

**Terms and Conditions of Bids for Catering and Food Services for
Peshawar KP-1, Hazara KP-3**

Hashoo Foundation (HF) is a progressive and dynamic non-profit organization invites sealed bids from reputable suppliers for the supply of good quality hygienic food and refreshment items under the DAI Tabeer (CDIP) project for training of Election and Polling staff.

The detail of locations for supply of food and refreshment items are as under;

1. **Division Peshawar & FR:** Nowshera, Charsadda, Mohamand Agency, Khyber Agency,
2. **Division Mardan:** Mardan and Swabi
3. **Division Hazara:** Abbottabad, Haripur, Mansehra, Torghar, Batagram & Kohistan.

The bidder has to provide catering (Lunch, tea refreshment, crockery with table, lunch with services etc. in designated Government School at Tehsil level of the above-mentioned districts ***(please see annexure-A for complete detail)***).

INVITATION FOR BIDS

1. The vendor may download bid documents from (www.hashoofoundation.org) or can be collected from Hashoo Foundation office 2nd Floor, 5-B Plaza, F-6 Markaz near National Bank, Islamabad from 9:00 am to 4:30 pm.
2. The vendor will submit their bids in a closed envelop to Hashoo Foundation core Office Islamabad within the stated date and time as per the notice for Invitation to Bid. Bids submitted after the deadline will not be accepted.
3. The vendor will have to deposit refundable security Rs. 10,000 against bid in favor of Hashoo Foundation in the form of pay order/demand draft.
4. The vendor shall provide:
 - Cutlery, crockery, glassware, utensils, tables with cloths, additional items or any other equipment required for catering services.
 - Catering facilities through sufficient strength of waiters, attendants and other workers.
5. Rates quoted should be in Pak Rupees must be inclusive of all taxes.
6. All taxes and other levies payable by the Service Provider under the rules or by the Government shall be paid by the contractor/firms.
7. The bidder will be bound to provide the service on prescribed date and time after issuance of work order.
8. Bid/Tender received through fax & e-mail shall not be acceptable.
9. In-case that a vendor has been selected and for whatsoever reason cannot sublet the service to third party.
10. The vendor has to provide the services simultaneously at different locations in a given Tehsil / District (please see attached annexure-A) as per under mentioned menu.

10.1. Training of PrOs/Sr. APOS

10.1.1. Lunch Menu Day-1

S. No.	Item description
1	Chicken Korma
2	Brown rice
3	Nan, Raita & Slade
4	Mineral water

10.1.2. Lunch Menu Day 2

S. No.	Item description
1	Mutton Quorma
2	Brown rice
3	Nan, Raita & Slade
4	Mineral water

10.2. Training of POs/APOS

S. No.	Item description
1	Aaloo samosa
2	Fruit cake
3	Cookies
4	Tea

11. The vendor has to submit copies of the following documents.

- Copy of owner's CNIC
- Company Profile
- Company registration documents,
- Copy of NTN Registration.
- Copy of STN Registration. (if applicable)
- Last six months bank statement
- Provide past working experience of supplies with NGOs / INGOs (provide proof documents)
- Vendor should have more than 5 years working experience of supplies in catering and provision of food services.
- Number of waiters (arrangements)

12. Bid Arrangements:

- a) Once the bid process is completed and the winning vendor has been selected, a contract will be signed between Hashoo Foundation and the winning vendor on Stamp paper.
- b) The successful vendor will be responsible to provide all catering items, food, refreshment and good services as per Hashoo Foundation's requirement.
- c) The selected vendor will be responsible to deliver all requested items from market to training center at the tehsil level of Peshawar, Fata & Hazara.
- d) Hashoo Foundation will not be responsible for any damage or other mishaps due to accident or any mishandling during transportation of items.
- e) The Purchase Committee's decision will be final and cannot be challenged in selection and awarding of the purchase from the winning vendor.

13. Bid Schedule:

- a) Bid Notice published by April 12, 2018
- b) Bids submission deadline will be on April 18, 2018 till at 04:30 pm.
- c) Opening of bids is set on April 18, 2018 at 5:00 p.m. at core office, Islamabad.
- d) Review and Analysis of the bids by the Purchase Committee by April 18, 2018.
- e) Awarding of the bid and notification of the selected bidder by April 19, 2018
- f) Contract signing and taking over of trade's items by April 19, 2018.

Annexure-A

Training plan for the training of Election and Polling Staff									
KHYBER PAKHTUNKHA & FATA									
S#	Division	Name of District	No. of Tehsils	Total # of Pros/Sr. APOs training *	# of Participants PrOs/Sr. APOs	Total # of Orientation session for APOs**	# of Participants APOs	Total # of Orientation session for POs**	# of Participants POs
1	2	3	4	5	6	7	8	9	10
1	Peshawar	Peshawar+FR	25	417	10422	718	28712	424	16962
2		Nowshera							
3		Charsadda							
4		Mohmand Agency							
5		Khyber Agency							
6	Mardan	Mardan	15	228	5704	363	14524	217	8688
7		Swabi							
8									
9	Hazara	Abbottabad	15	228	5704	363	14524	217	8688
10		Haripur							
11		Mansehra							
12		Torghar							
13		Battagram							
14		Kohistan							
Total: -			40	645	16126	1081	43236	641	25650

Note

- * The average number of participants for PrOs/Sr. APOs will be from 25-30/training. The duration of this training will be 2 days and lunch will be served during these training as per the menu. Expected date of start is April 23-May 15, 2018.
- ** The average number of participants for APOs/POs will be from 40-45/orientation session. The duration of these sessions will be 3 hours separately for APOs and POs in the morning and afternoon session. Refreshment items with tea will be served during these orientation sessions. Expected date of start is June 25- July 10, 2018.
- *** The above figures are indicative and can be changed with changes in the number of training and orientation session.

UNDERTAKING

I have read all the instructions/terms and conditions carefully, filled all the required parts of documents and attached all the documents according to check list.

Signature: _____

Name and Designation of bidder: _____

Stamp: _____

Tel No: _____