submitted on the prescribed format in a sealed envelope separately marked as "Technical Bid" and "Financial Bid" to below-mentioned address. EOI submitted after deadline date and timings will not be considered; Issuance Deadline: The "EOI Documents" can be obtained during office timings between May 28, 2015, and June 10, 2015 from below-mentioned address or from website; Submission Deadline: June 10, 2015 by 1100 hours; EOI Opening: The EOIs for both Technical and Financial Bids will be opened at 1130 hours on June 10, 2015 at ICMA Pakistan's Head Office, Karachi in front of present bidders; Rejection: Incomplete, incorrect or false information, if found now at later stage, will result in immediate rejection before or during or after pre qualification; Disclaimer: ICMA Pakistan reserves the right to accept or reject any at all EOIs / proposal on the basis of technical grounds or any other reason(s) without informing to participants / bidders.</p>	<p style="text-align: center;">Director Administration</p>
<p>For Information, Issuance and Submission of EOI Director Administration ICMA Pakistan, Head Office ICMA Pakistan Building, ST-13/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi. Ph #: 021 - 99243028 Email: admin@icmap.com.pk</p>	
<p>www.icmap.com.pk</p>	
<p>15 x 4</p>	

Evaluation & Process Flow



Evaluation Weightage

- **Technical** : **70%**
- **Financial** : **30%**

Brief Introduction of the Contractor / Company

Sr.	Factors	Description
1	Name of the Company / Contractor	:
2	Date of Establishment	:
3	Corporate Status	:
4	Owner / Proprietor / MD / CE Name	:
5	CNIC No.	:
6	Mailing Address	:
7	Contact No(s).	:
8	Cell No(s).	:
9	Fax No(s).	:
10	Email Address	:
11	NTN No.	:
12	GST No.	:
13	Bank Name & Account No. (for which statement is enclosed)	:
14	Attachments:	: a) Attested copy of valid NTN & G.S.T Certificate; b) Affidavit that company had never been black-listed; c) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness' certificate d) List of Clients with contact person (regular and occasional)

Company's Stamp

Signature



Issued to : _____
Advertisement Reference : _____
Issued on : _____ Issued by : _____

Director Administration
Administration Department,
ICMAP Head Office,
Karachi.

TERMS AND CONDITIONS

1. Contractor will bring / provide the following Items:
 - a. Deep Freezer & Refrigerator;
 - b. Cooking Range;
 - c. Micro-wave Oven;
 - d. Chips boiler machine with Chip Cutter;
 - e. Glass showcase for display of items;
 - f. Crockery.
2. Institute will provide the following facilities without any charge:
 - a. Cafeteria (premises);
 - b. Furniture or Fixture;
 - c. Gas, Electricity & Water;
 - d. No rent of premises will be charged;
 - e. Janitorial services in the hall.
3. Contractor will be responsible for repair maintenance of Furniture & Fixtures if any damage caused by them. Any damage to the Equipments, Furniture or Crockery will be charged from the contractor at the replacement cost of new item.
4. Canteen will be for exclusive use of ICMAP Officers, Staff, Students, Members and their guests. No outsider will be allowed to avail any facility from the canteen.
5. Canteen will be kept open from **08:00 a.m. to 10:00 p.m.** on working days or any other timing including gazette holidays notified by the Institute.
6. **Rs. 25,000/-** deposit will remain the Institute as Security Deposit and will be refund on the expiry of contract, after deduction for damage or loss if any.
7. The contractor will maintain quality of food and services up-to the satisfaction of the management. However, a penalty up-to maximum to **Rs. 500/- per complaint** will be imposed subject to the verification by the management.
8. Services availed by the Institute will be billed to the Institute in the **first week** of the following month with details. The same will be paid within **15 days** of its receipt.
9. The contract will be for a period of **1 Year**. It can be extended by mutual agreement. Management reserves the right to **Terminate** the contract at any time on **07 days notice**. However, the contractor will give **01 month** notice in writing if he desires to vacate the canteen before the expiry of the contract.
10. At least three dishes shall be cooked daily (i) Daal; (ii) Meat (ii) Rice.

Company's Stamp

Signature



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11. Edible Oil of better quality will be used for cooking. No recycling of any cooked items shall be allowed.
12. Contractor will ensure that no “**Stock Out**” of any item from the displayed **Menu List**.
13. Fresh Milk will be used for **Tea**.
14. Institute’s Management and Contractor will mutually decide rates of items, which are not included in price list.
15. Contractor will be liable to make all arrangements in Canteen / Council Room / Directorate or at other place in Institute’s premises for Meeting / Seminars either food is arranged either **from Canteen** or **from Out-side**.
16. The service boys will be neat and clean and will wear proper uniform and badge name.
17. Contractor will arrange adequate number of office boys so that services are properly maintained to provide services for offices regarding tea (**Twice a day**) / **Refreshment** and **Lunch** at the place of their duties.
18. Contractor will be responsible for cleaning, dusting, and washing of **Chairs / Tables of Canteen**.
19. Contractor will be responsible for keeping the entire canteen and kitchen premises neat and clean. A penalty of **Rs. 1,000/-** will be charged if any complaint will be noted during the surprise visit of the management.
20. The contractor will not be allowed to sub-lat the work to any other firm(s) / person(s) or contractor(s).
21. The proposed rate list is attached as **Annex – A**.

Company’s Stamp

Signature



List of Items for which rates are required

(The offered rates shall be valid for a period of 12 Months effective from the date of contract)

LUNCH ITEMS:					
Sr.	Items	Rate in Rs. Each/Plate	Sr.	Items	Rate in Rs. Each / Plate
1.	Anda Gravi		14.	Daal Channa	
2.	Aloo / Pease Qeema		15.	Daal Mash	
3.	Aloo Bhujia		16.	Daal Mong Masoor	
4.	Beef Qurma		17.	Haleem	
5.	Beef Biryani		18.	Kofta Curry	
6.	Chapati		19.	Naan	
7.	Chicken Biryani		20.	Pakora Karhi	
8.	Chicken Karahi		21.	Peas / Channa Pulao	
9.	Chicken Nihari		22.	Plain Rice	
10.	Chicken Qurma		23.	Vegetable Biryani	
11.	Chicken Achari		24.	Zeera Rice	
12.	Egg Tomato		25.	Chicken Chillies with Vegetable	
13.	Chicken Liver		26.	Vegetable & Egg Fried Rice	
SNACKS ITEMS:					
Sr.	Items	Rate in Rs. Each/Plate	Sr.	Items	Rate in Rs. Each / Plate
1.	Tea Bag (Green)		13.	Chicken Sandwich	
2.	Milk Tea (Dhoodh Pati)		14.	Cold Drink - Regular	
3.	Office Tea (Normal)		15.	Finger Chips	
4.	Shami Kabab (Per Piece)		16.	Qeema Samosa	
5.	Aloo Samosa		17.	Vegetable Sandwich	
6.	Beef Burger		18.	Vegetable Roll	
7.	Biscuits (Tick Pack)		19.	Chicken Patties	
8.	Biscuits (Half Pack)		20.	Vegetable Patties	
9.	Chatpata Chat		21.	Potato Cutlet	
10.	Chips		22.	Mineral Water(Nestle-Large)	
11.	Chicken Roll		23.	Mineral Water (Nestle-Small)	
12.	Patato Cutlet		24.	Chicken Burger	

Note:

Any additional Items can be added with rates. (On separate sheets).

Company's Stamp

Signature



Terms & Conditions

Technical Pre-Qualification Requirements:

1. The specification should come on page 7 of Tender supporting material / details may be attached;
2. Having more than 5 years of experience in dealing with Seles and after Sales Service of Canteen / Cafeteria of leading brands with strong clientele;
3. Must have full solution under one roof;
4. Strong Clientele etc

Other Terms

5. The technical pre-qualification will be based on company's product strength, financial stability, clientele, stature of clients, experience with ICMA Pakistan (if any), support, staff strength including technical, etc.
6. All participants of the tender will be required to submit Rs. 25,000/- earnest money as security deposit to be refunded in case of non-qualification;
7. Tenders should be submitted on ICMA Pakistan's prescribed format with stamp of the organization otherwise will be rejected;
8. To participate in the tender, it is necessary to meet above technical pre-qualification requirements;
9. The participants must submit valid NTN & G.S.T Certificate, affidavit that the company has never been black-listed, last 6-month bank statement, list of clients with contact numbers;
10. Quotation / rates should be valid for three months from the date of opening of quotation;
11. The rates should include income tax & G.S.T only;
12. The Institute will not be liable to change Purchase Order / Work Order if prices of other materials will increase due to inflation or any other factor;
13. The payment invoice will only be processed after completion of work and its satisfaction certificate by concerned department / authorities;
14. The payment will be made within 15 days after submission of invoice and receiving satisfaction certificate;
15. The delivery challan should also be submitted with all part delivery;
16. 10% payment of total invoice will be kept for 03 months as "Performance guarantee";
17. Incomplete bid / proposal or those received after deadline date and time will not be entertained;
18. In case of Tax exemption, tax exemption certificate will be required along with Invoice;
19. The sealed quotations should be submitted not later by **11:00 am on June 10, 2015** to **Director Administration**, ICMA Pakistan, Head Office Building, ST-18/C, ICMAP Avenue, Block – 6, Gulshan-e-Iqbal, Karachi;
20. The Tenders / Bids will be opened on **June 10, 2015 at 11:30 am as per timings prescribed in the tender advertisement** in the presence of bidders;
21. ICMA Pakistan reserves the rights to accept or reject any tender without assigning any reason;

Company's Stamp

Signature

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