EXPORT PROCESSING ZONES AUTHORITY

(ADMINISTRATION DIVISION)

**CANTEEN CONTRACT – 2024-2025**

**TENDER DOCUMENT**

Landhi Industrial Area Extention, Mehran Highway, Karachi 75150 Pakistan.

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| --- | --- |
| **Date of Issue:** |  |
| **Receipt No:** |  |
| **Tender No.** | **Admin-39-001-201-X (Part-II)** |
| **Last date for receipt of duly filled in tenders:** |  |
| **Date and Time of the opening of Technical Bids:** |  |
| **Cost of Application Fee:** | **PKR. 1,000/=** |
| **EMD Amount:** | **PKR. 50,000/=** |

**Section-I**

**NOTICE INVITING TENDER**

***Note:* the *bidders are requested to sign on all the pages. The duly filled in bid should be* sealed *by the bidders and super scribed as “Tender for running Canteen in “Karachi Export Processing Zone”***

*Export Processing Zones Authority invites sealed tenders for running of canteen in Karachi Export Processing Zone for FY-2024-2025 (One Year).*

The interested party/person shall have to submit the Demand Draft of Rs.50, 000/- EMD at the time of submission of tender. The bid shall have to be submitted after duly filled, sealed and signed and sent to the above mentioned address. All the bidders should submit a demand draft of in favor of "Export Processing Zones Authority" payable at Karachi, as the earnest money deposit (EMD) in the separate sealed cover. The EMD of unsuccessful Contractors shall be refunded within 90 days after finalization of the contract without any interest.

**Section II**

**INSTRUCTION TO BIDDERS**

1. **GENERAL TERMS AND CONDITIONS**
   1. Please read terms and conditions carefully before filling up the document. Incomplete/non filling of required column in the tender document will be rejected.

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* 1. Before submitting the tender, ensure that all self-attested document are attached along with the technical bid.
  2. All pages of the tender *document* must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
  3. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No bidder shall submit more than one tender form.
  4. No paper shall be detached from the tender.
  5. The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein, otherwise the tender is liable to be rejected.
  6. Person signing the bid or other documents connected with the tender must clearly write his/her name and also specify the capacity in which signing.
  7. The Authority has reserves the right to reject any or all the tenders without assigning any reason.
  8. Before submitting the filled-in tender document to the KEPZ, the bidders may seek clarifications, if any, from Administration Division either in-person or through postal, mail of the KEPZ, during working hours. By taking prior appointment the proposed contractor may inspect the canteen.
  9. The EPZ Authority reserves the right to change any condition of the tender before of opening of the bids and the same will be uploaded in Authority website as Corrigendum.

1. **The Contractor will have to fulfill the following criteria:-**
   1. The Contractor shall have minimum of Five years' experience in running such cafeteria/catering/canteen services and served for a minimum of 500 people in Government/Private organization (Proofs should be enclosed).
   2. Contractor should enclose their list of clients / list of Catering

Services /Hotel /Restaurant etc., run by him (with details of periods) and also attached the Experience/conduct certificate from the previous organization from who he/she served as contractor.

* 1. Annual turnover for running of cafeteria/catering/canteen services at least Rs.10,00,000/- (Rupees Ten Lakhs only) in each of the last three years / i.e from 2020-2021, 2021-22 and 2022-23, as per audited statement of account by the Chartered Accountant (copy should attached), shall be preferable.
  2. GST/NTN registration of the firm/individual running canteen is mandatory.

1. **The Contractor should invariably submit his tender in three sealed covers viz.**
2. EMD covers
3. Technical bid cover
4. Commercial bid cover
   1. EMD Cover
      1. EMD cover should contain EMD of Rs.50,000/- (Rupees Fifty Thousand only) in the form of demand draft from any Nationalized bank and DD of Rs.1,000/- (Rupees One thousand only) for cost of application in favour of "The Export Processing Zones Authority" payable at Karachi should be submitted along with the EMD. The tender without prepayment of EMD and tender document fee will be out rightly rejected.
      2. The EMD amount will be refunded to unsuccessful bidders within 90 days from the date of finalization of the contract. However application cost not refunded.
      3. EMD will be liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement or to start the work within the date stipulated in the work order.
      4. The EMD remitted will not bear any interest for the period retained by the EPZA.
   2. Technical bid cover

Technical bid should contain the following:-

* + 1. Original copy of priced tender form (except commercial bid documents)
    2. Proof of business carried out by the Contractor during the last Five years.
    3. The Contractor should furnish details regarding nature of their firm / Pvt Ltd / Public company / if any having valid registration certificate provided by regulatory body with name and address of partners/proprietors/directors, if any.
    4. Attested copies of all details of registration such as company/firm/hotel business/Restaurant/ Catering etc.
    5. Income proof, audited statement of account for last three years i.e from 2020-2021, 2021-2022 & 2022-2023, if any.

iv. GST registration certificate.

3.3. Commercial bid cover

1. The commercial Bid shall be put in a separate File cover super scribed as “Running of

Canteen and Cafeteria services at KEPZ”.

# The rates shall be quoted in respect of the list of items proposed to be sold as mentioned in Table — 1 and Table —2.

1. **Execution of AGREEMENT and payment of SECURITY DEPOSIT**
   1. The successful Contractor after award of contract should execute an agreement for the fulfillment of the contract with The Secretary EPZA, and handover the same to EPZA within, 5 working days from the receipt of the letter of acceptance of the tender. If the same is not executed within, 5 working days the order will be cancelled and EMD amount forfeited.
   2. In case the successful Contractor fails to deposit the security amount and execute necessary agreement within 5 working days from the date of receipt of acceptance of tender, the earnest money deposit of Rs.50, 000/- (Rupees Fifty Thousand only) shall be forfeited and the tender will be held as non- responsive.

4.3 The successful Contractor shall be required to deposit an amount of Rs.50,0000/- (Rupees Five lakh only) as security deposit after the issue of work order and before the execution of the agreement, in the form of demand draft of any nationalized /scheduled bank only in favour of '’Export Processing Zones Authority" payable at Karachi. No interest shall be paid on such security deposit, which shall remain with the Finance Division during the continuance of the contract and it shall be released only after One Year on the expiry of termination of the contract subject to clearance of all dues by the contractor.

1. **Special Terms and Conditions**
2. EPZA will offer for setting up a canteen inside the KEPZ in the ground Floor. The space is inclusive of counter, display racks with storage facilities, distribution point and seating area with round table and chairs within the allotted area as applicable.
3. The timing of canteen and cafeteria should be adhered according to the direction of EPZA.
4. EPZA will not bear the expenditure for the setting up of stall /infrastructure.
5. The Canteen should be in well planned and more aesthetic view with proper aeration and lighting arrangement. The decoration made by the contractor at their own cost and not from EPZA.
6. The table, chairs, sofa and tea poi shall be provided by the bidder It should be sufficient enough for the 30-40 persons at a time for canteen.
7. The arrangement sketch of canteen showing all requirements shall be submitted along with the quotation. The approval of sketch will be given along with supply order, thereafter no changes entitled.
8. The canteen should be installed with Exhaust fan in kitchen area at the cost of contractor.
9. The contractor shall pay a sum of Rs.50, 000/- (Rupees Fifty Thousand only) per month as a rent for canteen and it needs to be remitted to EPZA Finance Departments before 5th every month. It may be remitted as Demand Draft in favour of “Export Processing Zones Authority" payable at Karachi. Necessary taxes if applicable will be borne by the contractor.
10. All the Charges of the utilities like Electricity, Water and SSGC, shall be paid by the contractor, on actual consumption / monthly meter reading, before due date of each bill, and submit the paid copies to the Manager / Dy. Manager (Admin) EPZA regularly.
11. If the utilities meter will be damaged, the EPZA Authority will replace the meter and the cost of the meter will be included in the monthly bill, which the contractor will be obliged to pay.
12. The contractor shall be responsible for maintaining hygiene at the allotted space and for the disposal of wastages and silage generated from the canteen and cafeteria operations.
13. No non-recyclable plastic or plastic containers are allowed to use in the canteen.
14. The contractor should hand over the premises in the same condition as it was given to them at the time of occupying and if any damages found, the charges should be recovered from the security deposit.
15. The contractor shall not keep the canteen and cafeteria closed on working days. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by EPZA as it may deem fit.
16. On award of the contract, the successful Contractor will have to file full details of the staff/crew/labour employed by him along with copy of CNIC card with Manager / Dy. Manager (Administration) along with copies of documents to prove their identity.
17. The Contractor will be responsible for obtaining verification certificate from the police department in respect of all employees deployed by him.
18. The contractor shall submit to EPZA a list of all workers engaged by him, indicating name, age, home address, qualifications mobile no, etc., and would also intimate as and when any change takes place. The Contractor shall not at any time engage any minor to carry out the work under the contract.
19. The contractor shall have to make own arrangements for the accommodation of his staff outside the premise of EPZA. The staff will not be allowed to stay inside the canteen. However, they may permit under special approval of the Competent Authority of EPZA, if needed.
20. The contractor shall ensure that his staff shall follow proper personal hygiene while in service.
21. The staff engaged by the contractor shall: (a) Show professional courteous behavior at all times. (b) Wear neat and clean work clothes, etc. (c) will not smoke beedies, cigarettes or take alcoholic drinks in the canteen and they are not allowed to chew pan, gutka, tobacco items etc.
22. The contractor shall ensure that the staff engaged by him observes safety precautions and security regulations at the canteen.
23. The contractor's crew shall not be allowed to use any service area situated outside the allotted area.
24. The contractor shall also provide its workers uniform, photo-identity cards which shall be checked by the “SECURITY” as and when necessary.

z) Contractor shall not sell any banned items etc.

aa) The contractor and his staff shall abide by various rules and regulations of EPZA as prevalent from time to time.

bb) The contractor and his staff shall comply with all instructions and directions of the EPZA / SECURITY authorities given from time to time. In the event of any emergent situation prevails, the staff of the contractor shall comply with instructions given by the EPZA authorities, without waiting for confirmation by the contractor.

cc) Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

dd) The contractor shall undertake that any act of omission or commission including theft damage to the EPZA property, by his staff shall be his sole responsibility and further that he would compensate the EPZA immediately, any loss or damage or theft occurring on account of his staff individually or collectively.

ff) EPZA would have the right to terminate the contract after issuance of notice and affording a personal hearing to the contractor, by the Authority, before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of EPZA rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the contractor or his staff.

gg) If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms and conditions of the tender, letter of award for the contract and the agreement signed by the contractor with the Secretary EPZA, the security deposit will be forfeited without prejudice to the EPZA management's right to proceed against the contractor for any additional damage that the EPZA suffers as a result of the breach of the aforesaid terms and conditions.

hh) The period of contract is for one year from the date of award of contract for running canteen in KEPZ, further extendable, for one year.

1. The contractor should not transfer the contract of the canteen and/or cafeteria services

or sublet the same to anybody which may be treated as a breach of contract and the contract shall be liable to terminate without any prior notice with consequent penalty including forfeiture of security deposit. All expenses whatsoever for re-tendering the services will be recovered from the contractor.

jj) The contractor shall not do any trade or business for hire, transfer, assign, pledge or sub- contractor its right and liabilities under this contract premises illegally in part or in full in any manner.

ll) Contractor should maintain Transportation, food, medical and any other requirements in respect of persons deployed in KEPZ and this KEPZ will have no liabilities in this regard.

mm) The Right to fix and revise menu, Rental charges, Security Deposit, is reserved with EPZA.

nn) In the event of expiry or earlier termination of contract for any reason whatsoever, the contractor shall be entitled to remove his goods kept in the canteen and cafeteria premises and the fitting, fixture and furniture installed by the contractor at the aforesaid premises. I EPZA under no circumstances not bearing any expense for clearing.

oo) The Housekeeping, washing of utensils, disposal of used materials, waste management should be maintained at their own cost, EPZA need not borne any amount. If improper maintenance occurs, the contract will be immediately terminated and the expenses recovered from their deposit.

pp) All equipment for preparing, storing, transporting, distributing and serving of all the food items shall be arranged at contractor's cost.

qq) The contractor shall ensure the supply of purified drinking water at free of cost.

rr) Any damages occurred by the contract in the KEPZ canteen will be rectified by their own cost.

ss) Under any circumstances, if any of the party does not want to continue the contract, it can be withdrawn by giving three-month notice.

tt) The EPZA reserves the right to withdraw/relax any of the terms and condition mentioned above, so as to overcome the problem encounter at a Water stage.

1. **ITEMS SOLD**
   1. The food items containing ingredient of good quality. And all items sold should be with excellent quality and hygienic.
   2. The contractor should not keep any packed items for sale which has already surpassed the date of expiry.
   3. The item details and rate of selling should be displayed in bold and visible manner.
   4. The displayed rate should have break up of selling price and GST legible.
2. **PENALTY**
   1. The EPZA reserves the right to impose penalty (to be decided by the EPZA authorities) on the contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the contractor or his staff or for any adulteration.
   2. If the EPZA is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24 hour notice to improve or rectify the defect(s), failing which the EPZA will be at liberty to take appropriate necessary steps as deemed fit.
   3. The usage of water resources will be charged for preparation/Processing of food items, processing for drinking water supply and for cleaning.
3. **Bid Evaluation criteria**
   1. For the purpose of bid-evaluation the rental charges is fixed.
   2. The contract should quote competitive rates for selling of List of Items proposed to be sold at KEPZ.

**Declaration**

I/We have carefully gone through various terms and conditions listed above for providing of canteen services at KEPZ Premises. We agree to all these conditions and offer to provide canteen and cafeteria services at KEPZ. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have acquainted ourselves with the tasks required to be carried out, before making this offer. I\We hereby sign this declaration in token of our acceptance of various conditions listed above.

Date: Place:

Signature of the Contractor

Name and Designation: with Office Seal

**Section - III**

EXPORT PROCESSING ZONES AUTHORITY

CANTEEN CONTRACT - TECHNICAL BID

|  |  |  |
| --- | --- | --- |
| 1. | Name and address of the company/agency with Phone No. and E-Mail ID, if any |  |
| 2. | Registration Number and date of registration of Company / Co-operative / Agency / Firm / if any |  |
| 3. | Year of Establishment |  |
| 4. | Type of Organization  (Whether proprietorship, partnership, Private Ltd., Company or  Co-operative body etc. In case the  applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed) |  |
| 5. | CNIC Number (photocopy to be  Enclosed |  |
| 6. | Service tax, Sales Tax /GST No. (Number & photocopy of certificates to be given) |  |
| 7. | Registration No: |  |
| 8. | Local Municipal Corporation |  |
| 9. | Details of Application Fee DD/PO No. & date Drawn on Bank |  |
| 10. | Details of EMD amount D/PO No. & date Drawn on Bank. |  |
| 11. | Length of Experience in the field |  |
| 12. | Experience if any in dealing with  Multinational / Govt. Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts order placed on the firms). |  |

I /Firm/Company do hereby declare that all the information given above is true to the best of my Firm/Company knowledge and belief.

Signature and seal

Note: 1) Please read Tender carefully and fill up the above information

2) Sealed Cover bearing Tender No. and Date

**Section IV**

EXPORT PROCESSING ZONES AUTHORITY COMMERCIAL BID

TENDER FOR PROVIDING CANTEEN AND CAFETERIA SERVICES AT KEPZ.

1. Name of the Agency: ..........................

2. Address of the Agency: .......................

3. Name of the Person: ..........................

4. Phone No: ..........................................(Mob).................................

Table-1: List of items proposed to be sold at Canteen, EPZA.

Rate includes items such as paper cup, paper plate, tissue paper, hand wash, tomato ketchup etc., \*the rates may be as per MRP.

(Note: The tender can add items in separate annexure and will be considered only the two or more tenders quoted same items)

I am herewith offering %( Percent) discount from maximum retail price (MRP) to sell the items and any other items prescribed by the authority from time to time.

Date Place Name, Signature & seal of

Table-1: List of items proposed to be sold at canteen, EPZA

|  |  |  |
| --- | --- | --- |
| S. No | Description / items | Rate |
| 1 | Chicken Korma (200 gms) |  |
| 2 | Aaluu Chicken Salan (200 gms) |  |
| 3 | Chicken Biryani (250 gms) |  |
| 4 | Beef Korma (200 gms) |  |
| 5 | Aaluu gosht Salan (200 gms) |  |
| 6 | Aalu Qeema (200 gms) |  |
| 7 | Dal Mash |  |
| 8 | Dal Channa, (200 gms) |  |
| 9 | Dal Moong, (200 gms) |  |
| 10 | Dal Masoor, (200 gms) |  |
| 11 | Mix Vegetable (200 gms) |  |
| 12 | Egg with Chana, Egg Grabi (200 gms) |  |
| 13 | Kari Pakora (200 gms) |  |
| 14 | Egg Fry |  |
| 15 | Shami Kabab. |  |
| 16 | Paratha |  |
| 17 | Chapati. |  |
| 18 | Nan / Roti (100 gms) |  |
| 19 | Tea. |  |
| 20 | Plain Rice. |  |

Rate includes items such as paper cup, paper plate, tissue paper, hand wash, etc., the rates may be as per (MRP) market retailer price.

(Note: The tender can add items in separate annexure and will be considered only the two or more tenders quoted same items)

I am herewith offering % ( Percent) discount from maximum retail price (MRP) to sell the items and any other items prescribed by the authority from time to time.

Date Place. **Name, Signature & seal**