

Procurement of Cafeteria Services for Canteen at SBP BSC, Lahore.

ITB No. LHR-GSU/Canteen Services/ 415346 /2026

1. A Pre-Bid meeting for the captioned procurement was held on **June 11, 2026, at 11:00 AM** via Zoom Cloud Meeting Application.
 2. The representatives of General Services Unit, Lahore (GSU-LHR) and representatives of following firm attended the meeting:
 - a. Premier Sublime Services (Pvt) Ltd
 3. The meeting commenced with a welcome note. Purpose of the meeting was to provide an overview of the bidding process, explain the scope and description of services, and clarify relevant queries of the participant. Further, it was conveyed that the queries submitted by the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
 4. All queries of the participant and relevant responses by the Bank's representatives are given in **Annexure A**.
 5. Furthermore, the following guidelines may please be noted for submission of Bidding Documents:
 - a. The firms, who are registered with the PPRA's E-PADS, must submit the complete and comprehensive bids as per the requirements outlined in the Bidding Documents. Non-compliance in this regard shall result in rejection of the Bid.
 - b. The firms may write seeking any clarification or modification of the Bidding Documents no later than seven (07) days before the deadline of submission of bid. The response will be provided as soon as possible.
 - c. The electronic bids prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **June 23, 2026, at 11:00 AM (PST)**.
 - d. No request for extension in the submission deadline of bids would be entertained.
 - e. All submitted bids will be opened on **June 23, 2026, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Bid Security of **Rs. 50,000/-** is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the following address and the same must reach before Bid submission deadline i.e. **June 23, 2026, at 11:00 AM (PST)**. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.
- Deputy Chief Manager**
General Services Unit
5th Floor, SBP-BSC House,
Shahra-e-Quaid-e-Azam Lahore
Telephone No: (042) 9902-2291 / 9902-2282
Email: LHR-GSU@sbp.org.pk
- g. In case of submission of Bid Security via courier, an email may be sent at LHR-GSU@sbp.org.pk to enable timely coordination and collection of the document before the submission deadline. Bid Security received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.

- h. The submission of two different bids by the same firm would result in rejection of the both bids.
- i. For submission of Bid Security (in person) /attending the technical bid opening session, the representative of participating firm shall keep his/her original CNIC for entry in the premises of the State Bank of Pakistan (SBP). Furthermore, the following details of the said representative(s) may also be shared in advance for necessary entry arrangements.
- Name
 - CNIC#
 - Mobile#
 - Arrival Date & Time:

ANNEXURE-A

#	Queries/Comments	Responses																								
1.	What is the required amount of Bid Security?	Scanned copy of Bid Security of Rs. 50,000/- in favor of SBP BSC (FTN#9022604-6) is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the address given in ITB and the same must reach before Bid submission deadline i.e. June 23, 2026, at 11:00 AM (PST) . Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.																								
2.	What will be the rent for the premises?	No rent is applicable for canteen area, however, it is the responsibility of the vendor to utilize the space with due care.																								
3.	What provisions are available for electricity, gas, and water, and what charges will apply?	The Bank will provide electricity, gas and water for the canteen free of charge but it will be the responsibility of the Service provider to ensure minimum consumption of the utilities and avoid wastage or leakage of these facilities. However, in case of any gas shortage issue due to maintenance or any other issue by SNGPL, service provider will arrange cooking of food at its own cost and should ensure provision of food to bank employees																								
4.	What is the area and infrastructure of the canteen and dining area?	<p>Details are provided below:</p> <table border="1"> <thead> <tr> <th>Description</th> <th colspan="2">SBP Canteen</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Area (approx.)</td> <td>Kitchen</td> <td rowspan="3">4324 sq ft approx</td> </tr> <tr> <td>Canteen main building</td> </tr> <tr> <td>Canteen Annexe Building</td> </tr> <tr> <td rowspan="6">Equipment/ Installations</td> <td>Table</td> <td>33</td> </tr> <tr> <td>Chairs</td> <td>144</td> </tr> <tr> <td>Exhaust Fan</td> <td>04</td> </tr> <tr> <td>Air Conditioners 4 Ton Floor Standing</td> <td>02</td> </tr> <tr> <td>Fans</td> <td>06</td> </tr> <tr> <td>Tandoor</td> <td>01</td> </tr> <tr> <td>Timing (Tentative)</td> <td>Breakfast, Lunch , Tea</td> <td>8:30am to 6:00pm</td> </tr> </tbody> </table>	Description	SBP Canteen		Area (approx.)	Kitchen	4324 sq ft approx	Canteen main building	Canteen Annexe Building	Equipment/ Installations	Table	33	Chairs	144	Exhaust Fan	04	Air Conditioners 4 Ton Floor Standing	02	Fans	06	Tandoor	01	Timing (Tentative)	Breakfast, Lunch , Tea	8:30am to 6:00pm
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5.	What will be the monthly rent of the area?	Already responded at Sr. No. 2																								
6.	What is the average daily clientage?	<table border="1"> <thead> <tr> <th>Average Visitors per day (approx.)</th> <td>Lunch 100 Breakfast 30</td> <td>130 persons /day</td> </tr> </thead> </table>	Average Visitors per day (approx.)	Lunch 100 Breakfast 30	130 persons /day																					
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7.	Will the rates be fixed, or can they be negotiated	Rates for the items will be fixed as per the price schedule in bidding documents (provided here at Annexure B). However, the canteen committee may semi-annually review & revise prices by using 6-month moving-average y/y national inflation. The source of national inflation will be official website of Pakistan Bureau of Statistics (www.pbs.gov.pk) and the revised prices will increase/decrease accordingly																								

#	Queries/Comments	Responses
8.	Who will arrange cutlery, utensils?	Cutlery, utensils shall be arranged by Vendor.
9.	What will be the duration of the contract	The contract shall be valid for a period of 1 year initially, further extendable for two more years annually based on satisfactory performance determined by the canteen committee and on same terms and conditions mentioned subject to mutual consent.
10.	What will be the amount of performance guarantee?	Amount of Rs. 200,000/- is required as performance guarantee for entire period of the contract which should remain valid 28 days beyond expiry date of the contract.

Annexure B

Category A			Relative Importance	Rate Inclusive of all taxes (Rs.)	W x Y
S.#.	Food Items	Proposed Weight	W	Y	
1.	Seasonal Vegetable /mixed vegetable	250 Grams	10		
2.	Daal Mash / Mong / Masoor / channa	250 Grams	10		
3.	Plain Zeera Rice	350 Grams	10		
4.	Naan	150 Grams	10		
5.	Roti (whole wheat)	150 Grams	10		
6.	Chapati	150 Grams	10		
7.	Raita	Small bowl (150 ml.)	7		
8.	Vegetable rice (Kernal Basmati or equivalent)	300 Grams	8		
9.	Chicken Biryani (Kernal Basmati or equivalent)	400 Grams	10		
10.	Assorted salad items as per season (Russian salad, Cole slaw)	150 Grams	8		
11.	Anda Channa/Anda Aaloo/Anda Curry	200 Grams	9		
12.	Chicken Korma	250 Grams	10		
13.	Zarda with almonds and raisins	150 Grams	7		
14.	Curry Pakora	250 Grams	7		
15.	Haleem (Chicken)	250 Grams	8		
16.	Aaloo Gosht (Beef) / Palak Gosht(Beef) / Daal Gosht(Beef)	300 Grams	8		
17.	Aaloo Gosht (Mutton) / Palak Gosht(Mutton) / Daal Gosht (Mutton)	300 Grams	8		
18.	Aaloo Gosht (Chicken)/ Palak Gosht(Chicken)/ Daal Gosht (Chicken)	300 Grams	8		
19.	Chicken Karahi (Broiler of Normal Size)	250 Grams	10		
20.	Shaami Kebab (plate) with ketchup	2 kebabs (100 Grams per kebab)	10		
21.	Chicken Yakhni Pulao (Kernal Basmati or equivalent)	400 Grams with	9		
22.	Chicken Masala	250 Grams	8		
23.	Chicken boneless Handi (Broiler of Normal Size)	250 Grams	7		
24.	Chicken Tikka (Broiler of Normal Size)	250 Grams of chicken with Chatni / Raita.	8		
25.	Kheer	Small bowl (150 Grams)	10		
26.	Custard	Small bowl (150 Grams)	8		
27.	Halwa - Suji	150 Grams	9		
28.	Gurr Walay Chawal	150 Grams	9		
29.	Beef kofta	250 Grams)	6		
30.	Mutton Korma	250 Grams	7		
31.	Chicken Manchurian (Broiler of Normal Size)	400 Grams	8		
32.	Beef Biryani (Kernal Basmati or equivalent)	400 Grams	7		
33.	Mutton Karahi	250 Grams	7		
34.	Fresh Yogurt	Small bowl (150 ml.)	10		
35.	Chicken Shashlik	(Broiler of Normal Size)	8		

36.	Seekh Kabab (beef)	4 Seekhs (60 Grams meat per Seekh) with Chatni / Raita (per serving).	10		
37.	Chicken Qeema	200g	7		
38.	Beef Qeema	200g	7		
39.	BBQ Boti/ Malai Boti	6 pcs	5		
Total for Category A = Sum of W x Y					

Category B			Relative Importance	Rate Inclusive of all taxes (Rs.)	W x Y
40.	Omelet / Fried Egg	One normal chicken Egg	10		
41.	Paratha	200 Grams	10		
42.	Bread slices	Sandwich Bread 2 slices	7		
43.	Tea Dudh pati	Per cup (150 ml)	10		
44.	Green Tea	Per cup (150 ml)	10		
45.	Channa Chaat	200 Grams	10		
46.	Club Sandwich	Sandwich with Cole slaw, 100 Grams French fries and Chatni / Raita	7		
47.	Chicken Burger (Broiler of Normal Size)	Burger with Cole slaw, 100 g French fries and Chatni / Raita.	10		
48.	Chicken Zinger Burger	Burger with Cole slaw, 100 g French fries and Chatni/ Raita.	10		
49.	Coffee Espresso	Per cup (150 ml)	8		
50.	French fries	200g with Ketchup	8		
51.	Milkshake of Seasonal fruits	300 ml	6		
52.	Juice of seasonal fruits	300 ml	8		
53.	Mixed Fruit Salad	200 Grams	10		
54.	Nuggets	02 pieces	10		
55.	Samosa (Chicken/Malai Boti)		3		
56.	Samosa (Vegetable)		3		
Total for Category B = Sum of W x Y					

Category - C				
		Relative Importance (X)	Rate per Head Inclusive of applicable taxes (Rs.) (Y)	W x Y
Package – I (Buffet)	<p>Option – A: Chicken Karahi / Mix Daal / Veg. Biryani / Sweet (Zarda) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p>Option – B: Chicken Qorma/ kashmiri daal / Matter pulao / Sweet (Kheer) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p>Option – C: Ch. Kofta / Kaly Chaany /Mix Veg. Pulao/ Sweet (Fruit custard) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p>Option – D: Chicken Shami kabab/ Sada Biryani/ Lahori Channy/ Sweet (Gur walay chawal) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p>	10	(one per head rate to be quoted for all options)	

	<p>Option – E : Chicken achari/ Aloo kee bogia / Chines Veg. rice / Sweet (Ice cream) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p style="text-align: center;">Plus</p> <p>i. Morning Tea with Bakery Biscuits (or with samosas)</p> <p>ii. Evening Tea</p> <p>iii. Small water Bottle</p>			
Package - II (Buffet)	<p>Option – A : Chicken Jinger (Boneless) / Daal Mash/ Bombay Biryani / Sweet (Firni) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p>Option – B : Chicken qorma / Chicken Tika Boti/ Sada Biryani / Sweet (Zarda) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p>Option – C : Black Papper Chicken/ Masala Rice /Egg Fried / Red bean/ Sweet (Zarda) / Cold Drink / Roti / Salad /Raita/ Mint Sauce</p> <p style="text-align: center;">Plus</p> <p>i. Morning Tea with Bakery Biscuits (or with samosas)</p> <p>ii. Evening Tea</p> <p>iii. Small water Bottle</p>	10	(one per head rate to be quoted for all options)	
Total for Category C = Sum of W x Y				