

TENDER NOTICE FOR CATERING SERVICES (SUPPLY OF LANGAR AT ANNUAL URS AT DARBAR HAZRAT BARI IMAM (R.A.) FOR AUQAF DIRECTORATE, ICT (SHRINE WING)

- The Auqaf Directorate, ICT (Shrine Wing), invites sealed tenders on **Single Stage-Two Envelopes** bidding procedure from the reputed firms/ vendors for supply of **Langar (Chana Pulao and Zarda)** during the annual Urs at Darbar Hazrat Bari Imam (R.A) 2026 in Islamabad for the caterers with financially sound track record and having production and distribution facility within the Islamabad & Rawalpindi and can cook Langer at Darbar Hazrat Bari Imam (R.A) during annual Urs managed by Auqaf Directorate, ICT (Shrine Wing).
- Tenders must be supported with **Profile of the Company** containing experience in the field, number of staff and their skills & client list. Only those firms will be included in the competitive bidding process which has proven track record/experience in the business of catering/managing langar at Urs or having experience of similar tasks/contract previously and having sound financial position etc.
- The **Auqaf Directorate (Shrine Wing)** invites E-bids from eligible Bidders for procurement of services described in the bidding documents/ terms & conditions on **EPADS v2.0/ PPRA website**.
- Interested firm(s) registered with Income Tax and active on the Active Taxpayer List may submit their bids/offers under the **Single Stage-Two Envelope Procedure of Principal Method of Procurement (i.e. Competitive Bidding)**. In case of any public holiday or unforeseen disturbance on the scheduled tender opening date, the tender shall be opened on the next working day as per the prescribed schedule.
- E-Bidding documents containing detailed terms & conditions, specifications and requirements may be downloaded from **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/> till **1200 hours on 11th August, 2026**, and the bids shall be opened on the same day at **1230 hours**.
- The bid must be accompanied by a **bid security of Rs.1,300,000/- (Refundable)** in the shape of a Bank Draft in favor of “**Deputy Director (Auqaf), Islamabad**”, as specified in the bidding documents. The bidder shall upload a scanned copy of the bid security on the EPAD System and submit the original bid security to the Auqaf office, Ground Floor, ICT Agriculture Complex Building, Sector G-11/4, Islamabad before the opening of the tender; otherwise, the bid(s) shall be declared non-responsive. Manual bids shall not be entertained.
- Auqaf Directorate (Shrine Wing) reserves the right to accept or reject any or all bids/offers wholly or partially in accordance with PPRA Rules.

AUQAF DIRECTORATE (SHRINE WING) ICT

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Tenders are hereby invited to **Cook the Langer (Channa Pulao and Zarda)**
at Darbar Hazrat Barri Imam (R.A) during Annual Urs on 15 to 17 August, 2026
in accordance with the description of items at Appendix "A".

1. Prospective Bidders Should Particularly Note That:

- a. Bid through Telex/ Fax shall not be acceptable.
- b. The Auqaf Directorate ICT does not take any responsibility for collecting the bids from any agency.
- c. Authorized representative may attend the tender opening, if desired.
- d. **The Auqaf Directorate ICT reserves the right to increase or decrease the quantity of Daigs and accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules.**
- e. Bids against this tender are invited on **Single Stage-Two Envelopes Bidding Procedure.**
- f. The financial proposals of technically qualified bidders shall be opened on EPAD 2.0.
- g. The rates will be valid for a period **of 03 months** w.e.f. opening of Financial Bids.

Deputy Director (Auqaf)/ADC (HQ)

1. Price:

- a. The price shall be quoted both in words and figures. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- b. The Price should be quoted inclusive of all government taxes.
- c. Financial bids will be evaluated on the basis of overall quoted prices of the Menu. (both Channa Pulao and Zarda etc.)
- d. The price validity period must be at least 01 months from the date of opening of Financial Proposal.

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2. Taxes:

All prevalent Government Taxes will be applicable.

3. Terms of Payment:

The payment for supply of Langar to Auqaf Directorate, ICT (Shrine Wing) will be made after successful completion of contract and after submission of valid invoices by the caterer.

4. Withdrawal of Proposal:

If the supplier withdraws its Proposal within validity period after the award of contract, the competent authority may place such supplier under embargo for a period/blacklisted, which may be extended up to one year and Earnest Money/Bid Security shall be forfeited. In that case, the contract will be awarded to second lowest evaluated bidder.

5. Photocopies of relevant Documents:

Photocopies of following documents shall be provided/attached with the proposal: -

- a. Documentary Proof for experience related to similar contracts i.e. Supply of Langar at Annual Urs alongwith etc.
- b. Bank Statements for last six (06) months along with certificate for sound financial stability from a Scheduled Bank in Pakistan.
- c. Purchase Orders etc. for previous similar contracts/assignments to verify the worth of similar nature of contracts alongwith copies of invoices and cheques etc.
- d. Affidavit on stamp paper that there is no litigation history of the firm/vendor with any Govt department/autonomous/ semi-autonomous/private/international organization etc.
- e. Affidavit on stamp paper that the firm is not blacklisted by any Govt department/autonomous/ semi-autonomous/private/international organization etc.
- f. Details of Human Resource by stating number of employees along-with their role and an undertaking on stamp paper in this effect. (List of existing staff i.e. cooks, waiters, accountants and supervisors etc. on the payroll of the firms stating experience in relevant field be attached).
- g. Details regarding office set up of the firm in Islamabad/Rawalpindi.
- h. Income Tax and Sales Tax Nos. should be mentioned on the proposal alongwith Copy of Registration Certificates.
- i. Active Taxpayer List Status (ATL) issued by Sales Tax Department.

- j. Copy of Registration Certificate with IESSI and EOBI.

6. Disqualification:

Proposals are liable to be rejected if:-

- a) The Auqaf Directorate ICT shall disqualify a bidder if it finds at any time that the information submitted by the bidder concerning its qualification was false and materially inaccurate.
- b) If the caterer is not located within the municipal limit of Islamabad/Rawalpindi.**
- c) Earnest money/Bid Security is not attached with the Proposal.
- d) Proposals are found conditional or incomplete in any respect.
- e) Received after the appointed / fixed date and time.
- f) There is any deviation from the General Instructions.
- g) Multiple rates are quoted against one item.
- h) Validity of proposal is not quoted as required.

7. Earnest Money / Bid Security:

The Proposal must be accompanied earnest money amounting to Rs.1,300,000/- (Rupees one million three hundred thousand only) in shape of Bank Draft / Pay Order in favor of Deputy Director Auqaf, Islamabad.

8. Return of Earnest Money:

Earnest money to the unsuccessful bidders (except 2nd and 3rd lowest bidder) will be returned after award of the contract to the most advantageous bidder as per PPRA rules.

9. Rights Reserved:

Auqaf Directorate, ICT (Shrine Wing) reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

MANDATORY TERMS & CONDITIONS:

- i. The successful bidder shall provide service within the premises of Darbar Hazrat Bari Imam (R.A.). No extra charges i.e. carriage etc. will be paid to the bidder in any case.
- ii. The successful bidder shall depute his staff along with other necessary crockery and other allied items to cook the required menu at the premises of Darbar.
- iii. The staff of the successful bidder shall make packets of the Channa Pulao (400 daigs per day) and Zarda (100 daigs per day) and distribute those at designated point/place of the Darbar.
- iv. The Auqaf Directorate will only provide space, electricity and water for the completion of said job. All other necessities would be arranged by the bidder himself.
- v. Kitchen Accessories, Complete crockery, cutlery, utensils, Refrigerator/Deep Freezer etc. Gas cylinder or any additional items which the contractor may need, will be the responsibility of the bidder.
- vi. The bidder will ensure both quantity and quality of food stuff. Quality and quantity of the food stuff will be monitored by the Committee or any officer nominated by the Director Auqaf/Dy. Commissioner ICT and the bidder shall be responsible to maintain the prescribed standard.
- vii. In case substandard food stuff is supplied or quantity of raw material/ingredients is decreased by the bidder, penalty as recommended by the Committee shall be imposed on the contractor maximum upto 5% of total bid amount. If such complaint is not rectified, despite warning, firm will be blacklisted and earnest money/bid security shall be forfeited.
- viii. Hygienic environment must be maintained.
- ix. The Contractor will not be allowed sub-letting. In case of subletting, the contract will be terminated forthwith and earnest money/bid security will be forfeited.
- x. The Contractor himself or his Manager should remain present during the Urs time-period for general coordination with the staff of Auqaf Directorate/ Shrine Wing.

**MENU LIST FOR AUOAF DIRECTORATE, ICT (SHRINE WING) FOR SUPPLY OF
LANGAR AT ANNUAL URS AT DARBAR HAZRAT BARI IMAM (R.A)**

w.e.f. 15-08-2026 to 17-08-2026

Sr.#	Description of Item	Quantity
1.	Channa Pulao (10 KG Rice best quality 2KG White Channa 2KG Dalda Manpasand Ghee/Oil Other Spices/Garam Masala as required)	1200
2.	Zarda (10 KG Rice Saila/Kamal/basmati 2KG Dalda Manpasand Ghee/Oil 1KG Murrabba Karonda 400G Kishmish (Raisons) 200G Badam Girri (Almond)	300
TOTAL AMOUNT		1500

Note: -

The Auqaf Directorate reserve the rights to increase/decrease quantity of Daigs and to reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

TECHNICAL BID

A-QUESTIONIAR AND EVALUATION CRITERIA

NAME OF THE CATERER?

ADDRESS OF THE CATERER?

TYPE OF FIRM?

Sole Proprietor	
Partnership	
Private Limited Company	

THE YEAR OF ESTABLISHMENT?

NAME OF THE OWNER (s) & MANAGER ETC.

<u>S.No.</u>	<u>Name</u>	<u>NIC No.</u>	<u>Address & Tel. No.</u>

(Attach copy of CNIC of Owner/Manager etc.)

Grading Criteria Sr. No. 1**EXPERIENCE RELATED TO THE SIMILAR ASSIGNMENTS /CONTRACTS**

LIST OF SIMILAR ASSIGNMENTS/CONTRACTS WITH GOVT DEPARTMENTS/AUTONOMOUS/SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.				
Name	Name of Organization/ Department	Contact Name & Tel. No.	Nature of Work	Volume of Work No of Daigs/Packets/ Participant etc.

Grading Criteria Sr. No. 2**FINANCIAL STANDING & STABILITY**

BANK STATEMENT		
Name of Banks	Title of Account	Monthly Average Balance

(Attach Bank statement for the last 06 Months along-with Financial Stability Certificate from a Scheduled Bank in Pakistan)

Grading Criteria Sr. No. 3**WORTH OF CONTRACTS OF SIMILAR NATURE**

WORTH OF SIMILAR ASSIGNMENTS/CONTRACTS WITH GOVT DEPARTMENTS /AUTONOMOUS/ SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.				
Name	Name of Organization/ Department	Nature of work	Date of Award of Contract	Worth of Contract

(Please attach Purchase Orders, Award Letter, copies of invoices and cheque received for the similar nature of contracts)

Grading Criteria Sr. No. 4**LITIGATION HISTORY**

LITIGATION HISTORY WITH GOVT DEPARTMENTS /AUTONOMOUS/ SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.				
Name	Type of Organization	Nature of work	Date of Award of Contract	Reason for Litigation

(Please attach Affidavit on Stamp Paper if there is no litigation History)

Grading Criteria Sr. No. 5**BLACKLISTING OF FIRM**

DETAILS OF BLACKLISTINGS AND REASONS				
Name	Type of Organization	Nature of work	Date of Award of Contract	Reason for Litigation

(Please attach Affidavit on Stamp Paper if the firm has not been blacklisted by any Govt./Semi Govt/Autonomous/Semi-Autonomous/Private/UN Agency etc.)

Grading Criteria Sr. No. 6**MANAGERIAL CAPABILITY**

1 to 50 Employees	
51 to 100 Employees	
100 to 150 Employees	
150 to 200 Employees	

(Please attach Affidavit on Stamp Paper certifying that how many employees are working in your organization/company/firm etc.)

Grading Criteria Sr. No. 7**ORGANIZATION (s) LOCATION**

ADDRESS OF EACH ORGANIZATION AT ISLAMABAD	COVERED AREA WITH TOTAL ACCOMODATION	OWNED/RENTED	DISTANCE FROM DARBAR HAZRAT BARI IMAM (R.A)

Grading Criteria Sr. No. 8**REGISTRATION WITH FBR**

National Tax Number	
Sales Tax Number	

(Attach copy of NTN & Sales Tax Certificate)

Grading Criteria Sr. No. 9**REGISTRATION WITH IESSI & EOBI**

Registration with IESSI	
Registration with EOBI	

(Attach copy of Registration Certificate)