



ICMA

Pakistan

TERMS OF REFERENCES (TORs) TECHNICAL BID FORM

for
Pre-qualification of
Canteen / Cafeteria Services at Main Campus

Name of Firm / Individual / Organization : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

For Information, Issuance and Submission of EOI, please contact as follows:

Senior Director Administration & Strategy

Institute of Cost and Management Accountants of Pakistan

ICMA Pakistan's Buildin: ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi.

Tel: (92-21) 99243900 Ext. 222/128; Fax: (92-21) 99243342 Email: admin@icmap.com.pk;

www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought through personal or email.
- 2) Deadline of submission of Technical & Financial Documents is July 05, 2018 at 11:00 am and tender will be open on the same day & date at 11:30 am. (Ref. PPRA, Clause-33 (1)).

Technical Evaluation Documentation Requirement

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Company's Stamp	Signature

Brief Introduction of the Bidding Organization

Sr.	Factors	:	Description
1	Name of the Firms / Individual / Organization	:	<hr/>
2	Date of Establishment	:	<hr/>
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	:	<hr/>
4	Company Registration No.	:	<hr/>
5	NTN No.	:	<hr/>
6	G.S.T No.	:	<hr/>
7	Name of Owner / Proprietor / MD / CE	:	<hr/>
8	CNIC No.	:	<hr/>
9	Mailing Address (Registered and Operational Offices)	:	<hr/>
10	Contact / Cell No(s).	:	<hr/>
11	Fax No(s).	:	<hr/>
12	Email Address(es)	:	<hr/>
13	Bank Name & Account No. (for which statement is enclosed)	:	<hr/>
14	Attachments	:	<ul style="list-style-type: none"> a) Attested Copy of Valid NTN & GST Certificate; b) Affidavit that company had never been black-listed; c) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness Certificate'; d) List of Clients with contact person (regular & occasional)

Company's Stamp	Signature

Introduction about ICMAPakistan

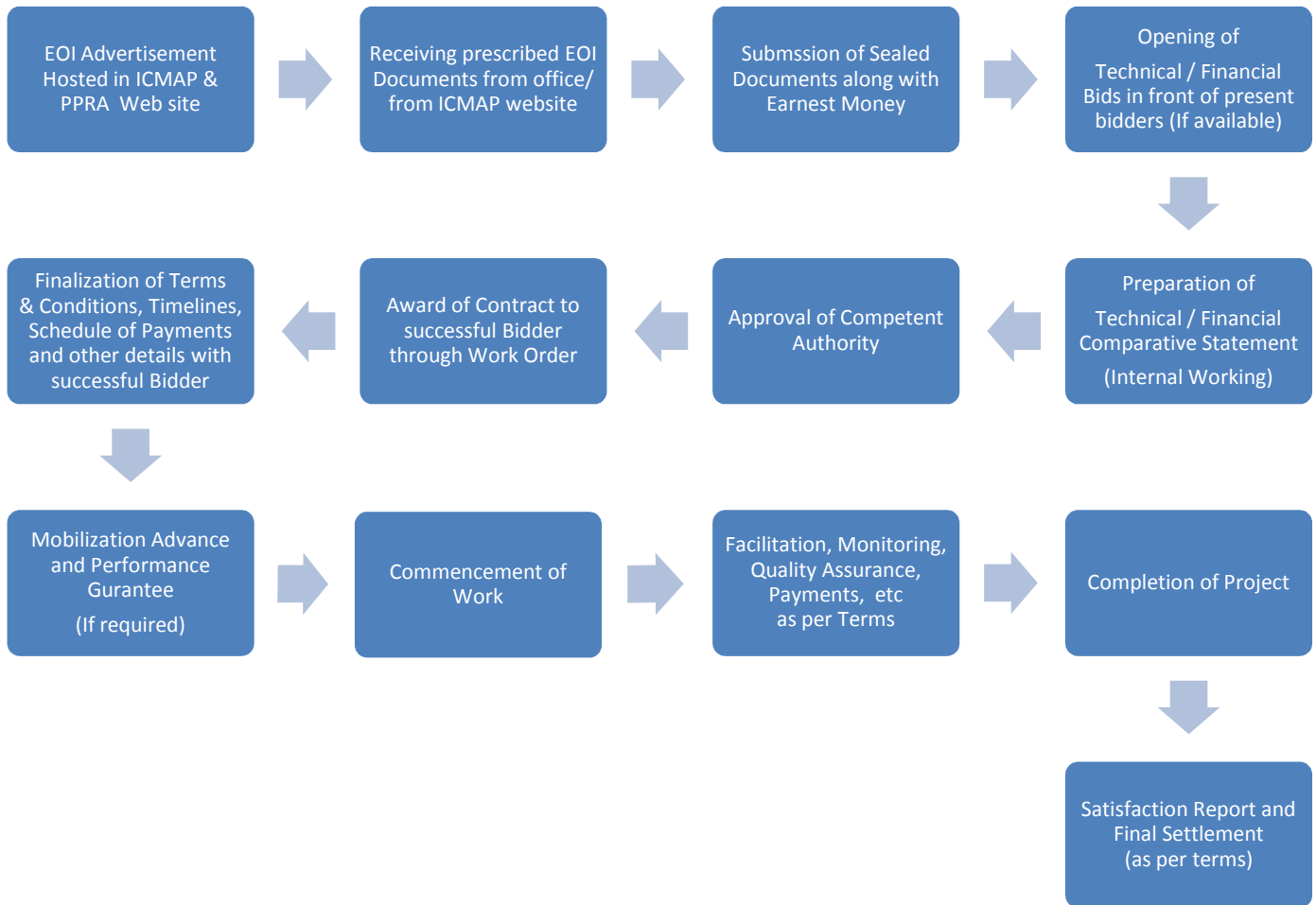
ICMAPakistan is a professional not-for-profit accounting Institution. Realizing the need, the profession of Management Accounting came into existence in Pakistan with the establishment of the Pakistan Institute of Industrial Accountants in 1951 by a legend Finance professional, Mr. Muhammad Shoaib, who also served Finance Minister of the country and senior position at World Bank. The Institute was, later, named as the “Institute of Cost and Management Accountants of Pakistan” and now commonly known with its acronym, “ICMAPakistan”. It was established in 1951 and was given statutory status vide Cost and Management Accountants Act, 1966 being the only Institute to regulate and promote the profession of Management Accounting in Pakistan and to deliver education and confer certification.

It, currently, has more than 5,000 members within Pakistan and 43 countries abroad serving in more than 100 sectors on the senior management positions such as Chairmen, CEOs, CFO, MDs, Directors, GMs etc. The Institute has sizeable strength of students i.e., approx. 15,000 which is increasing gradually. The Institute has its major centre at Karachi, Lahore, Islamabad, Multan & Faisalabad whereas it has more than 15 authorized education centre and registered education providers.

For last 61 years, the Institute is playing a vital role in sustainable growth of industrialization and economy of the country by virtue of professional qualification and multidimensional experience of Management Accountant qualified from this Institute. They have excelled in almost all phases of business, finance, accounting and industrial operations. Today, Management Accountants, being key member of top management and decision making team, help organizations to take appropriate decisions for the business prosperity and growth.

In view of above, the Institute seeks “**Expression of Interest**” from organizations of national and international repute to become business partner in developing “**Canteen / Cafeteria Services**” for ICMAPakistan.

Evaluation Process



Evaluation Weightage

- **Technical** : **60%**
- **Financial** : **40%**

Technical Evaluation Criteria

Sr. #	Evaluation Factor	Criteria & Grading Points	Information Criteria	Max Points	Points Obtained
1	Date of Establishment, Corporate Status & Registration Certificate	Yes 5 No 0	Disclosure & Evidence	5	
2	Address(ess), Contact No. & Email	Yes 5 No 0	Disclosure & Evidence	5	
3	NTN / Income Tax / Sales Tax Certificate	Not Provide: Knock-Out NTN 1, NTN/IT: 3; NTN/IT/ST: 5	Disclosure & Evidence	5	
4	List of banks	3 or More than 3 = 10; Less than 3 = 5; Not provided = Knock-out	Disclosure & Evidence	10	
5	Annual Accounts	Audited:10; Un-audited: 5; No:0	Review of Documents	10	
6	Locations of Bidders' Main Office / Head Office and Sub Office	If Head Office in Karachi = 10; If Head Office Out-side Karachi = 5; If Only One Office = 03; If One Office is not own= Knock-out	Review of Documents	10	
7	Experience in the field of Cafeteria / Event Management	10 Years or More than 10 Years= 10; 7 Years to 9 Years = 7; 5 Years to 8 Years = 5; Less than 5 Years = 0	Disclosure & Evidence	10	
8	List of Major Clients (Other than Listed in Serial # 9)	More than 20 Clients = 10; 16-20 Clients = 08; 10-15 Clients = 06; 05-09 Clients = 04; Less than 0 Clients = Knock-out	Review of Documents	10	
9	List of Educational Institute (As Major Clients)	10 or More than 10 Institutes = 10; 07 - 09 Institutes = 08; 04 - 06 Institutes = 06; 02 - 03 Institutes = 04; Less than 02 Clients = 02	Review of Documents	10	
11	Local Affiliation	Yes 5 No 0	Review of Documents	05	
12	Achievement Awards (Copies Attach)	Yes 5 No 0	Review of Documents	05	
13	Trained Staff from Reputed Institutes	Subjective with Max 10 & Min 0 Pts	Review of Documents	10	
Grand Total				95	

Company's Stamp	Signature

TECHNICAL BIDFORM

Technical Staff

Details of TechnicalStaff attached full-time / part-time

Sr.	Resource Person's Name	Designation	Qualification	Years of Experience

Use extra sheet in the same format if required.

Company's Stamp	Signature

**TECHNICAL BIDFORM
BANKS**

List of major Banks with Contact Person

Sr.	Name of Bank	Branch	City	Accounts Operational Since

Use extra sheet in the same format if required.

Company's Stamp	Signature



Issued to : _____
Advertisement Reference : _____
Issued on : _____ Issued by : _____

Director Administration
Administration Department,
ICMAP Head Office,
Karachi.

SPECIAL TERMS AND CONDITIONS

- Contractor will bring / provide the following Items:
 - Deep Freezer & Refrigerator;
 - Cooking Range;
 - Micro-wave Oven;
 - Chips boiler machine with Chip Cutter;
 - Glass showcase for display of items;
 - Crockery.
- Institute will provide the following facilities without any charge:
 - Cafeteria (premises);
 - Furniture or Fixture;
 - Gas, Electricity & Water;
 - No rent of premises will be charged;
 - Janitorial services in the hall.
- Contractor will be responsible for repair maintenance of Furniture & Fixtures if any damage caused by them. Any damage to the Equipment's, Furniture or Crockery will be charged from the contractor at the replacement cost of new item.
- Canteen will be for exclusive use of ICMAP Officers, Staff, Students, Members and their guests. No outsider will be allowed to avail any facility from the canteen.
- Canteen will be kept open from **08:00 a.m. to 10:00 p.m.** on working days or any other timing including gazette holidays notified by the Institute.
- Rs. 25,000/-** deposit will remain the Institute as Security Deposit and will be refund on the expiry of contract, after deduction for damage or loss if any.
- The contractor will maintain quality of food and services up-to the satisfaction of the management. However, a penalty up-to maximum to **Rs. 500/- per complaint** will be imposed subject to the verification by the management.
- Services availed by the Institute will be billed to the Institute in the **first week** of the following month with details. The same will be paid within **15 days** of its receipt.
- The contract will be for a period of **1 Year**. It can be extended by mutual agreement. Management reserves the right to **Terminate** the contract at any time on **07 days notice**. However, the contractor will give **01 month** notice in writing if he desires to vacate the canteen before the expiry of the contract.

Company's Stamp

Signature



10. At least three dishes shall be cooked daily (i) Daal; (ii) Meat (ii) Rice.
11. Edible Oil of better quality will be used for cooking. No recycling of any cooked items shall be allowed.
12. Contractor will ensure that no **"Stock Out"** of any item from the displayed **Menu List**.
13. Fresh Milk will be used for **Tea**.
14. Institute's Management and Contractor will mutually decide rates of items, which are not included in price list.
15. Contractor will be liable to make all arrangements in Canteen / Council Room / Directorate or at other place in Institute's premises for Meeting / Seminars either food is arranged either **from Canteen** or **from Out-side**.
16. The service boys will be neat and clean and will wear proper uniform and badge name.
17. Contractor will arrange adequate number of office boys so that services are properly maintained to provide services for offices regarding tea (**Twice a day**) / **Refreshment** and **Lunch** at the place of their duties.
18. Contractor will be responsible for cleaning, dusting, and washing of **Chairs / Tables of Canteen**.
19. Contractor will be responsible for keeping the entire canteen and kitchen premises neat and clean. A penalty of **Rs. 1,000/-** will be charged if any complaint will be noted during the surprise visit of the management.
20. The contractor will not be allowed to sub-lat the work to any other firm(s) / person(s) or contractor(s).
21. The proposed rate list is attached as **Financial Bid**.

Company's Stamp

Signature

Institute of Cost and Management Accountants of Pakistan

Administration Department

Terms & Conditions

Technical Pre-Qualification Requirements:

1. The participating organization should have sufficient experience;
2. The participation organization should have expertise to professional staff through available full- and part-time resources;
3. The organization should have its own team of internal and outsourced professionals;
4. The organization should have at-least 5-years professional experience at local and international level in above-mentioned areas for working for reputable accounting bodies / institutions.
5. **3% Earnest Money** will be submitted along-with Tender documents in shape of Pay Order / Demand Draft in favour of ICMAP;

Other Terms:

6. To participate in EOI, it is necessary to meet above technical pre-qualification requirements;
7. During evaluation of proposals, **50% wiewghtage** will be given to **technical competencies** whereas **50% towards financial** competitiveness;
8. EOI should be submitted on ICMAPakistan prescribed format with stamp of the organization otherwise will be rejected;
9. Quotation / rates should be valid for three months from the date of opening of quotation;
10. The quote / rates shall be inclusive of applicable income tax;
11. The participating organization may be required to visit ICMAPakistan Campuses for rendering any kind of service physical Inspection will be carried out by ICMAP Authority;
12. All part / full and final payment will be made within **7 days** after submission of invoice and receiving partly / complete certificateof completion;
13. Incomplete EOI / proposal or those received after deadline date and time will not be entertained;
14. In case of Tax exemption, tax exemption certificate will be required along with Invoice;
15. Quotes shall be inclusive of G.S.T (applicable rates of Govt.);
16. Quotes without taxes shall right-a-way rejected without any reason;
17. **EOI's documents with all requisite information shall be submitted on the prescribed format separately marked as "Technical Bid" and "Financial Bid" to below-mentioned address.**
18. The "Terms of References" (TORs) shall be submitted by **July 05, 2018 by 11:00 a.m.**EOI submitted after deadline date and timings will not be considered;
19. The EOIs will be opened at **July 05, 2018 by 11:30 a.m.** at ICMAPakistanHead Office and through video conferencing facilities at Lahore and Islamabad in front of present bidders or their authorized representatives (if present);
20. Incomplete, incorrect or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;
21. ICMAP reserves the right to accept or reject any or all EOIs / proposal on the basis of technical grounds or any other reason(s) without informing to participants / bidders.

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Pakistan

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Institute of Cost and Management Accountants of Pakistan
Administration Department

FINANCIAL BID FORM

Tender No.: ICMAP/ADMIN/HO/6/2018/6034

List of Items for which rates are required

(The offered rates shall be valid for a period of 12 Months effective from the date of contract)

LUNCH ITEMS:					
Sr.	Items	Rate in Rs. Each/Plate	Sr.	Items	Rate in Rs. Each / Plate
1.	Anda Gravi		14.	Daal Channa	
2.	Aloo / Pease Qeema		15.	Daal Mash	
3.	Aloo Bhujia		16.	Daal Mong Masoor	
4.	Beef Qurma		17.	Haleem	
5.	Beef Biryani		18.	Kofta Curry	
6.	Chapati		19.	Naan	
7.	Chicken Biryani		20.	Pakora Karhi	
8.	Chicken Karahi		21.	Peas / Channa Pulao	
9.	Chicken Nihari		22.	Plain Rice	
10.	Chicken Qurma		23.	Vegetable Biryani	
11.	Chicken Achari		24.	Zeera Rice	
12.	Egg Tomato		25.	Chicken Chillies with Vegetable	
13.	Chicken Liver		26.	Vegetable & Egg Fried Rice	
SNACKS ITEMS:					
Sr.	Items	Rate in Rs. Each/Plate	Sr.	Items	Rate in Rs. Each / Plate
1.	Tea –Green		13.	Chicken Sandwich	
2.	Milk Tea - Dhoodh Patti		14.	Cold Drink - Regular	
3.	Office Tea - Normal		15.	Finger Chips	
4.	Shami Kabab (Per Piece)		16.	Qeema Samosa	
5.	Aloo Samosa		17.	Vegetable Sandwich	
6.	Beef Burger		18.	Vegetable Roll	
7.	Biscuits (Tick Pack)		19.	Chicken Patties	
8.	Biscuits (Half Pack)		20.	Vegetable Patties	
9.	Chatpata Chat		21.	Potato Cutlet	
10.	Chips		22.	Mineral Water(Nestle-Large)	
11.	Chicken Roll		23.	Mineral Water (Nestle-Small)	
12.	Patato Cutlet		24.	Chicken Burger	

Company's Stamp

Signature