



STATE BANK OF PAKISTAN
SBP Banking Services Corporation (Bank)
MUZAFFARABAD

Dated: 22nd July, 2024

REQUEST FOR QUOTATION

PROCUREMENT OF CANTEEN SERVICES

Sealed quotations are invited from bidders/firms dealing in Canteen services, registered with Income Tax Department, and on the Active Tax Payers list of Federal Board of Revenue/AJK Council. These quotations should be submitted at the General Services Unit, SBP BSC (Bank) Muzaffarabad Office on or before 03:00 PM on 7th August 2024. The submitted quotations will be opened at 03:30 PM on the same date in the presence of attending bidders at the office of Deputy Chief Manager on the 1st floor of SBP BSC (Bank) Muzaffarabad.

Instruction to Bidders and Terms & conditions:

1. The contractor must provide quality food and services using standard ingredients as prescribed by the Bank in Table - 1.
2. The canteen contractor will charge rates approved by the Bank's canteen committee, displayed publicly. These rates are valid for one year, subject to revision. The committee will set a menu, but the contractor can accommodate special requests with pre-determined rates displayed prominently.
3. A security deposit of Rs. 20,000/- is required and refundable upon contract termination. The contractor will have to furnish security deposit in the form of banker's cheque or CDR upon notification of award.
4. The contract is valid for one year, extendable for a further period of one year with the consent of both parties.
5. The Bank reserves the right to terminate the contract with immediate effect without citing reason. The contractor can terminate it with two month's prior notice.
6. The committee sets the operating hours of canteen. The contractor and staff must leave after closing, except with prior written approval from the Chief Manager.
7. The contractor and its staff will have limited access to specified areas and will not be allowed to visit areas where entry of unauthorized persons is prohibited.
8. The contractor will be responsible to provide security clearance of its staff before the commencement of services.
9. The contractor will be responsible to submit reports of medical check-ups of its deputed staff within two weeks and periodically thereafter as required by the Bank, to the General Services Unit at its own expense.





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10. The Bank provides and bears the cost of the premises, electricity, gas, electric appliances and furniture, but the contractor is responsible for its judicious use. Loss or damage to the bank's assets will be recovered from the contractor, and the contract may be terminated if deemed appropriate.
11. The contractor must follow labour laws, including minimum wage, and not employ underage staff. Staff uniforms and appropriate attire during work hours are mandatory. The contractor is responsible for misconduct, theft, or other illegal actions by staff and will be required to compensate those affected.
12. It will be mandatory for the contractor to have or open a business account, link RAAST ID to it, and display a photograph of its QR code at prominent places within the canteen hall for online payments by the customers.
13. The canteen committee's decision is final in case of disputes.
14. Bank's staff cannot participate in the bidding process.
15. Bids are valid for 45 days from the date of opening.
16. The bidder must sign and stamp all pages of this document.

Table -1: List of Standard Ingredients		
Sr No	Description	Requirement
1.	Oil	Dalda Oil or equivalent
2.	Spices	Shan or National Spices or equivalent
3.	Tea	Lipton or equivalent
4.	Milk	Milk Pak, Olper, tested diary milk or equivalent
5.	Vegetables	Fresh Seasonal vegetables
6.	Flour	Fine Flour or Equivalent

The contractors who agree to the above terms and conditions should fill the below form and submit their quotation as per deadline mentioned above:

Table – 2: Rates of Food Items			
Sr No	Item	Quantity	Rate
1)	Tea	01 Cup	
2)	Paratha	01	
3)	Fry Egg	01	
4)	Omelette	01	





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5)	Roti	01 (100 g)	
6)	Green Tea	01 cup	
7)	Chicken Karhai	Per person serving	
8)	Daal Mash	Per person serving	
9)	Daal Channa	Per person serving	
10)	Daal Lobia	Per person serving	
11)	Chicken Biryani	Per person serving	
12)	Chicken Pulao	Per person serving	
13)	Beef Biryani	Per person serving	
14)	Beef Pulao	Per person serving	
15)	Vegetable Rice	Per person serving	
16)	Channa Rice	Per person serving	
17)	Vegetable	Per person serving	
18)	Mix Vegetable	Per person serving	
19)	Matar Qeema	Per person serving	
20)	Beef	Per person serving	
21)	Mutton	Per person serving	

Table -3: Bidder's Information

Sr No	Description	Particulars
i.	Bidder's Name	
ii.	CNIC	
iii.	Business Name	
iv.	NTN	
v.	Sales Tax Number	
vi.	Contact No	
vii.	Raast ID	
viii.	Account Title	
ix.	Email Address	
x.	Business Address	

