

TORs of Contract

Hiring Services of Vendor for Supplies of PSPC Canteen/Kitchen

1. Eligibility & Mandatory Criteria (Knockout Stage)

Bidders must fulfill **100% of these mandatory requirements** to qualify for technical evaluation. Failure to comply with any single item will lead to immediate disqualification.

- **Tax & Legal Registration:** Valid NTN and Sales Tax (GST/SST) registration with active taxpayer status on FBR/relevant tax board records.
- **Business Standing:** Minimum **3 years** of experience in general store items/grocery/food supply or supply chain management.
- **Sole Sourcing Commitment:** Written undertaking on Rs. 100/- stamp paper agreeing to source all items exclusively from **Metro, Bin Hashim, or Imtiaz Super Market** and submitting original store invoices for billing.
- **Affidavit of Compliance:** Undertaking on stamp paper confirming:
 - The firm is not blacklisted by any government, semi-government, or autonomous body.
- **Delivery Timings & Capacity:**
 - One day before delivery for the Proven capability for early morning (5:30 AM for Breakfast), midday (Lunch), and evening (Dinner) deliveries.
- **Inspection / Return:**
 - PSPC inspection team/department will inspect the item at the time of delivery
 - PSPC can conduct surprise visits and inspect quality and price at any stage of purchasing.
 - In case of defected/unhygienic food PSPC has the right to reject the supplies and its vendor responsibility to supply the replacement on FOC basis.
- **Penalty on supply of un-hygienic food:**
 - Upon 1st supply of unhygienic food / rejected by PSPC inspection team warning will be issued and replacement will be provided on FOC basis
 - Upon 2nd supply Performance Guarantee will be forfeited
 - Upon 3rd process for blacklisting of vendor will be initiated as per PPRA rules.

- **Earnest Money / Bid Security:** Submission of Bid Security of Rs. 500,000/- in the form of a Pay Order / Bank Draft.

2. Technical Evaluation Criteria

*Bidders must score a minimum of **60%** to pass the technical stage and qualify for financial bid opening.*

1. Financial Capability & Liquidity (40 Marks)

The vendor must have sufficient cash flow to purchase items upfront and hold credit until monthly bill reconciliation.

- **Average Annual Turnover (Last 3 Financial Years):**
 - Above PKR 200 Million: **20 Marks**
 - PKR 150M to 200M: **15 Marks**
 - PKR 100M to 150M: **10 Marks**
 - Less than PKR 100M: **5 Marks**
- **Bank Credit Line / Available Liquidity Proof:**
 - Credit limit/bank balance proof exceeding PKR 200 Million: **20 Marks**
 - PKR 150M to 200M: **15 Marks**
 - PKR 100M to 150M: **10 Marks**
 - Less than PKR 100M: **5 Marks**

2. Relevant Technical Experience (40 Marks)

- **Years of Experience in Grocery / Institutional Supplies:**
 - 10+ years: **20 Marks**
 - 8-10 years: **15 Marks**
 - 5-8 years: **10 Marks**
 - Less Than 5 years: **5 Marks**
- **Completed Contracts with Corporate/Institutional Canteens:**
 - 3 or more contracts having monthly value of Rs. 10 million or above: **20 Marks**
 - 1–2 contracts having monthly value of Rs. 10 million or above: **10 Marks**

- Less than 1: **0 Marks**

3. Operational Setup & Delivery Capacity (10 Marks)

- **Logistics & Dedicated Transport:**

- Dedicated covered pickup vehicles (dully inspected & verifiable for transport of items): **10 Marks**
- Hired/on-demand transport: **5 Marks**

4. Fresh Items Sourcing & Inspection Protocol (10 Marks)

- Method statement detailing sourcing strategy for fresh items (vegetables, meat, poultry, dairy) ensuring hygiene, cold chain management, and rejection protocols

3. Financial Bid Evaluation (Least Cost Method)

Financial evaluation will be conducted **only for technically qualified bidders** (scoring ≥ 60 marks).

Financial Bid Format

Bidders must quote their service/handling commission as a single percentage rate (%) over the actual store invoice value.

Selection Rule

The contract will be awarded to the **technically qualified bidder quoting the Lowest Percentage Commission**.

4. Key Procurement Terms for Tender Document

- **Original Invoice Verification:** Payments will strictly be processed against original computer-generated bills from Metro, Bin Hashim, or Imtiaz with store stamps.
- **Daily Inspection & Rejection:** The PSPC reserves the right to reject sub-standard or stale items upon delivery at no cost to PSPC.
- **Emergency/Short-Notice Deliveries:** The vendor must fulfill additional demand requests within 12 hours of notification.

LIST OF ITEMS TO BE SUPPLIED

Sr. No.	Item Name	Unit	Est. Quantity
1	MILK TERTA PACK (1.5 LTRS) Best Quality	CRTN	1440
2	FLOUR (FINE) Best Quality	KG.	18000
3	COOKING OIL Best Quality	LTR.	18000
4	SUGAR Best Quality	KG.	7200
5	TEA BAG TAPAL DANEDAR (CONTAINING 100 BAGS)	PKT	600
6	IODIZED SALT Best Quality, Lahori Salt)	KG.	6000
7	RICE (SELLA) Best Quality	KG.	30000
8	RICE (FOR KHEER) Best Quality	KG.	240
9	BASAPTI GHEE Best Quality	KG.	3000
10	DAAL CHANA Best Quality	KG.	1800
11	DAAL MONG (WASH) Best Quality	KG.	1800
12	DAAL MASOOR (WASH) Best Quality	KG.	1800
13	DAAL MASOOR WHOLE Best Quality	KG.	1200
14	DAAL MASH (DHOLI) Best Quality	KG.	1800
15	CHANA (WHITE) 9MM Best Quality	KG.	3000
16	BAKING POWDER Best Quality	KG.	360
17	INSTANT YEAST Best Quality	KG.	300
18	RED CHILLI POWDER Best Quality	KG.	600
19	RED PEPPER CRUSHED (KUTTI HOWI) Best Quality	KG.	300
20	RED CHILLI WHOLE Best Quality	KG.	300
21	WHITE CUMIN SEED Best Quality	KG.	600

22	ZEERA (BLACK) Best Quality	KG.	12
23	BIG CARDAMOM (WHOLE) Best Quality	KG.	120
24	GREEN CARDAMOM (WHOLE) Best Quality	KG.	120
25	JAIFUL Best Quality	KG.	120
26	JALVATRI Best Quality	KG.	120
27	BIRYANI MASALA Best Quality	PKT	1800
28	CINNAMON STICK Best Quality	KG.	240
29	AALO BUKHARA Best Quality	KG.	360
30	EMLI Best Quality	KG.	240
31	KALCUNJI Best Quality	KG.	60
32	METHIDANA Best Quality	KG.	24
33	CORIANDER (WHOLE) Best Quality	KG.	1200
34	CORIANDER GROUND Best Quality	KG.	840
35	FUNNEL SEED Best Quality	KG.	120
36	CHICKEN CUBES NON SHRINK Best Quality	PC.	240
37	ZARDAY COLOUR Best Quality	KG.	240
38	MAIDA Best Quality	KG.	360
39	BREAD CRUMBS Best Quality	KG.	180
40	CUSTARD POWDER Best Quality, (Vanilla Flavor)	PKT	180
41	RAISIN CRYSTAL Best Quality	KG.	240
42	COCONUT SLICED (KATA HOWA NARYAL) Best Quality	KG.	120

43	PAYTHAY KA MURABBA Best Quality	KG.	120
44	SUJI Best Quality	KG.	120
45	VINEGAR WHITE (800 ML) Best Quality	BOTT	600
46	SOYA SOUCE 800ML Best Quality	BOTT	480
47	AJWAIN Best Quality	KG.	24
48	TURMERIC POWDER Best Quality	KG.	600
49	ONION Fresh & Best Quality	KG.	600
50	GARLIC PEELED Best Quality	KG.	1200
51	GINGER DARJJA AWAL Best Quality	KG.	1200
52	EGG Best Quality	NO.	24000
53	MUTTON Fresh & Best Quality	KG.	4200
54	HYBRID CHILLI Best Quality	KG.	1800
55	G-CHILI DESI DARJJA AWAL Best Quality	KG.	1800
56	CHICKEN (W/O NECK & GIBLETS) Best Quality	KG.	30000
57	TOMATO Best Quality	KG.	18000
58	CARROT A-GRADE Best Quality	KG.	1200
59	CABBAGE GREEN DARJJA AWAL Best Quality	KG.	960
60	CAPSICUM Best Quality	KG.	2400
61	GREEN ONION Best Quality	KG.	360
62	BEEF MINCE Fresh & Best Quality	KG.	3000
63	SPINACH Best Quality	KG.	3600
64	CURRY LEAVES Best Quality	KG.	60

65	TOMATO KETCHUP 800GM Best Quality	KG.	240
66	BOTTLEGROUND LONG Best Quality	KG.	720
67	CHANA BLK RSTD Best Quality	KG.	60
68	MAYONNAISE-1KG POUCH Best Quality	KG.	240
69	YAKHNI PULAO MASALA 100 GM Best Quality	PKT	1200
70	GARAM MASALA (WHOLE) Best Quality	KG.	480
71	QASURI METHI 25 GM Best Quality	PKT	1200
72	KARAH MASALA Best Quality	NO.	1800
73	COCONUT CRUSH Best Quality	KG.	120
74	FROZEN MIX VEGETABLES Best Quality	KG.	1800
75	DAHI PHOLKI Best Quality	NO.	600
76	BROWN ONION Best Quality	KG.	2400
77	CUCUMBER Best Quality	KG.	2400
78	FRUIT COCKTAIL Best Quality	TIN	240
79	LIQUID SOAP Best Quality	BOTT	1800
80	STEEL SCOURER Best Quality	NO.	480
81	HAND WASH Best Quality	BOTT	1800
82	VERMICELLES Best Quality	KG.	600
83	JELLY Best Quality	PKT	144
84	KEWRA Best Quality	BOTT	600
85	SOONTH Best Quality	KG.	120

86	TILL WHITE Best Quality	KG.	120
87	MILK TETRA PACK-250ML Best Quality	CRTN	600
88	TUKHUM BALINGA Best Quality	KG.	120
89	GREEN CORRIENDER Best Quality	KG.	1200
90	PODINA Best Quality	KG.	1200
91	NIDO MILK (LARGE PACK) Best Quality, 900 grams pack	CRTN	180
92	EVERYDAY TEA WHITENER (LARGE PACK) Best Quality	CRTN	180
93	CHAT MASALA (100 GM/PACKET) Best Quality	PKT	240
94	CHICKEN POWDER Best Quality	KG.	300
95	POTATO Best Quality	KG.	12000
96	MILK CREAM 200ML Best Quality	PC.	1800
97	KHASH KHAASH Best Quality	KG.	60
98	FLOUR CHAKKI Best Quality	KG.	36000
99	DISH WASH POWDER Best Quality	PKT	3000
100	CORN FLOUR Best Quality	PKT	1200
101	BADIAN KHATAI Best Quality	KG.	60
102	TEA POUCH DANEDAR (LARGE PACK) Best Quality Each pack must be 900 grm	PKT	1200
103	SPONGE/FOAM Best Quality	NO.	720
104	OPA PEAS Frozen Green Peas, Best Quality	KG.	1800
105	PEANUT ROASTED W/O SKIN Best Quality	KG.	240
106	CHILLI SAUCE 800 ML Best Quality	BOTT	600

107	EVERY DAY MILK Best Quality	PKT	1200
108	NIHARI MASALA Best Quality, double pack	NO.	1200
109	BLACK PAPER WHOLE Best Quality	KG.	180
110	WHITE PEPPER WHOLE Best Quality	KG.	60
111	BEEF (VEAL BONELESS) Fresh & Best Quality	KG.	4800
112	CHICKEN MINCE (QEEMA) Best Quality	KG.	240
113	TANG ORANGE – 375G POUCH Best Quality	NO.	4800
114	GREEN TEA Best Quality, each packet must be 30 bags	PKT	240
115	BLACK TEA (900 GM TO 1000 GM ± 5%) Best Quality	PKT	300
116	COFFEE Best Quality, each bag must be 100 grm	BOTT	600
117	JAM-E-SHIRIN / ROOH AFZA – JUMBO PACK (3 LTR)	NO.	1920