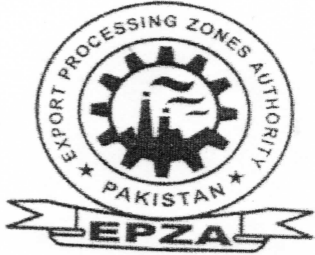


EXPORT PROCESSING ZONES AUTHORITY

(Administration Division)



M/s: _____

Date of Issue: _____

TENDER DOCUMENT KEPZ LABOUR CANTEEN For 2021-22

Note: This tender document contains 06 pages and bidders are requested to sign on all the pages. .



[Handwritten Signature]
A.M. Adnan

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(01)

Tender Notice for Karachi Export Processing Zone (KEPZ) Labour Canteen for FY 2021-2022

INSTRUCTIONS

Karachi Export Processing Zones Authority, a leading and fast growing Public Sector organization in Pakistan invites sealed tenders for invites sealed bids from reputable Firms / Contractors, registered with Income Tax and Sales Tax Departments and who are an active taxpayers list of Federal Board of Revenue, for running of labour canteen for a period of one (01) year as per PPRA Rules. Items as detail given in page 6.

Tenders shall be prepared and submitted in accordance with the instructions set forth herein and presentation of the tender implies full acceptance on the part of the tenderers.

COST OF TENDER DOCUMENTS

Tender documents can be obtained from the office of Manager (Administration/Office) at Export Processing Zones Authority, Landhi, Karachi on cash payment of Rs.1000/- (non-refundable).

RIGHT TO REJECT TENDER

EPZA does not bind itself to accept the lowest or any bid and can be reject any or all bids in light of PPRA Rules.

SECURITY DEPOSIT

The original tender shall accompanied by an amount of Rs.50,000/- as Security Deposit in the form of Pay Order/Bank Draft drawn from any Scheduled Bank of Pakistan. The purpose of Security Deposit is to guarantee that the tenderer who receives the notice of award enter into contract with the Authority. Should the tenderer fails to enter into contract and carry out the work for any reason, EPZA will forfeit the tenderer Security Deposit.

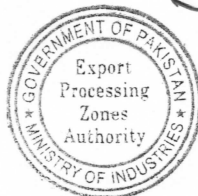
Security Deposit of the successful tender shall not be returned till to completion of contract. The Security Deposit of un-successful tenderer shall be returned after the award of letter to the successful bidder. No tender will be accepted without Security Deposit.

FORM OF TENDER

Tender Form must be signed by tenderer and duly stamped. Incomplete tenders are liable to rejection. The original tender shall be enclosed into an envelope properly sealed and filled out with the tenderer name and address and delivered on or before the date and time given in the tender notice either in person or sent by Registered Post/TCS on the following address:

Deputy Manager (Administration),
Export Processing Zones Authority,
Landhi Industrial Area, Extension, Mehran Highway, Karachi-75150.

Contd....P/2



GENERAL TERMS AND CONDITIONS

1. The firms registered with Sales Tax, income tax department and Sindh revenue board only are eligible to apply for the tender.
2. The contract shall remain valid for a period of One year from the date of its commencement.
3. The contract will be on probation for three (3) months which is based on satisfactory report. In case of un-satisfactory performance, EPZA reserve right to cancel the contract.
4. Every employee appointed by the contractor shall wear the prescribed uniform. The said uniform shall be provided by the contractor at his own cost.
*
5. The canteen workers will bear the identity card issued by EPZA.
6. The contractor shall depute at least eight (8) staff (02 cooks and 5 runners/waiters).
7. The party must have an experience of atleast three (3) years in running canteen/cafeteria of Government/Semi Government/Autonomous organization or owned/rented restaurant.
8. Attach experience certificate of last three (3) years .
9. Contractor should have minimum turnover of Rs.15 to 20 Lakh each year, provide bank statement of last 3 years from 2018 to 2021.
10. The Tender Bid without complete information and supporting documents shall not be considered for evaluation of the Financial Bid.
11. Tender shall be submitted in official tender form only, if submitted in any other format the same shall be summarily rejected.
12. No overwriting, corrections, insertions shall be permitted in any part of the tender unless duly countersigned by the Tenderer.
13. The tender is liable to be ignored/ rejected if complete information is not given therein.



(3)

14. The contractor will be required to display the Menu and rate list of all the food articles, soft drinks, tea etc. sold in the canteen.
15. The contractor should have sufficient equipment & crockery and other items normally required to cater to atleast 150 persons at a given time.
16. The assigned EPZA official may inspect the preparation of food etc. on time to time.
17. The bidders should indicate the names of their business firms along with location where they are currently having business with them and which can be seen by the EPZA Officials.
18. The Tenderer shall not keep the canteen closed without prior permission from the EPZA.
19. Bidder for providing canteen services will be decided at the time of finalization of tender on the basis of lowest rate (Net Bid) quoted for Menu rates.
20. There should not be any calculation & totaling mistake in the Financial Bid. If any mistake is found EPZA will have full discretion to accept or reject the Bid.
21. The tender document should be properly sealed with wax.
22. The tenderer are required to quote the rate against each item on tender documents.
23. The bidders have to deposit Security Deposit Money Rs.50000/- in the shape of Pay Order/Bank Draft in favor of EPZA from any scheduled bank. The offer without security deposit money will not be entertained. The security deposit money of un-successful bidders will be returned after the award of contract to successful bidder.
24. The tenderer will be bound to provide the any of whole items to staff.
25. The copies of GST Registration and Income tax NTN Certificates must be provided by the tenderer.
26. The tenderer are required to provide an undertaking to the effect that if at a later stage the meal supplied is found sub-standard or lack of freshness , the same will be replaced free of cost.
27. The tenderer have to confirm that they have not been black-listed/debarred from any Government department previously.



Contd... P/4

28. Late submission of tender or any conditional tender will not be accepted by Authority.
30. Failure to submit the tender in the prescribed manner in the invitation to this tender shall render the tender liable to be ignored as per PPRA Rules.
31. EPZA reserves the right to cancel / reject any tender or all tenders without assigning any reason as per PPRA Rules.
32. The rates quoted at time of tender will intact during currency of this agreement.
33. The successful bidder has to submit undertaking that he will not erect / amend any structure in Canteen building without approval Authority.
34. In case of dispute or disagreement regarding quality of meal decision of Chairman will be final on recommendation of Committee.
35. Rate should be inclusive of all Govt. taxes.
36. Utilities charges i.e. electricity, gas and Water bills will be paid by canteen contractor.
37. EPZA is providing only building structure which should be maintained by contractor himself.
38. Contractor has to maintain cleanliness of canteen area as per Health Environment & Safety (H.E.S) rules and follow the COVID-19 SOP (Corona virus Prevention) as per NDMA (National Disaster Management Authority) Standard.

We have read and understood the above terms and conditions and are accepted to us.

Signature of Tenderer _____

Name with Designation _____

Name of Company _____

Telephone No. _____



(5)

(Form of Tender)

Dated:

The Deputy Manager (Administration)
Export Processing Zones Authority
Landhi Industrial Area Extension
Mehran Highway, Landhi,
Karachi.

Dear Sir,

Subject: **Tender Notice for Karachi Export Processing Zone (KEPZ)**
Labour Canteen for FY 2021-2022

Having examined the instructions to Tenderer and General terms and conditions for providing meal to KEPZ Labour Canteen as per rate (enclosed), we the undersigned offer our services to supply the same to EPZA. Detail of quantity and rates are enclosed herewith.

2. We agree to abide by and fulfill all the terms and conditions contained in the General conditions, and aware of the fact that in case of our failure to the contractual conditions, our earnest money will be forfeited.

3. We understand and also agree that EPZA is not bound to accept the lowest or any tender and may reject any/all tenders without assigning any reason.

Yours faithfully,



KARACHI EXPORT PROCESSING ZONE

RATE OF MEAL LIST TO BE FILLED BY THE BIDDERS OF KEPZ LABOUR CANTEEN

S. No.	ITEMS	Quoted Rate for KEPZ Employees	Quoted Rate for Factory Workers
1	Tea		
2	Special Tea / Doodh Patti		
3	Cold-drink		
4	Lassi		
5	Egg Omelet		
6	Boiled Egg		
7	Paratha		
8	Vegetable Samosa		
9	Chicken Samosa		
10	Dal Mash		
11	Dal Moong		
12	Chana Chole		
13	Vegetable / Mix Vegetable		
14	Beef Qorma		
15	Chicken Qorma		
16	Dal Chawal		
17	Chicken Curry		
18	Chola Biryani		
19	Aloo Gosht (Beef)		
20	Allo Qeema (beef)		
21	Egg Tomatoes Ghotala		
22	Chicken Biryani		
23	Chicken pulao		
24	Beef Biryani		
25	Beef pulao		
26	Beef Nehari		
27	Nan		
28	Roti		
29	Salad		
30	Raita		
	MORE ITEMS		
31			
32			
33			
34			
35			
Total bid 1+30 for KEPZ Employees			
Total bid 1+30 for Factory Workers			

Average cost= $\frac{\text{KEPZ Employees total} + \text{Factory Workers total}}{2}$;

2

Net Bid = Rs.

