

04(1)/SIFC/General/CafeTender/26-27
(Cabinet Secretariat)
Special Investment Facilitation Council Division
(SIFC)

TENDER NOTICE

For Provision of Premium Corporate Lounge Services

The Special Investment Facilitation Council (SIFC) invites electronic bids from well-reputed, experienced firms, premium café operators, and high-end hospitality contractors for the provision of Premium Corporate Café/Lounge Services at **SIFC, PMO, for officials and corporate clients at subsidized rates for staff welfare.**

To ensure transparency and efficiency, the procurement process will be conducted exclusively through the **E-PADS** portal.

Key Tender Details:

- **Scope of Work:** End to end operation of a premium corporate lounge serving foreign and local investors, requiring the provision of commercial barista equipment, professional staff and premium beverages and light accompaniments.
- **Bidding Procedure:** Single Stage, Two Envelope procedure in accordance with PPRA Rules.
- **Bid Security:** A refundable bid security amounting to **Rs. 300,000/- (Rupees Three Lacs)** in the shape of a bank draft or pay order in favour of Deputy Director (General), SIFC is required. A scanned copy of the bid security must be uploaded with the online bid and the original instrument must be submitted to the SIFC office prior to the bid closing time.
- **Eligibility:** Bidders must be on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR) for income and sales tax. Full eligibility conditions are set out under Responsibilities of the Bidder below.

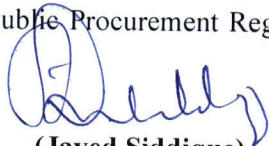
E-PADS Submission Instructions:

- **Online Submission:** Bidders must upload their complete bid (containing both eligibility documents and the financial proposal) directly through the E-PADS portal. No physical or hard copy financial bids will be accepted.
- **Submission Deadline:** All online bids must be finalised and submitted on the E-PADS portal on or before **12.8. 2026 by 11:00 AM.**
- **Bid Opening:** Bids must be uploaded on E-PADS by **12.8.2026 at 11:00 a.m** and would be opened on the same day at 11:30 a.m. by the committee in SIFC's Office.

Contract Period:

The contract shall remain valid from the date of signing of the agreement up to **30 June 2027**, unless terminated earlier in accordance with the terms and conditions of the contract. Any extension, if required, shall be subject to the approval of the competent authority and applicable PPRA Rules

SIFC reserves the right to accept or reject any or all bids as per the Public Procurement Regulatory Authority (PPRA) Rules.


(Javed Siddique)
Deputy Director (General)
051-9215542

INVITATION TO BID AND GENERAL INSTRUCTIONS

1. General Overview

The successful bidder will be responsible for the complete operation of a premium corporate lounge designed to serve foreign and local investors, delegates, and senior officials of SIFC in particular, and the PMO. **The lounge facility has the seating capacity to house approximately 40 to 60 guests at a time.** The service standard shall, at all times, be consistent with the highest standards of premium corporate hospitality and five-star hotel lounge environments. Compliance shall be continuously monitored and assessed by SIFC officials.

2. Equipment and Infrastructure

- **Bidder's Responsibility:** The contracting firm shall be entirely responsible for the arrangement and installation of a dedicated counter, as well as supplying, installing, operating, and maintaining all heavy and light equipment required for the lounge. This includes, but is not limited to, commercial-grade espresso machines, coffee grinders, display chillers, blenders, water filtration systems, and at least one vending machine.
- **Crockery and Cutlery:** The bidder must provide high quality bone China or premium ceramic cups, saucers, high grade glassware for cold beverages and premium stainless steel stirring spoons. For takeaways, high quality, sustainable and strictly non carcinogenic branded disposable cups, lids and packaging must be used.
- **Client Provision:** The client (SIFC) will solely provide the physical space, basic utility connections such as electricity and tap water (except gas), and lounge seating furniture.

3. Quality of Consumables

- **Coffee and Tea:** Only premium, freshly roasted coffee beans such as one hundred percent Arabica or high-grade specialty blends and premium imported or equivalent local organic teas shall be used.
- **Accompaniments:** Any baked goods or light snacks must be cooked/baked in house and/or delivered fresh daily and displayed in pristine, temperature-controlled environments.
- **Hygiene and Food Safety:** The bidder shall use sustainable packaging throughout and maintain the highest hygiene and food safety standards across storage, preparation and service.

4. Staffing Requirements

- **Personnel:** The lounge must be staffed with a gender-balanced team of professionally trained baristas, service staff, and waiting staff, all of whom must be capable of interacting with high-level international and local dignitaries.
- **Conduct and Presentation:** All staff shall wear clean, modern, and professional uniforms, maintain excellent grooming, observe strict confidentiality, and conduct themselves with courtesy and professionalism at all times. **Additionally, the lounge premises shall be kept clean and tidy by the successful bidder.**



- **Security Clearance:** Security clearance of every employee of the successful bidder shall be mandatory. The bidder shall provide replacement staff promptly if required by SIFC for any reason, including security concerns.

5. Operational Standards

- **Continuity of Service:** The bidder shall maintain uninterrupted service at all times, supported by backup equipment in the event of a breakdown, and shall maintain a complaint register at the lounge for SIFC officials to record feedback.
- **Operating Hours:** The lounge shall operate from 08:30 AM to 6:00 PM during summer and from 08:30 AM to 5:30 PM during winter, or as otherwise directed by SIFC. Furthermore, lounge operations can be suspended for limited time during VVIP visits upon prior notice from SIFC.
- **Service Efficiency & Ordering:** To ensure rapid and efficient service, the vendor must provide a self-service option. The standard turnaround time for order taking must be strictly within 1 to 2 minutes, and the final order delivery/preparation time must not exceed 10 to 15 minutes.

6. Publicity and Use of the SIFC Name

The vendor shall not use the name, logo, images or premises of SIFC for advertising or publicity purposes.

7. Client Responsibilities

SIFC shall be responsible only for providing the physical space, basic utilities and lounge seating furniture, as set out under Equipment and Infrastructure above.

8. Termination of Contract

SIFC may terminate the contract in the event of a breach of conditions, poor performance, repeated complaints, misconduct, security concerns, or where termination is otherwise required in the public interest. **Under such circumstances, SIFC shall issue two written notices with a 15-day gap between them, and the contract will be completely cancelled 30 days after the issuance of the first notice.** However, where security considerations so require, SIFC reserves the right to effect immediate termination without prior notice.

9. Payment for Food and Beverages:

The successful bidder shall collect payment directly from the customers for all food, beverages, and other items served at the café. **SIFC shall have no financial liability whatsoever for the payment of any food, beverages, catering services, or any other items consumed by individuals,** except where SIFC specifically places an official order in writing through an authorized officer for an official meeting, conference, or event. In such cases, payment shall be made by SIFC strictly in accordance with the applicable Government rules, subject to the availability of funds and fulfilment of all contractual requirements

10. General Conditions

- The bid security of Rs. 300,000, submission through the E-PADS portal and compliance with the Public Procurement Regulatory Authority Rules, as described in the tender notice, shall continue to apply.



- All other conditions of the original tender remain applicable except where expressly modified in this document.

11. Evaluation Criteria

Weightage of Technical and Financial proposals will be 75 and 25 respectively.

- a) The technical evaluation criteria along with selection formula will be the following:

Technical Evaluation Marks = 75

Financial Marks = 25

- b) Financial Evaluation Marks = (Lowest bid in item quoted / quoted bid in item quoted) x 25

Total Marks = Technical Evaluation Marks + Financial Evaluation Marks

After evaluation, the Purchase / Evaluation Committee shall declare bids of firms / vendors technically responsive / non-responsive (Bidders who score less than 60 out of 75 marks in the above-mentioned criteria will be rejected and its sealed / unopened Financial Proposal shall be returned)

Bids that pass technical evaluation will be opened for financial evaluation.

12. Return of Earnest Money:

Earnest money to the unsuccessful bidders will be returned after award of the contract to the most advantageous bidder, as per PPRA rules

13. Rights Reserved:

SIFC reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.



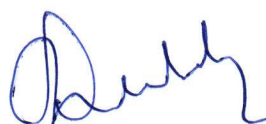
Special Investment Facilitation Council

Technical Bids Evaluation Criteria

S.No	Criteria	Marks
1.	Availability of Commercial Café Machinery & Equipment	10
2.	Qualified manpower (05 marks for 05 – 15 persons) and 10 Marks for more that 15 persons)	10
3.	Annual Turnover for the last year (05 mark for less than 0.5 Million 10 Mark for more than 0.5 Million or equal to 0.5 Million.	10
4.	Physical Verification of Existing Principal Business (RWP/Islamabad) Excellent operation, premium ambience, professional staff, efficient service, high customer footfall, and outstanding overall quality (30) Very Good operation with minor shortcomings (20) Good operation meeting the required standards (15) Fair operation with noticeable deficiencies (10)	30
5.	Hygiene, Food Safety and Housekeeping Standard Fully compliant with excellent hygiene, food safety, cleanliness, staff grooming, and sanitation practices (15) Good compliance with acceptable standards (10) Fair compliance requiring significant improvement (5)	15
	Total	75

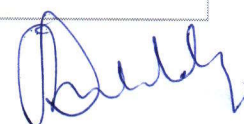
(verification of Point 2 to 3 will be made from company profile which must be attached with the bidding documents)

Only bidders obtaining **60 marks or above** should qualify for opening of the financial bid



FINANCIAL BID FORM**Rates and Quotation for Premium Corporate Lounge Services**

S.No.	Category / Item Description	Serving Size	Rate Inclusive of All Taxes (PKR)
A	BREAKFAST		
1.	Mushroom & Cheese Omelette	2 Eggs / Per Serving	
2.	Scrambled Egg	2 Eggs / Per Serving	
3.	French Toast	2-3 Slices / Per Serving	
4.	Pancake	1 Piece / Per Serving	
5.	Yogurt Muesli Bowl	Standard Bowl	
6.	Granola with Yogurt	Standard Bowl	
B	APPETIZERS		
7.	Fried Wings	6 Pieces	
8.	Chicken Strips	6 Pieces	
9.	Mac 'n' Cheese Balls	6 Pieces	
10.	Chicken Tempura	6 Pieces	
11.	Salty Crackers / One-Bite Cookies	Per Serving	
C	SALADS & SIDES		
12.	Caesar Salad	Standard Bowl	
13.	Steamed Veggies	Standard Bowl	
14.	Chicken Mexican Salad	Standard Bowl	
15.	Chicken Caprese Salad	Standard Bowl	
D	MAIN COURSE		



S.No.	Category / Item Description	Serving Size	Rate Inclusive of All Taxes (PKR)
16.	Fettuccine Pasta	Standard Plate	
17.	Penne Pasta	Standard Plate	
18.	Penne Arrabbiata	Standard Plate	
19.	Chicken Zinger Burger (Single Patty)	1 Burger	
20.	Chicken Zinger Burger (Double Patty)	1 Burger	
21.	Classic Beef Burger (Single Patty)	1 Burger	
22.	Classic Beef Burger (Double Patty)	1 Burger	
23.	Grill Chicken Sandwich	1 Sandwich	
24.	Club Sandwich	1 Sandwich	
25.	Cold Sandwich	1 Sandwich	
26.	Pizza	1 Piece / Per Serving	
27.	Lasagna	Standard Plate	
E	COFFEE & HOT BEVERAGES		
28.	Espresso	Single / Double Shot	
29.	Cappuccino	Regular (8-10 oz)	
30.	Mocha	Regular (8-10 oz)	
31.	Café Latte	Regular (8-10 oz)	
32.	Americano	Regular (8-10 oz)	
33.	Hot Chocolate	Regular (8-10 oz)	
34.	Flat White	Regular (8-10 oz)	
35.	Café Macchiato	Standard	
36.	Coffee Flavors (Hazelnut, Vanilla, Caramel, Spanish)	Per Pump / Add-on	
F	DRINKS & TEAS		

S.No.	Category / Item Description	Serving Size	Rate Inclusive of All Taxes (PKR)
37.	Mix Tea	Per Cup	
38.	Green Tea	Per Cup	
39.	Peach Ice Tea	Standard Glass (300 ml)	
40.	Lemonade	Standard Glass (300 ml)	
G	SOUP		
41.	Cream of Chicken / Hot & Sour	Standard Bowl	
H	PACKAGED BEVERAGES		
42.	Mineral Water Large	1.5 Liter	
43.	Mineral Water Small	500 ml	
44.	Coke / Diet Coke	Standard Can/Bottle	
45.	7up / Diet 7up	Standard Can/Bottle	
I	DESSERTS		
46.	Molten Lava Cake	Per Serving	
47.	Cheese Cake	Per Slice	
48.	Brownie	Per Piece	
49.	Banana Bread	Per Slice	
50.	Lemon Tart	Per Serving	
51.	Chocolate Fudge Cake	Per Slice	
52.	Macarons	Per Piece	
53.	Freshly Baked Cookies	Per Serving (3 Pieces)	
54.	Hand Churned Ice Creams (3-4 flavors)	2 Scoops / Per Serving	

Note:.. Financial Evaluation will be based on the aggregate cost of the core menu items listed above. Bidders are required to quote subsidized rates, keeping in view that SIFC is

providing a fully furnished premium physical space and basic utilities (electricity and tap water) free of cost. All prices must be inclusive of applicable taxes. Branded or packaged items (e.g., imported sparkling water) not listed here shall be provided at mutually agreed subsidized retail rates. Furthermore, in the event of bulk orders for corporate meetings, the vendor shall offer further subsidized rates

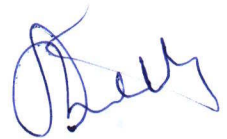
Total Aggregate Bid Amount (for evaluation purposes): _____

Name of Bidder / Firm: _____

Authorized Signature: _____

Official Stamp: _____

Date: _____

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