

TENDER NOTICE

Invitation for Quotations (IFQ)

Tender No: NIBAF/PROC/ 02/2010

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 the catering services at National Institute of Banking & Finance for a period of one year, having experience in running "A" class canteen.
2. NIBAF will provide cutlery, crockery, furniture, dining hall, kitchen, kitchen equipment, and utilities (Electricity, Gas & Water) etc. The caterer will arrange kitchen pots, table cloth and necessary utensils to carry out catering services.
3. The caterer will ensure that his catering staff/employees be in proper uniform during the service in the dining hall.
4. The caterer will be required to provide Breakfast, Lunch, Dinner, Morning & Evening Tea under the Buffet System. Details available in Bidding Documents
5. The interested parties may obtain the Bidding Documents from the Office of Director-Administration, National Institute of Banking & Finance (NIBAF), H-8/1 Islamabad during office hours upon a presenting a Bank Draft/Pay order of Rs.200/- in favour of National Institute of Banking & Finance-Islamabad.
6. The Quotations in sealed covers titled as Quotations for "Catering Services at NIBAF-Islamabad" with meal-wise quoted rates (inclusive of services) per person per day addressed to The Director Administration, NIBAF, State Bank of Pakistan, Sector H-8/1 Islamabad should reach by 11.00A.M on September 15, 2010. Quotations will be opened the same day on 11.30 hours in the presence of bidders who may choose to attend.
7. 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.
8. All bidders should first visit the site in order to fully understand the nature, type & quantum of supplies.
9. The selected caterer will be required to furnish a bank guarantee of Rs.100, 000/- in favour of NIBAF – Islamabad.
10. Incomplete bids or bids not meeting the criteria will be rejected.

Director Administration,
National Institute of Banking & Finance
Sector-H-8/1 Islamabad