



TENDER NOTICE NO.493/2026

Issue Date: **06-10-2026**

Closing Date: **27-10-2026 (11:00AM)**

S.No.	Description	Remarks
1.	Hiring of Services for running canteen at PITAC HQ Lahore	Details are available in tender document

Terms & Conditions shall be as under:

1. Bids are invited from reputed / renowned firms / companies / individuals registered with relevant food authority duly supported with documentary evidences as required in Tender documents.
2. Pay order/bank draft/banker's cheque of amount Rs. 2000/- (non-refundable) in the name of Director General PITAC, Lahore, must be submitted along with bid as Tender participation Fee.
3. Bidding will be conducted under National Competitive Bidding Procedure as per the provisions of Public Procurement Rules-36(b) **Single stage – two envelopes** procedure.
4. Bids may be submitted as per conditions set out in bidding documents electronically through Federal PPRA EPADS web portal <http://eprocare.gov.pk> before closing time & date. Manual bids shall not be accepted. The bids shall be opened on the same day at 11:30 AM.
5. Conditional bids shall not be entertained.
6. Scanned copy of Bid Security of Rs. 50,000/- in the shape of deposit at call or a bank guarantee issued by a scheduled bank in the name of Director General PITAC, Lahore be sent through EPADS, while the original Bid Security must be dispatched to the undersigned. Bid, without earnest money will be rejected.
7. The successful bidder will submit Performance Guarantee of Rs. 75,000/- (refundable), which will be retained for the whole period of contract. Performance Guarantee Rs.75,000/- will be forfeited on un satisfactory performance.
8. After the Technical evaluation, financial proposals of only technically qualified bidders/ Firms/Companies will be opened later on and date will be communicated to technically qualified bidders.
9. The bids of any bidder shall be declared non-responsive, if he is found involved in litigation with any government or semi-government department.
10. The bidders should be on active taxpayers list of FBR, valid copies of Tax Certificate(s) will be attached.
11. PITAC reserves the right to reject all bids as per rule 33 PPRA 2004.
12. Quoted rates/price shall remain valid for a period of 01 year.
13. The firm has to submit an **affidavit on Stamp Paper**, being not blacklisted from any Govt. Department.
14. Initial contract period will be for two years, extendable for another year on satisfactory performance.
15. The detailed requirements, terms & conditions are mentioned in Tender Document.
16. Further, personal convincing, recommendation or unauthorized practices for getting the Contract, will also disqualify the bidders.

17. This advertisement is also available on PITAC Website www.pitac.gov.pk and PPRA website www.ppra.org.pk.
18. If any clarification is required, the query may be sent through EPADS.
19. The contractor will be bound to fulfill all requisite rules/SOPs of Punjab food authority and other relevant regulatory bodies.

Deputy Director (Coord/Purchase)
Pakistan Industrial Technical Assistance
Centre

TENDER DOCUMENT 493/2026
HIRING OF SERVICES FOR RUNNING CANTEEN / CAFETERIA AT
PITAC HQ; LAHORE

Sealed Bids are invited from reputed / renowned firms / companies / individuals registered with relevant food authority duly supported with documentary evidences having complete set up in Lahore and surrounding area with reasonable experience, for running canteen/cafeteria located at Pakistan Industrial Technical Assistance Centre (PITAC) 234 Ferozpur Road near Metro Canal Station, Lahore.

Interested and eligible firms may submit their bids through E-Pak Acquisition and Disposal System (EPADS) of Federal Public Procurement Regulatory Authority (PPRA), Islamabad, **Single Stage-Two Envelops Procedure** under the PPRA Rules, 2004.

The bids, prepared in accordance with instructions in the bidding documents, must be submitted through **EPADS by 27-10-2026 at 11:00 hrs**. Bids will be opened on the same day at 11:30 hrs.

TERMS & CONDITIONS/INSTRUCTIONS

1. Sealed bids in single stage two separate envelopes; one for financial and other for technical comparison of PPRA Rules 2004 36(b), are invited from reputable firms for running canteen/cafeteria at Pakistan Industrial Technical Assistance Centre (PITAC)

234-Ferozpur Road near Metro Canal Station, Garden Town Lahore during working days; containing:

- i. Proposed menu with rates for breakfast, lunch and other refreshments.
 - ii. List of trained staff strength (Cooks, Tandorchis, waiters/serving staff)
 - iii. Specific experience of cooking & serving with certificates from government / reputable private / public organizations.
 - iv. Complete Set of Documents as per requirements mentioned in Annex-1 (Technical Qualification Criteria)
 - v. Bid Security Rs.50,000/- (Refundable) will be forfeited on unsatisfactory performance.
2. Bidding firm/company must submit documentary evidence (Bank statements of last 2 years) showing their sound financial position and reputation.

3. A company / firm (vendor) which is on Active Taxpayers List (ATL) qualifies to participate in the bidding process. Copies of certificates must be submitted along with the bids.
4. Incomplete bids or bids which do not meet the criteria laid down in (Annex-I), other terms and conditions will be rejected.
5. Sample of the good quality crockery to be used for serving (plates, cups, glasses etc.) will be examined by PITAC in advance and the samples of all crockery items must be submitted at the time of bid opening, which will be retained.
6. Medical Fitness Certificate of the Canteen staff, food handlers has to be provided by the successful Bidder.
7. There should be standardized and satisfactory cleanliness and hygienic measures including uniforms for staff. Staff and workers of the canteen should wear neat & clean uniform. The color and style/design of uniform shall be approved in coordination with the Pakistan Industrial Technical Assistance Centre (PITAC).
8. Furniture and other electrical appliances (Air Conditioners, Fans) have to be arranged by the Contractor/Vendor.
9. In case of approved tender, successful contractors will sign the contract on Stamp Paper of value Rs.300/- or more certified by the Notary Public/Oath Commissioner.
10. The contractor shall not appoint sub-contractor to carry out the contractual obligation in the canteen. The contract of a Successful bidder or contractor if found to have sublet the canteens to someone else will be terminated. This termination may also include blacklisting of the contractor/firm.
11. Quality of food items should have to be as per the Government standards prescribed by Punjab Food Authority. If any complaint received from any officer / official, PITAC has the right to terminate the contract.
12. The Contractors will be required to submit Bank Draft/Pay Order (Refundable) Rs. 50,000/- in favor of Director General PITAC as security deposit with their quotations. No quotation will be accepted without security deposits.
13. The list of food items and rates shall be approved by PITAC and must always be displayed on a notice Board in Canteen.
14. The successful Contractor / company shall occupy the allocated space on 'as is where is basis and shall install minimum Furniture & Fixtures electrical appliances (Refrigerators, vending machines & lights).
15. The first three months of the contract will be considered as probationary period to evaluate the quality of food & services rendered. The term of the contract shall be 02 year and extendable on satisfactory performance on annual basis.
16. The successful Contractor / company will keep the premises clean at its own expenses, including the minor day-to-day repairs and maintenance of appliances. The successful Contractor/company will not carry out any alterations or renovations within the allocated space without prior approval of the PITAC.

17. The successful Contractor / company will be solely responsible for all disciplinary matters of its employees, agents or representative and remain liable for all damages or losses if any suffered in PITAC or third parties due to the negligence and/or misconduct of his/her employees, agents or representatives.

18. The personnel should be security cleared by local Police and security passes be issued by Security Officer, PITAC.

19. Firm have to pay a flat rent of Rs.15,000/- per month excluding utility charges. Utility charges i.e. Gas, Electricity and water will be charged separately at actual.

20. Black listed firms/companies are not allowed to apply.

21. PITAC authorities reserve the right to accept or reject the bids as per PPRA Rules. **Bidder's Eligibility:**

Eligible parties/contractors shall be evaluated as per Pre-Qualification/ Eligibility criteria as given in Annex-I.

Bidder's Evaluation Criteria:

PITAC will consider only the top candidates with highest scores in Pre-qualification/evaluation criteria for onsite inspection and evaluation of quality of their services and foods at currently ongoing projects of the Bidders. For this purpose, the representatives from Pakistan Industrial Technical Assistance Centre (PITAC) will inspect the canteen/restaurant of the Bidder and rate the top bidders in order of quality of service and food.

Bidding Awarding Formula:

The bid will be awarded to the most advantageous bidder as per below formula:

- i. Technical qualification passing marks will be 60%.
- ii. 70% weightage will be given to technical proposal and 30% to financial proposal.

(HABIB ULLAH ANWAR)

Deputy Director (Coord/Purchase)

Pakistan Industrial Technical Assistance Centre (PITAC)

Evaluation Criteria (Pre-Qualification)

	Descriptions	Criteria	Criteria	Score	Remarks
1	Specific experience of cooking & serving with certificates from government / reputable Private / public organizations.	Experience of the Firm (Working in Private / Public Sector)	Less than 03 Years	5	
			03 Years or more	10	
		Experience of the Supporting staff (Must Provide verifiable proof)	Less than 03 years	3	
			03 Years or more	5	
2	Detail of ongoing and previous projects	No. of Clients (Current) Must attach proof of Work orders / contract	Less than 03 Years	5	
			03 Years or more	10	
		No. of Clients (Previous) Must attach proof of Work orders / contract	Less than 03 years	2	
			03 Years or more	4	
3	Volume / size of current or previous projects handle with complete verifiable details	No. of people served daily	Less than 100	2	
			100 or more	5	
			Per month average sales less than 100,000/-	5	
			Per month average sales less than 500,000/-	10	
4	Repeat Orders / Renewal of contracts with same client	Number of renewed contractors with same client beyond 1 st year of service	At least 2	5	
5	Reputation of Bidding firm	Appreciation letters /Quality of service letters / testimonial by current clients	3 or more	5	
6			Current financial position less than 1million(closing balance)	6	

	Financial position of the bidding firm	Proof via verifiable bank statements for financial year 2019-20&2020-21	Current financial position from 1 to 2 million	8	
			Current financial position more than 2 million	10	

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Annex-III

UNDERTAKING OF NOT BLACKLISTED

It is certified that the Contractor/Firm..... has never been barred or blacklisted by any Government/Public/Private Organization and that the Firm will be liable to any legal action (including blacklisting of firm) for furnishing false information/documents.

SIGNATURE
WITH STAMP OF THE FIRM