

# Tender Document

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## Punjab Forensic Science Agency (PFSA)

### CONTRACT FOR ESTABLISHMENT OF CANTEEN FOR STAFF IN THE PUNJAB FORENSIC SCIENCE AGENCY

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**FSA-316**



### **Punjab Forensic Science Agency (PFSA)**

**Home Department, Government of the Punjab**

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**CONTRACT FOR ESTABLISHMENT OF CANTEEN FOR STAFF IN THE PUNJAB  
FORENSIC SCIENCE AGENCY**

The sealed offers / bids will be submitted in accordance with Punjab Procurement Rules, 2014 by the Government of the Punjab, via single stage-two envelopes bidding procedure as per Rule 38, 2(a), technical offer and financial offer will be submitted in two separate sealed envelopes. Both envelopes shall be submitted in other sealed envelopes. The word **TECHNICAL OFFER** and **FINANCIAL OFFER** should be written in bold capital letters on each envelope for the establishment of Canteen, for staff members of PFSA.

**1. Name of Party:** \_\_\_\_\_

**2. Address with Telephone No. / Mobile No:** \_\_\_\_\_

**3. CNIC # / Registration #.** \_\_\_\_\_

**4. Experience of work with detail:** \_\_\_\_\_

**5. Income Tax No.** \_\_\_\_\_

**6. Terms & Conditions:**

- i. National Tax Number (NTN) & Professional Tax Certificate with documentary proof shall have to be provided by each bidder in the tender.
- ii. Bidder (s) must be free of any sectarian and political affiliations.
- iii. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender otherwise tender will be canceled.
- iv. The original tender receipt should be attached with the offer.
- v. Successful bidder will be required to enter into an agreement of the contract on a stamp paper of Rs. 1000/-.
- vi. The items as per list (Annex-A) shall be sold according to the prevailing market rates.
- vii. Substandard items shall not be sold. A committee approved by the authority will inspect the items as and when it desires. If any substandard item is found it will be forfeited and contractor will be fined Rs. 10,000/- on such each occasion.
- viii. The contractor shall provide the license issued by Punjab Food Authority.
- ix. The contractor shall provide a list of the employees for the approval of the

Competent Authority. Contractor shall provide to the authority the medical certificates of the employees issued by DHQ/Services Hospital Lahore/Punjab Food Authority.

- x. The Agency may change venue of Canteen during the contract due to any reason.
- xi. Sale of cigarette / Cigar / Tobacco / narcotics etc. is prohibited under law. In case of violation fine of Rs. 5000/- per complaint will be charged.
- xii. No other commercial activities like PCO, Photocopy etc. will be allowed.
- xiii. The contractor shall not sublet the shop / point, if proved so, contract shall be liable to be cancelled, immediately.
- xiv. Restrict the employee from working with or around food if the food handler has a sore throat with fever.
- xv. Wash hands with soap before starting work in cooking area.
- xvi. Do not apply lotion or cream on handling food or touching food contact surface.
- xvii. Discard any food that was not properly stored, appears spoiled or is believed to have been contaminated.
- xviii. Store items out of direct sunlight.
- xix. Check for signs of insects or rodents and do not overload coolers and freezers.
- xx. Store refrigerated raw meat, poultry and fish separately from cooked and ready-to-eat food to prevent cross-contamination.
- xxi. Keep all storage areas clean and dry and defrost freezers on regular basis.
- xxii. Agency administration reserves the right to cancel all the bids at any time prior to the acceptance of a bid or proposal under PPRA rules.
- xxiii. In the event of any differences, the decision of the Director General, PFSA shall be final and shall be acceptable to both parties and cannot be challenged in any court of law.
- xxiv. The utility bills shall paid by the contractor as per the sub-meter installed on the Canteen.
- xxv. The rent shall be deposited into Agency account latest by 10th of every month in case of failure, Rs. 1000/- per day shall be charged as fine, and in case of continuation of violation, agreement will be cancelled.
- xxvi. The period of contract will be for Two years from the date of the signing of the agreement. After the expiry of the contract, the rented place will be handed over to the PFSA management in good condition.
- xxvii. Every bidder will attach his CNIC with application / tender documents and a bank draft of 2% of estimated amount (Rs.1,020,000/-) as bid security, in the name of Director General, Punjab Forensic Science Agency, Lahore.

- xxviii. The terms and conditions of the contract / agreement will be signed by the Agency with the successful bidder in writing.
- xxix. Successful bidder will deposit 25% of the amount of annual rent in advance as performance security.
- xxx. In case, the contractor aborts / leave the canteen before two years, his advance rent / performance security shall be forfeited in the favor of the Agency, along with any other penalty deemed necessary.
- xxxi. The desired parties can examine the site in office hours till 15, July 2020 except Saturday & Sunday.
- xxxii. The received tender offers will be opened on the same day i.e. 15, July 2020 at 11:30 am in the committee room of PFSA, in the presence of bidders / their representatives.
- xxxiii. No encroachment will be accepted. On any violation, Agency will have the right to cancel the contract with immediate effect.
- xxxiv. The contractor will be responsible to make the canteen neat and clean, and shall ensure that the surroundings are as per required standards / laws.
- xxxv. Wastage/garbage of the canteen will be disposed off by the contractor at contractor's own expenses on daily basis.
- xxxvi. The contractor will ensure that the utensils and the useable items are cleaned.
- xxxvii. The contractor will not be allowed to sale any stale items.
- xxxviii. The contractor shall abide by all the rules & regulations of the agency, orders of the Competent Authority.
- xxxix. Tender forms can be obtained from the office of the Director General, PFSA against D.D/P.O of Rs. 1000/-

**DIRECTOR GENERAL**  
Punjab Forensic Science Agency  
Thokar Niaz Baig, Lahore  
042-37840007

**DETAILS OF CALL DEPOSIT/DD/CDR (EARNEST MONEY):**

No. \_\_\_\_\_ Amount \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_

Name of the Contractor: \_\_\_\_\_ Cell No. \_\_\_\_\_ CNIC \_\_\_\_\_

Name of the Firm & Address \_\_\_\_\_ Ph No \_\_\_\_\_

**Signatures of Contractor with stamp** \_\_\_\_\_

**Evaluation criteria for technical bid**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Max. Marks</b>
01	<b><u>Experience of canteen</u></b> i. Upto 03 Years = 05 ii. Upto 05 Years = 10 iii. More than 05 Years = 20	20
02	<b><u>Detail of staff</u></b> Supervisor (Intermediate) One = <b>02</b> More than one = <b>05</b> Cook One = <b>02</b> More than one = <b>05</b> Waiter 1-3 = <b>02</b> More than 03 = <b>05</b> Helper 1 - 3 = <b>02</b> More than 03 = <b>05</b>	20
03	<b><u>Bank Statement for Financial Position</u></b> Total Turnover Less than 05 Lac (10) 05 to 10 Lac (15) More than 10 Lac (20)	20
04	Affidavit regarding Non-Black Listing / Defaulter of any Government Institution	10
	Total	70

Note: Qualifying Marks for approval of Technical Bid = 60%

**CERTIFICATE**

I/We hereby confirm to have read all the terms & conditions as laid down in the enclosed tender documents and we further abide by all these instructions / conditions of this tender.

We further confirm that our firm has never been black listed by the Health Department or any other Government Institution.

NAME OF TENDERER \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

TELE. NO. (OFFICE) \_\_\_\_\_ MOB NO. \_\_\_\_\_

CNIC No \_\_\_\_\_  
(Please attach photocopy of CNIC)

**Signature & Stamp of Tenderer**

(Certificate on Legal Stamp Paper of Worth Rs. 100/-)