

National Institute of Banking & Finance

CAFETERIA SERVICES

Tender No: NIBAF/PROC/ 02 /2020

1. Sealed Quotations are invited from the interested parties who are registered with income tax/general sales tax department of government /semi government organization for providing cafeteria services at National Institute of Banking & Finance for a period of one year (extendable), having at least 5 years experience in running “A” class cafeteria in reputed residential training Institutes, hospitals, restaurants/hotels.
2. Bidders must have proven record of providing cafeteria services of atleast 100 persons on daily basis. Bidders should not have any history of litigation or blacklisted by any client. Bidder must not have been prosecuted or suffered any penalty for violation of any laws by relevant authority. Bidder must have adequate liquid assets.
3. NIBAF will provide cutlery, crockery, furniture, dining hall, Heavy Duty Baking Equipment, and utilities (Electricity, Gas & Water). All the remaining items like cooking pots, table cloths, tissue papers and other necessary items are required to be arranged by the contractor at own expenses.
4. Bidder should be based at Rawalpindi/Islamabad or have branch office in Rawalpindi/ Islamabad.
5. The caterer will be required to provide Breakfast, Lunch, Dinner, Morning & Evening Tea under the Buffet System. Details available in Bidding Documents. Rate shall be quoted on the basis of Per Person Per Day. Additionally item rates per person per item will be quoted as required in Section IV
6. Interested bidder may obtain the Bidding Documents from this office from 9.00 A.M to 01.00 P.M upon payment presenting a written request on caterer’s letter head and pay order of Rs.500/- (non-refundable) in favour of NIBAF. The last date of obtaining bidding documents is **September 15, 2020**. The contact person for obtaining bidding documents is Mr. Muhammad Fawad Khan, Joint Director.
7. Interested bidders will be required to inspect the cafeteria site at the time of obtaining bidding documents. A pre-bid meeting will be held on **September 17, 2020** with the bidders to make them understand the quantum of work and to address their queries. Participation in pre-bid meeting is mandatory. Bidders who will not attend the pre-bid meeting will stand disqualified. Further, non familiarity with the requirements of NIBAF

after the execution of contract will not be considered a reason for not carrying out the work properly by the winning bidder.

8. The Quotations in sealed covers titled as Quotations for “Cafeteria Services at NIBAF-Islamabad” with quoted rates (inclusive of taxes and all other costs) addressed to Sr. Joint Director Administration, NIBAF, State Bank of Pakistan, Sector H-8/1 Islamabad should reach by 11.30A.M on **September 25, 2020**. Bids will be opened the same day at 12.00 P.M in the presence of bidders who may choose to attend.
9. The contract will be initially for one year and is extendable upon the mutual consent of both the parties. Quoted rates shall remain valid for one year from the date of signing of contract.
10. The successful bidder will be required to furnish a bank guarantee /security deposit of Rs.100,000/- in favour of NIBAF Islamabad at the time of execution of contract.

*Sr. Joint Director Administration
National Institute of Banking & Finance-
H-8/1 Islamabad.*