



GOVERNMENT OF KHYBER PUKHTUNKHWA



**REQUEST FOR PROPOSAL**

**FOR**

**Hiring of Vendor For Catering / Refreshments / Food Service Under  
UNICEF Funded Project**

**December 2020**

**Bid No: WSSP/ CLC/26/12/2020**

**GENERAL MANAGER (HR/Admin/Procurement)  
WATER AND SANITATION SERVICES PESHAWAR  
PLOT NO. 33, SECTOR: E-8, STREET NO. 13, (LCB BUILDING)  
PHASE-VII, HAYATABAD, PESHAWAR.  
PHONE#: 091-9219090; Ext: 121.**

## **Disclaimer**

**Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document.**

## Introduction

- **Water and Sanitation Services Peshawar (WSSP)**

This chapter describes the background to WSSP, its establishment, vision and jurisdiction. Furthermore, it describes the interdependences, overlapping functions and compliance to SDGs. This combined understanding presents a holistic overview of the framed conditions in which WSSP operated.

### 1. Background

The municipal infrastructure of Peshawar city has suffered several setbacks over the years, including a lack of funding and focus on sustainability. With the current population of Peshawar and the push pull factor of refugees, the Government of Khyber Pakhtunkhwa (GoKP) has sought to address the dearth of water and sanitation services in the city by directing resources towards the Water & Sanitation Services Peshawar (WSSP). With technical assistance provided by the World Bank's Water and Sanitation Programme (WSP), and three years of meetings and consultations, GoKP, with approval from the Chief Minister, established an independent and accountable entity to provide water and sanitation services for the city of Peshawar.

### 2. Establishment

WSSP was established by GoKP under Section 42 of Companies' Ordinance, 1984 in September 2014. It is the first urban water and sanitation utility of its kind in Pakistan. WSSP aims at providing its consumers with accessible, sufficient, and safe drinking water and adequate sanitation facilities in line with national and international standards. It works as a self-governing and autonomous body, managed by professionals employed within a corporate governance structure. The main operational areas covered are water supply, sewerage, drainage, solid waste management services and research & development.

The WSSP head office is responsible for all administrative and operational matters:

- Planning, Monitoring, Evaluation and reporting;
- Project Management;
- Financial Management;
- Operational Management;
- CLC Management;
- Human resource management, and;
- Procurement Management.

Zonal offices are responsible for maintaining the quality of services provided, including repairs, operations, customer care and revenue collection.

### 3. Organizational Vision

Improve the quality of life of its consumers by providing universal access to potable water, sanitation facilities and a sustainable environment at par with international service standards.

## TERMS & CONDITIONS

The firms / Restaurants/ Food Service Providers/ Individuals (hereinafter called the "Service Provider") having relevant experience in the field are hereby invited to submit their proposals for "**Hiring of Vendor for Catering / Refreshments / Food Service Under UNICEF Funded Project**" (hereinafter called the "Services") subject to following terms and conditions: -

1. The bidder should have sufficient experience as mentioned in the NIT and staff to meet the demand of the services.
2. The bidder shall be informed at least 48 before the event for necessary arrangements.
3. The contractor will dispose off the waste etc. at the end of the event.
4. The service provider should quote rates inclusive of transportation, all Govt Taxes.
5. The loading / unloading and services will be the responsibility of the bidders.
6. The rates should be valid till the contract expiration date (12 Months) . Contract shall be entered with the bidder on least cost basis and no increase, due to any reason, in the rates shall be acceptable during the validity of the contract period.
7. Proposal shall be submitting complete in all respect properly Stamp and signed.
8. Blacklisted Firms / Service Providers or having any litigation in Court of Law should not apply.
9. The service provider shall be fully responsible for all work and services performed by their employees, and for this purpose the service provide shall employ competent and well-trained employees to perform the services under the Contract.
10. Services should be according to the client's requirement. No amendment in tender form (in specification) will be accepted and such forms shall be rejected.
11. In case of provision of poor-quality service/not abiding by the instruction of the client the penalty up to Rs. 20,000/- per event shall be imposed on the service provider. Which may also lead to Contract Termination / Blacklisting in case of Firm OR No Payment of outstanding Bills.

12. A rate contract (copy attached) shall be signed by the successful bidder and WSSP and all terms and conditions would be binding on both parties.
13. Bidders are required to Submit the sealed tender under Single Stage Single Envelop method at the place, date and time mentioned in NIT.
14. The bidder / Supplier should be a registered entity with taxation authorities. Including Registration on KPRA and all for all other taxes
15. The company will deduct taxes, duties (Including Stamp duties), KPRA taxes and other relevant charges as prescribed and amended from time to time by tax authorities / Government.
16. Competent Authority reserves the right to reject the tender at any stage with cogent reason as per KPPRA rules and regulations.
17. No Advance payment shall be made to the Successful bidder, the payment shall be made within 10 days after event completion or as per policy of Finance Section.
18. Any disfiguring / over writing, manipulation in the tender shall be liable to rejection or Incomplete / conditional bids shall not be acceptable.
19. Any deviation from above mentioned conditions will automatically lead to cancellation of the Contract.0

**Manager Procurement.**



## **SCOPE OF WORK**

1. The Catering services personnel will have minimum 05 years' experience of such services.
2. The bidder(s) will provide the catering / food services as per requirements of the WSSP staff out of four menus.
3. The Bidders will arrange the Crookery / food stuff for the proposed event as per No of Guest shared by WSSP Focal Person at least 48 Hours before the event.
4. The bidder(s) will provide the services as per location assigned by WSSP focal Person within Jurisdiction of Peshawar.
5. The bidder shall provide all services related to Cooking, meal serving/ distribution, dish Washing and basic utensils for food serving.
6. The bidder will be responsible for transportation of the Food items to designated point.
7. The Contract will initially be for ten to twelve months and may be extended further on performance basis.
8. The bidder will be responsible to provide Quality and fresh food. The strick action shall be taken if supplied food is found sub-standard / tasteless or prepared out of old stock (not fresh) and penalty as per Clause 11 shall be enforced.

## **Quality Assurance Guidelines**

The service shall be the best quality for their respective purposes and shall be free from all defects, latent or otherwise. Any portion of the food found defective or unsuitable shall be promptly removed, replaced, or corrected by contractor without additional charges. Failure by contractor to meet WSSP's quality requirements shall constitute breach of contract and shall entitle WSSP to terminate the contract and Impose penalty on contractor.

The Bidder will be stand responsible for any side effect occurred due to food to any guest of WSSP.

### **Process of Hiring Catering / Food Services.**

The interested Bidders should be engaged following a Single Stage Single-Envelope Procedure. However, the submitted proposal shall be evaluated on the basis of Mandatory Requirement (Annexure -A) the bidder fulfilling the mandatory requires by obtaining Minimum 65 Mark shall be considers as Responsive Bidder and the lowest offered rate among the RESPOSIVE Bidders will be considered for award of Contract. The Selection of the firms will strictly be made in accordance with the procedure of least cost.

The Bidders proposal must include:

- a. Detail documents as per Annexure – A (Proper Evidences / Supporting Documents to be attached with Proposal).
- b. Covering letter on its letterhead containing.
  - i. Bidder's Firm Name: \_\_\_\_\_
  - ii. Name of Authorized Person: \_\_\_\_\_
  - iii. Bidder E mail / Cell No. (phone, fax): \_\_\_\_\_

### **Mandatory Criteria Evaluation (Annexure- A)**

<b>S.No</b>	<b>Description</b>	<b>Marks</b>
1.	Experience of the Firm / Individual. 2 Marks Per Year Maximum upto 20 Marks	20 Marks
2.	No of Similar Work Completed. 5 Marks per Assignment Maximum upto 20 Marks	20 Marks
3.	KPRA / NTN Registration /	10 Marks
4.	Provision of Delivery Vehicle	10 Marks
5.	Satisfactory Certificates from Previous Clints. 2 Marks Per Certificate Max upto 10 Marks	10 Marks
6.	Staff Detail. No of Cooks at least 2 Nos and Support Staff at least 04 Nos.	10 Marks
7.	Certificate on Stamp paper for Not backlisting and No litigation in any court of law.	05 Marks
8.	No of Staff with Unfirm for Catering Services. 1 Marks Per Individual Max upto 15 Nos	15 Marks
	<b>Total Marks (Passing Score 65%)</b>	100

**Hiring of Services for Catering / Refreshments / Food Service Under UNICEF Funded Project.**

**BILL OF QUANTITIES**

The Bidders are required to quote rates Per Person for all Four Manus the lowest among Grand total shall be considered for the award of the contract. List of the refreshment / food for community meeting under UNICEF Project in Peshawar Urban area.

**Simple tea Manu No. 1 (Rate per person)**

- Tea
- Bakery Biscuits
- Bakery Cake
- Pakkora
- Crookery with Services

Rs. \_\_\_\_\_.

**High tea Manu No. 2 (Rate per person)**

- Tea
- Chicken pieces
- Chicken or beef patties
- Bakery Cake
- Aloo Samsa
- Crookery with Services

Rs. \_\_\_\_\_.

**Lunch box Manu No. 3 (Rate Per person)**

- Kabali polio
- One Chicken piece roasted
- Nan one piece
- Cold drink
- Crookery with service

Rs. \_\_\_\_\_.

**Authorized Signature:** \_\_\_\_\_



**Lunch Menu No. 4 for (Rate per person)**

- Chicken Karai
- Plain Rice with dry fruits
- Sabzee//Dal Ghost
- Nan 2 pieces
- Sweet
- Cold drink
- Crookery with Services

Rs. \_\_\_\_\_

**Amount in Figure:**

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**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_

**WSSSP**

**Affidavit (For Service Provider)**

As owner of M/s \_\_\_\_\_

**I / We accept all the terms and conditions as laid down in RFP Form, Advertisement notice and Contract.** I / we shall also observe all the rules/regulations framed by Government of the Khyber Pakhtunkhwa Halal Food and Safety Department in this respect. I / we understand that any deviation will be led to Imposition of penalty / Backlisting / Legal action.

**SIGNATURE  
WITH STAMP OF THE FIRM**

**Date:** \_\_\_\_\_

**SERVICE PROVIDER PROFILE**

Company Name	
Address of Office	
Telephone No / Mobile No.	
Name of Contact Person / Mobile.	
Firm NTN No	
Years of Experience	
No of Trained Staff	

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal :** \_\_\_\_\_

**TERMS AND CONDITIONS**  
**FOR FILLING THE BIDDING DOCUMENTS**  
**WATER AND SANITATION SERVICES PESHAWAR.**

**Please Carefully Read below instructions before filling the Bid Documents / BOQ.**

1. The Bid documents all pages including BOQ must be **Stamped and signed** by an authorized person of the contractor/firm.
2. In case, after evaluation, two or more bids are found equal, the lowest bidder shall be decided through Toss amongst them.
3. In case of bidder quoted rates, which are found to be 10% below the Engineering Estimate / BOQ on Market Rate analysis, the successful bidder will be required to provide 10% Performance Guarantee (Bank Guarantee) of the total Estimated cost.
4. If the successful bidder failed to provide the required Bid Security or the Performance Security within the prescribed time or fails to sign the agreement for the work, his bid security shall be forfeited in favor of WSSP and the work will be awarded to the 2<sup>nd</sup> lowest bidder.
5. The Contractor Bid Security / Guarantees shall be verified from the Concerned Bank, if found FAKE OR Expired, his enlistment with WSSP will be cancelled immediately and case shall be submitted to competent Authority for decision, where in the Contractor may be Blacklisted.
6. Bidding Document Fee shall be deposited in Bank of Khyber A/c #: 0742-3 in favor of CEO WSSP. The Bidding documents shall be issued against the submission of application along the BOK deposit slip (No cash Payment shall be entertained).
7. Bidding shall be done on least Cost Basis, and the work order shall be awarded to the **responsive and lowest successful bidder** in total in the light of KPPRA guidelines.
8. The Bidder shall be considered as Responsive bidder if bidder qualifies the **appendix -A** criteria, else the bidder shall be considered as Nonresponsive bidder for the award of contract.
9. The bidders are required to quote their total bids costs both in "Figures and Word".

10. All Provincial/Federal taxes/stamp duty including income tax / KPRA taxes will be recoverable from the bidder as per directives of Govt. issued from time to time.
11. Any disfiguring/overwriting, manipulation in bids unless proper signing shall be liable to rejection.
12. Incomplete/conditional and late receipt bids shall not be acceptable.
13. The proposals and copy of Call Deposits received through fax will not be acceptable.
14. Besides other duties & taxes etc., the successful bidder shall also to deposit the government prescribed amount of stamp duty.
15. The Competent Authority reserves the right to reject anyone or all the tenders, the reason / reasons for cancellation shall be shared with Contractor upon request.

**Supplier/ Contractor Signature**

**Stamp.**

**WSSSP**



**Form of CONTRACT**  
**Hiring of Vendor For Catering / Refreshments / Food Service Under  
UNICEF Funded Project**

**THIS CONTRACT** is made and executed on this \_\_\_\_\_, 2020 by and between:

**Water and Sanitation Services Peshawar**, a company duly incorporated under the provisions of Companies Ordinance, 1984 having its registered office at Plot #33, Street 13, Local Government Governance School, Phase 7, Hayatabad, Peshawar through its Chief Executive Officer (CEO) on behalf of its Board of Directors (Hereinafter referred to as “**Client**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

**AND**

**M/S** \_\_\_\_\_ (Hereinafter referred to as “**Service Provider** ” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

**WHEREAS;**

The Client advertised a Tender Notice in the national press for Hiring of Vendor For Catering / Refreshments / Food Service Under UNICEF Funded Project;

The Firm, being the lowest bidder, has been selected and is willing to provide the Supply / Services on the terms and conditions set forth in this Contract, NIT and RFP Document.

**NOW, THEREFORE**, the Client, represented by its Chief Executive Officer on behalf of its Board of Directors and the Firm, represented by its General Manger WSSP, to synergize their efforts for achieving the intended results, have decided to enter into this Contract today on \_\_\_\_\_, 2020 on the terms and conditions agreed below and as mention in RFP document with total Bid Cost of Rs. \_\_\_\_\_.

1. The Firm shall provide the Services as per details provided in the BOQ / RFP and as per requirement of the WSSP.
2. That the payment to the firm shall be made after delivery of required services satisfactory and verification of bill through cross Cheque within 10-15 day. No mobilization advance shall be granted to the winner bidder.
3. The Firms will complete the Services as per requirements, no deviation in this respect shall be accepted. In case if the services are not provided within the specified time frame and as per requirements the penalty shall be imposed.
4. The approved rate under this Contract (as mention in BOQ submitted by Service Provider) shall remain the same during the approved time of this Contract. The Firm

shall not demand for any increase in approved rate during the period of this Contract due to any reason.

5. The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their engaged / hired employees.
6. The Client will deduct income tax and sales tax or any other duties and tax (as applicable) as per prescribed rates of the Government.
7. The Contract may be revoked by the Client at any time in case of unsatisfactory performance, failure to perform services, without serving any notice to Firm and all payments will be withheld by the Client. In such circumstances the 10% Performance Guarantee Or (Bid Security) of the bidder shall also be forfeited, beside any penalty imposition on bidder and moreover, WSSP reserve the right to move the legal action against the firm for blacklisting.
8. The Client reserves the right to revoke the Contract at any time without assigning any reason thereof and there shall be no appeal before any court or authority against it.
9. That the duration Contract shall be 10 to 12 Months unless extended mutually, the contract shall be commissioned from the date of award of contract.
10. The Bidder will be responsible to provide services / Menu as per Requirements of WSSP Staff, which will be intimated at least 48 Hours before the event.
11. All the terms and Conditions mentioned in RFP, NIT. Contracts are the part of this contact and Supplier is bound to adhere with.

**IN WITNESS, WHEREOF;** the authorized representatives of both the parties have executed and entered into

This Agreement on this \_\_\_\_\_, 2020 at Peshawar have signed and sealed or stamped as under.

For WSSP, Peshawar

For and on Behalf of Firm

**WITNESSES:**

\_\_\_\_\_

\_\_\_\_\_