

**INVITATION OF BIDS FOR PROVISION OF CAFETERIA SERVICES
AT OGRA HEAD OFFICE BUILDING SITUATED AT
PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD**

(Tender Enquiry No. 02 of 2024)

The Oil & Gas Regulatory Authority (OGRA) invites sealed bids/ proposals from caterers Restaurants/ Cafeteria Services Firms for OGRA Cafeteria situated at Plot No: 37 & 39, Sector G-10/4, Mauve Area, Islamabad from reputed, professionally and financially sound firms duly registered with the tax departments, having minimum five (05) years experience at their credit.

The Tender Documents containing detailed information and terms & conditions etc. is available on the websites of PPRA (www.ppra.org.pk) and (www.ogra.org.pk) OGRA. The Tender Documents can also be obtained from office of the undersigned on any working day i.e. **Monday to Friday** from **9:00 a.m to 5:00 p.m.**

The bids shall be received latest by **February 15, 2024 on or before 11.00 a.m** and will be opened at **11:30 a.m** on the same date in OGRA office at Plot no. 37&39, sector G-10/4 Islamabad by OGRA'S Bid opening committee.

In case, the last date of bids submission falls on the closed official day(s)/holiday(s), the date for submission and opening of the bids shall be the next working day.

OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid /proposals as per PPRA Rules, 2004.

**JOINT EXECUTIVE DIRECTOR (ADMN)
Oil & Gas Regulatory Authority (OGRA)
Plot No. 37 & 39, Sector G-10/4, Mauve Area, Islamabad,
Ph. No: +92-51-9108890-98, 9108881**

Public Service Message:

گیس لیچ جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

14x3

پیشکشیں مطلوب ہیں

وگرا ہیڈ آفس پلاٹ نمبر 37 اور 39 سیکٹر G-10/4، ماؤ ایریا، اسلام آباد میں کیفے ٹیریا سروسز کی فراہمی

ٹینڈر انکوائری نمبر 02/2024

آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو اپنے کیفے ٹیریا واقع پلاٹ نمبر 37 اور 39 سیکٹر G-10/4، ماؤ ایریا، اسلام آباد میں خدمات کی فراہمی کیلئے ٹیکس ڈیپارٹمنٹس سے رجسٹرڈ، مالی طور پر مستحکم اور کم از کم 5 سال کا متعلقہ تجربہ رکھنے والے کیٹرز، ریسٹورانٹس مالکان/ کیفے ٹیریا سروسز فرمز سے سربمہر پیشکشیں مطلوب ہیں۔

ٹینڈر دستاویزات جن میں تفصیلی معلومات، شرائط و ضوابط وغیرہ موجود ہیں پیپرا ویب سائٹ (www.ppra.org.pk) اور اوگرا ویب سائٹ (www.ogra.org.pk) پر دستیاب ہیں۔ ٹینڈر دستاویزات دفتر زیر دستخطی سے بھی کسی بھی یوم کاری یعنی سوموار تا جمعہ دن 09:00 تا شام 05:00 بجے حاصل کی جاسکتی ہیں۔

سربمہر پیشکشیں 15 فروری 2024 دن 11:00 بجے تک یا پہلے موصول کی جائیں گی اور اسی روز دن 11:30 بجے اوگرا ہیڈ آفس واقع پلاٹ نمبر 37 اور 39 سیکٹر G-10/4، ماؤ ایریا، اسلام آباد میں اوگرا بڈ اوپننگ کمیٹی کی جانب سے کھولی جائیں گی۔ پیشکش جمع کروانے کی آخری تاریخ پر تعطیل ہونے کی صورت میں پیشکشیں جمع کروانے اور کھلنے کی تاریخ آئندہ یوم کار ہوگا۔ اوگرا پیپرا قوانین 2004، کے تحت پیشکش کو منظور یا جملہ تجاویز کو منسوخ/مسترد کرنے کا حق محفوظ رکھتا ہے۔

جوائنٹ ایگزیکٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا)

پلاٹ نمبر 37 اور 39 سیکٹر G-10/4، ماؤ ایریا، اسلام آباد

فون نمبر: 9108881، 98-9108890-051

پیغام برائے عوامی آگاہی:

گیس لیکج جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

**INVITATION OF BIDS FOR PROVISION OF CAFETERIA SERVICES
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SECTOR G-10/4, MAUVE AREA, ISLAMABAD
(Tender Enquiry No. 02 of 2024)**

The Oil & Gas Regulatory Authority (OGRA) invites sealed bids/ proposals from caterers Restaurants/ Cafeteria Services Firms for OGRA Cafeteria situated at Plot No: 37 & 39, Sector G-10/4, Mauve Area, Islamabad from reputed, professionally and financially sound firms duly registered with the tax departments, having minimum five (05) years' experience at their credit.

The Tender Documents containing detailed information and terms & conditions etc. is available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). The Tender Documents can also be obtained from office of the undersigned on any working day i.e. Monday to Friday from 9:00 a.m to 5:00 p.m.

The bids shall be received latest by February 15, 2024 on or before 11.00 a.m and will be opened at 11:30 a.m on the same date in OGRA office at Plot no. 37&39, sector G-10/4 Islamabad by OGRA'S Bid opening committee.

In case, the last date of bids submission falls on the closed official day(s)/holiday(s), the date for submission and opening of the bids shall be the next working day.

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**JOINT EXECUTIVE DIRECTOR (ADMN)
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(Tender Enquiry No. 02 of 2024)**

The OGRA (OGRA) invites sealed bids under tender enquiry No. 02 of 2024 for provision of cafeteria services from suitable interested firms, restaurants and caterers for running the "OGRA Cafeteria" at OGRA Building, situated at Plot #. 37 & 39, Mauve Area, G-10/4, Islamabad, having minimum five (05) years similar experience in accordance with the laid down General Terms & Conditions and Instructions. The firms/ caterers shall apply for the tender along with their profile, proof of financial stability, the details of similar services executed especially in Rawalpindi/ Islamabad. Conditional and incomplete tender shall not be accepted. Tender should reach the office of Joint Executive Director (Admn) on or before February 15, 2024 at 11:00 a.m. The tenders will be opened on the same day at 11:30a.m in the presence of Contractors/ Bidders, who may like to be present on the occasion.

GENERAL TERMS & CONDITIONS

- i). Tender Notice issued in the Print Media, PPRA's & OGRA's websites is part of this contract document.
- ii). Bid should be addressed to the Joint Executive Director (Admn), OGRA building.
- iii). The services will be hired according to PPRA Single stage – two envelope procedure.
- iv). The firm should be registered with Income Tax and Sales Tax Departments (*Registration Number should be clearly mentioned and valid documentary evidence be attached*).
- v). The firm should have a minimum of five (05) years' experience of similar assignments and should have well-equipped setup, having proper office at Islamabad/Rawalpindi.
- vi). Bids shall be submitted in a single package containing two separate envelopes clearly marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**".
- vii). The proposals are required to be delivered to the office of the undersigned by 11:00 a.m. on February 15, 2024 or before. The Bid Opening Committee of OGRA will open the proposals on the same day at 11:30 a.m., in the presence of the bidders or their authorized representatives, who may like to be present.
- viii). The proposals should not have any over-writing or cutting. Proposals with condition or any of the aforementioned defects may not be considered.
- ix). All supporting documents must be attached with Technical Proposal.
- x). Firms already satisfactorily working with Government Organizations/Corporate/large companies (international/national) will be preferred. Documentary proof will be required for satisfactory performance/ execution of similar tasks in near past.
- xi). Financial bids of only those firms will be opened which would meet/ fulfill the technical evaluation criteria (**Annex-II**) declared as pre-qualified firms.
- xii). Financial bids will be evaluated on the basis of overall quoted prices of the food items, as well as quality of services of existing similar contracts of the firms.
- xiii). A Call Deposit of amounting Rs. 200,000/- (Rupees two hundred thousand only) (Refundable) is in shape of Pay Order/ Bank Draft (Cheque will not be accepted) in favour of OGRA, Islamabad along-with the financial proposal required from all bidders who participate in the tender processing. In case of failure, the pre-qualification of the firm will be treated as cancelled. The security will be released of unsuccessful firms within 30 days.

GENERAL TERMS & CONDITIONS

- xiv). Rates for special event/ meetings etc. (if any arranged by contractor) will be decided as approved between both the parties i.e. OGRA (Admn. Deptt) and contractor.
- xv). The rates quoted by contractor through bid will be applicable for one year.
- xvi). The bidder should quote rates clearly in the Financial Proposal. (Attached as **Annex-III**). Cutting & over writing will not be accepted and tender will be rejected.
- xvii). Both parties i.e. OGRA or contractor can terminate the contract with the prior notice of two (02) months period without assigning any reason.
- xviii). Bid should be valid for 120 days from opening of Tender.
- xix). All pages of Technical and Financial Proposal will be duly signed and stamped by the bidder.
- xx). Status of Firms/ Caterer (ownership) with year of establishment, showing number of years in relevant field/ business, supported by documentary evidence be submitted along with documents.
- xxi). List of existing staff (cooks, waiter, accountants and supervisors etc.) on the payroll of the firms stating experience in relevant field be attached their academic experience documents, in original, can be called at any time.
- xxii). Firm / Caterer must be on active tax payer list of FBR.
- xxiii). Firm's Bank Account Statements for the last one year and a current certificate of Sound Financial Stability from a Scheduled Bank in Pakistan be attached with the Bid.
- xxiv). The firm will be required to provide the services on monthly credit basis. Written Affidavit be attached.
- xxv). The firm will be required to arrange exclusive formal setup (Table, Chairs, linen, Crockery and Cutlery etc.) on short notice for around 200 persons at its expense. Written affidavit be attached / provided.
- xxvi). The successful firm to whom the contract will be awarded shall be bound to provide desired level of overall standard of cafeteria and provide quality in terms of services, hygienic environment especially for kitchen / pantry etc. and fresh food etc.
- xxvii). In case Government announces any public holiday or due to unavoidable circumstances (Force Majeure) the tender will be opened on next working day.
- xxviii). For any further clarification, firms may contact the JED (Admn), OGRA building, Islamabad.
- xxix). OGRA reserves the right to accept or reject any or all bids as per PPRA Rules.

JOINT EXECUTIVE DIRECTOR (ADMN)
Oil & Gas Regulatory Authority (OGRA)
Plot No. 37 & 39, Sector G-10/4, Mauve Area,
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(Tender Enquiry No. 02 of 2024)**

GENERAL INFORMATIONS / INSTRUCTIONS

Working Days

Monday, Tuesday Wednesday, Thursday, Friday excluding Public holidays.

A. OGRA's Facilities to the Contractor

- i). Cafeteria premises including furniture at cafeteria, Kitchen, etc. and provision of Electricity, Gas and Water supplies.
- ii). During the contract repair & maintenance of OGRA cafeteria Furniture items will be the responsibility of Contractor.

B. Contractor Liabilities

- i). During load management by SNGPL, Contractor will be responsible for arrangement of Gas for cooking by own/ alternate resources without fail.
- ii). Kitchen Accessories
- iii). Complete Crockery fine quality (*consent for design/shape of crockery items be taken from OGRA's Administration Deptt.*)
- iv). Refrigerator / Deep Freezer etc.
- v). Oven/Microwave Oven
- vi). Visi Cooler (Standing Refrigerators)
- vii). Any additional furniture as deemed necessary by the contractor.
- viii). Cleaning of area of Cafeteria will be responsibility of contractor.
- ix). Uniforms of waiters
- x). Safety and security in the Cafeteria shall be the responsibility of caterer.
- xi). Vaccination of all food handlers/ Medical fitness certificate including certification that no one is having hepatitis.
- xii). Fumigation spray on monthly basis in both cafeterias/Kitchen.
- xiii). The Contractor will not be allowed to sub-let the cafeteria to any other firm(s)/ person(s) or contractor(s). In case of sub-letting, contract will be terminated forthwith.
- xiv). Manpower such as:
 - a. Manager
 - b. Cashier
 - c. Cook
 - d. Tandoori
 - e. Waiters etc.
 - f. Dishwasher
 - g. Skilled labour etc.

C. CONTRACT DEAL

- i). The contractor must maintain both the quantity as well as the quality of foods, drinks and items related thereto.
- ii). The contractor will ensure use of well-known brand ingredients for preparation of food i.e. Dalda Oil, Sufi / Ihssan / Mezan Oil, Supreme/Islamabad Tea and spices of Shan/National food etc.
- iii). All food items must be fresh.
- iv). Hygienic environment in the cafeteria especially kitchen must be maintained.
- v). All crockery should be kept clean and in good condition, whenever required.

- vi). Refreshment for official meeting will be arranged by the contractor as per specified rate/decided between both the parties i.e. OGRA/Admn. & contractor,
- vii). All the rates quoted in the tender will remain valid for one (01) complete year.
- viii). For official meeting, the contractor shall maintain separate good quality Cutlery, Crockery, Dishes, which will not be used in routine.
- ix). Quality cafeteria canteen items like Biscuits, Cold drinks etc., should be kept available in the canteen.
- x). The contractor shall be obliged to attend in person as and when called by the Administration of OGRA.
- xi). All of the required crockery, cutlery including dishes will be arranged by the contractor.
- xii). Quality and quantity of the food stuff will regularly be monitored by the OGRA's Administration Department and the contractor shall be responsible to maintain the prescribed standard.
- xiii). In case substandard food stuff is supplied or quantity is decreased, penalty as recommended by the OGRA's Administration Deptt. shall be imposed on the contractor. If such complaint is not rectified, despite three warnings, firm will be blacklisted and security money forfeited.
- xiv). If the supplier failed to execute order as per laid down terms and conditions in the tender/ order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firms/ supplier/ contractor will be taken as per PPRA Rule 19.
- xv). The contractor after providing services in official meetings will submit bills etc. to OGRA's Admn. Deptt. for making payment. Payment will be released as prescribe procedure of OGRA's Account Department.
- xvi). Contractor shall not remove any of the items given on his charge without the consent of the OGRA/ Admn.
- xvii). Routine repair/ maintenance and white wash of the Cafeteria and kitchen. In case of fair wear and tear shall be the responsibility of the OGRA.
- xviii). Any case of major repair/ maintenance of furniture/ fixtures or unfair wear and tear shall be the responsibility of contractor.
- xix). Complete manpower stated in B(xiv) including dish washers will be employed by contractor.
- xx). The serving staff should be neatly dressed (Uniforms) up and it will be the personal responsibility of contractor.
- xxi). Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
- xxii). In case of any dispute, the decision of the OGRA Chairman will be final and binding on the contractor.
- xxiii). The Administrative Department of OGRA will oversee the affairs of the cafeteria including standard of food and implementation of terms of reference under the direction of authority.
- xxiv). The contractor shall appoint a responsible and experienced Manager of the cafeteria who shall look after routine affairs of the cafeteria and coordinate with the OGRA Administration Deptt.
- xxv). If services of cafeteria/canteen are found unsatisfactory or terms & conditions of the agreement are violated, the contract shall be terminated on 30 days' notice.
- xxvi). Rates of the food items (Annexure-III) and detailed terms and conditions will be treated as part of this contract.
- xxvii). It may be noted that 250 plus employees (approx.) are on the strength of OGRA, whereas 30 (approx.) other 3rd Party personnel are working inside OGRA and including some guests etc.

Note: However, with the passage of time actual No. of consumers/members of the Cafeteria could be ascertained.

X-----X

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TECHNICAL/ PRE-QUALIFICATION PROPOSAL

Name of Firm	
Address (Telephone, Cell, Fax & E-mail)	
Year of Establishment (attach any documentary evidence)	
Sales Tax Registration No. (attach documentary evidence)	
NTN No. (attach documentary evidence)	
Last two (02) years Annual Turnover (supported by Income Tax Return)	
Banker's Name & Contact Details	
Experience related to similar assignments (attach documentary evidence)	
Whether Bid Security/ Earnest Money Rs. 200,000/- is enclosed with Financial Proposal	Yes: _____ No: _____
Similar Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if any)	
Latest Affidavit on Stamp Paper (that the firm has not been blacklisted by private, Govt., Semi Govt., Autonomous Body or state-owned organization etc. and is not involved in any litigation throughout the country)	Yes: _____ No: _____
An undertaking on firm's letter head Pad indicating that all information and documents attached are correct and if any information/ documents found incorrect, false or fake etc., the Authority reserves the right to disqualify and blacklist the firm.	Yes: _____ No: _____
A List of appropriate managerial, supervision & Customer Care Staff is attached.	Yes: _____ No: _____
Relevant & Valid ISO Certification attached(if any)	Yes: _____ No: _____

Contd.



<p>Vendor must have their own complete HRMS Solutions for payroll processing data management, time & attendance management module, benefits management etc. (Provide details/Annex)</p>	<p>Yes: _____ No: _____</p>
<p>A Certificate on firm's letter head Pad that the firm has read and completely understood the Tender Notice with its all Terms & Conditions including Criteria, Technical/ Pre-qualification & Financial Proposal etc. and accepted the same unconditionally, is attached.</p>	<p>Yes: _____ No: _____</p>
<p>Contact Person: _____ Contact No. _____ Date: _____</p>	<p>_____ Name & Designation Authorized Signature & Stamp</p>

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ASSESSMENT CRITERIA

Catering Services for “OGRA’s Cafeteria” at OGRA Office Building, situated at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad.

ASSESSMENT CRITERIA:

The pre-qualification / technical proposals shall be evaluated as per the following criteria:

SR.#	DESCRIPTION	MARKS
1.	Experience related to similar job/business	35
2.	Clientage:	20
	United Nation’s organizations	05
	Large companies (multinational/national)/ Corporate/Autonomies bodies	05
	Government’s Organizations	05
	Private firms/companies	05
3.	Managerial Capability (Academic/experience documents of working personnel can be called at any time by OGRA)	10
4.	Standard of Kitchen/Pantries & kitchen accessories and overall operational set-up including standard of food/meal etc. and manpower engaged inside in different discipline like managers waiters etc. (marks will be awarded as per assessment during physical visit to each & every firm by OGRA Committee)	25
5.	Financial soundness/strength	10
	TOTAL MARKS:	100

Note: Minimum passing score for Pre-qualification is **70%**.

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FINANCIAL BID

(On safer side, OGRA has mentioned the below Menu Items just to have a choice for everyone.
However, it is not mandatory that the contractor cook all the below said items on daily basis.
The OGRA expect that 2/3 or 3/4 out the Menu List as given below should be cooked / available on
daily basis in the Cafeteria for the consumers/clients/customers.)

LIST OF MENU ITEMS

Sr. No	Items Name	Prices
1	Soup (Single Serving)	
2	Club Sandwich (3 Slice) with French Fries	
3	Chicken Sandwich (3Slice) with French Fries	
Steak		
4	Chicken Pepper Steak	
Chines Cuisine		
5	Chicken Chilli Dry (With Fried Rice) Single Serving	
6	Chicken Manchurian (with Fried Rice) Single Serving	
7	Chicken Almond Curry (With Fried Rice) Single Serving	
8	Chicken Chili Dry	
9	Egg Fried Rice Single Serving	
Pakistani Cuisine		
10	Chicken karahi (Full 900 gram)	
11	Mutton Karahi (Full 800 gram)	
12	Chicken Boneless Handi (600 gram)	
13	Chicken Jalfrazi (Single Serving)	
14	Chicken Ginger(Single Serving)	
15	Daal Mash Fried (Single Serving)	
16	Mix Vegetable (Single Serving)	
17	Chicken Biryani/Pulao	
Bar.B.Q		
18	Chicken Tikka (Per Piece) 1/4	
19	Chicken boneless Botti (6 Pieces)	
20	Chicken Seekh kabab (6 Pieces Mini)	
Side Order		
21	Rooti (100 Gram)	
22	Naan Plane (100 Gram)	
23	Fresh Green Salad	
24	Raita	
Hot & Cold Beverages		
25	Mineral Water Large	
26	Mineral Water Small	
27	Fresh Juice	
28	Milk Shake	
29	Cold Drink (Can) & (Regular)	
30	Fresh Lime 7up	
31	Coffee (Mug)	
32	Tea (125ml)	



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FINANCIAL BID

Sr. No	Items Name	Prices
Break Fast		
33	Egg Fried	
34	Egg Omelet	
35	Paratha (175Gms)	
36	Channy (Single Serving Plate)	
37	Aaloo Bhujia (Single Serving Plate)	
38	Tea	
All Day Snacks		
39	Channa Chaat	
40	Fruit Chat	
41	Vegetable Samosa	
42	Chinese Spring Roll (Vegetable)	
Lunch / Dinner		
43	Chicken Biryani / Pulao	
44	Chicken Curry	
45	Mix Vegetable	
46	Daal	
47	Curri Pakora	
48	Chicken Haleem	
49	Aaloo Gosht (Beef)	
Bar. B.Q		
50	Chicken Seekh Kabab (Per Piece)	
Beverages		
51	Mineral Water Large	
52	Mineral Water Small	
53	Cold Drink (Regular)	
Deserts / Sweets		
54	Kheer (Thoothi Single)	
Salads		
55	Fresh Salad	
56	Raita	
57	Rotti (100 Gms)	
58	Naan Plane (100 Gms)	

Name: _____

Stamp: _____

Firm's name: _____

Signature: _____

Date: _____