



**National Institute of Banking & Finance
State Bank of Pakistan**

**INVITATION TO BID
CANTEEN SERVICES**

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 (extendable), having at least 5 years experience in running “A” class canteen.
2. Bidders having work experience of providing cafeteria services in 3-5 star hotels will be preferred with specialty in Pakistani, Chinese and continental foods.
3. Bidders must have proven record of providing canteen services/running restaurant of 150 persons on daily basis. Bidders should not have any history of litigation or blacklisted by any client. Bidder must not have been prosecuted or suffered any penalty for violation of any laws by relevant authority. Bidder must have liquid assets/turnover of Rs.3.00 million in last three years.
4. 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 items to carry out catering services.
5. Bidder should be based at Rawalpindi/Islamabad or have branch office in Rawalpindi/Islamabad.
6. The caterer will be required to provide Breakfast, Lunch, Dinner, Morning & Evening Tea under the Buffet System. Details available in Bidding Documents. Rate shall be quoted on the basis of Per Person Per Day. Additionally, item rates per person per item will be quoted as required in Section IV of bidding documents.
7. 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.500/- , a request letter

in favour of National Institute of Banking & Finance-Islamabad and three workorders of similar scale. The last date for obtaining bidding documents is December 13, 2016. The contact person in the matter are Mr. Ali Taqqi & Mr. Muhammad Fawad Khan, Tel:051-9269850-55

8. Interested bidders will be required to inspect the canteen site at the time of obtaining bidding documents. A pre-bid meeting will be held on December 15, 2016 at 11.00 A.M with the bidders to understand the quantum of work and to address their queries. Participation in pre-bid meeting is mandatory. Bidders who will not attend the pre-bid meeting will stand disqualified. Further, non familiarity with the requirements of NIBAF after the execution of contract will not be considered a reason for not carrying out the work properly.
9. The Quotations in sealed covers titled as Quotations for “Catering Services at NIBAF-Islamabad” with quoted rates (inclusive of taxes and other costs) addressed to The Director Administration, NIBAF, State Bank of Pakistan, Sector H-8/1 Islamabad should reach by 11.00A.M on December 21, 2016. Quotations will be opened the same day on 11.30 hours in the presence of bidders who may choose to attend.
10. 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. An increase of 10% is allowed upon expiry of contract on yearly basis to cover the cost of inflation.
11. The successful bidder will be required to furnish a bank guarantee /security deposit of Rs.100,000/- in favour of NIBAF Islamabad at the time of execution of contract
12. NIBAF reserves the right to reject any or all bids as per rules.

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