



**OFFICE OF THE DIRECTOR ADMINISTRATION
SHAHEED BENAZIR BHUTTO UNIVERSITY
SHERINGAL, DIR UPPER, KHYBER
PAKHTUNKHWA, PAKISTAN**

Ref. No. SBBU/Adv./Td/110-2018



TENDER DOCUMENTS

For

The Canteen Services at Shaheed BB University Main Campus, Sheringal, Dir Upper.

**SHAHEED BENAZIR BHUTTO UNIVERSITY,
MAIN CAMPUS SHERINGAL, DIR UPPER**



SHAHEED BENAZIR BHUTTO UNIVERSITY

Sheringal, Dir Upper, Khyber Pakhtunkhawa

Advertisement No. SBBU/Adv./Td/ 110-2018

TENDER NOTICE

(Provision of Canteen Services at Main Campus Sheringal of the University)

Sealed Tenders are invited from the well established/reputed Firms/Companies/Suppliers/Persons, for the Provision of Canteen Services at Main Campus of the University Sheringal Dir Upper.

TERMS & CONDITIONS:

1. The detail of items along with the terms and conditions has been set forth in the tender documents.
2. Tender documents can be obtained from the office of the Director (Admin) w.e.f. **30-11-2018 till 18-12-2018 (11:00 A.M.)** during office hours, on payment of non-refundable fee of **Rs. 500/-** for each tender. The documents may also be downloaded from the web site of the university www.sbbu.edu.pk OR **PPRA Web Site "info@ppra.org.pk"**. In case of downloading the documents, the fee can be sent through bank draft from any HBL branch (ONLY), in favor of the Treasurer, Shaheed BB University, Sheringal or online deposit in Account # **18787100000103** (Title Receipt Account SBBU) HBL Sheringal Branch, Dir Upper, KP.
3. Tender shall be opened on **18.12.2018 at 11.30 A.M.**, (30 minutes after closing time) in the presence (not obligatory) of the interested Parties/Firms/Persons or their authorized agents in the office of the Director Admin of the University.
4. The quotations must be accompanied with a call deposit of Rs.50000/- from schedule bank as bid amount (Refundable).
5. The Parties/Firms/persons will not be allowed to sublet the work/contract/supply to another supplier/firm/Persons except as provided in the tender documents.
6. The University shall upon request, communicate the bidder the grounds of rejection, but it is not required to justify those grounds.
7. Errors and omissions, if any, shall subject to rectification by the University.

Mahmood Khan (Director Administration)

Shaheed Benazir Bhutto University, Sheringal, Dir Upper

Ph. No. 0944-885404 / 0944-885544 / 0345-9454943, Fax. 0944-885805

(Tender Ref: No. SBBU/Adv/Td/ 110 -2018)

**SHAHEED BENAZIR BHUTTO UNIVERSITY, SHERINGAL
DIR UPPER**

**(Tender Documents for)
PROVISION OF CANTEEN SERVICES AT MAIN CAMPUS
OF THE UNIVERSITY SHERINGAL DIR UPPER**

Last Date for Submission of offers:-

On or before **18/12/2018**

Date & Time of Opening of Tender: Tuesday 18/12/2018 at 11.30 a.m.

Tender/Offer to be submitted in a signal Envelope with two separate sealed envelopes as per PPRA rules of signal stage two envelopes procedure:

Cover I: Technical Proposal
Cover II: Financial Proposal (Price Bid)

Cover - I

LIST OF CONTENTS

S.No.	Name of Contents	Page No.
01	Qualifying Information of Bidders	5
02	Terms and Conditions/Instructions to Bidders	6-7
03	Statutory Obligations of the Tenderer (Contractor/Canteen Service Provider)	8-10
04	Requirements of the Canteen	11
05	Price Bid format for Canteen	12
06	Bid Submission Form	13
07	Format of Contract /Agreement for Canteen	14
08	Bid Evaluation Criteria	15

1. Qualifying Information of Bidders:

S.No.	Details requested by SBBU	Details furnished by the firm
01	Status of Ownership of the firm.	a) Proprietorship b) Partnership c) Company etc. d) Any other type
02	Statutory Registrations if any (Canteen only)	a) Central Labor Authorities b) State Labor Authorities c) Service Tax d) Registration for Catering Services (Municipal Corporation etc.) c) Hotel Registration Act 1978 f) Any other type
03	No. of Manpower (Qualified, Skilled and Unskilled) available with the firm as on date.	
04	Annual Turnover of the Firm(in canteen services business only) for the Last 3 Years	Bank statement or any other proof
05	No. of years experience in similar contract execution in (canteen services business only). Clientele Details are to be provided along with certificates.	Last experience/ performance supporting by relevant documents.
06	Is the firm has got ISO certification if any, or from other body(s) for the canteen services required by SBBU	Additional Qualification
07	All the above stated credentials are to be supported with the documentary evidence for evaluating the offer.	

2. Terms and Conditions/Instructions to Bidders:

Note:

- a. **Tenderer should read these conditions carefully and comply strictly while sending their tender.**
- b. **If any discrepancy, error, or omission found in the tender documents, please contact Director Administration on or before the closing date for Tender.**
- c. **The Committee shall upon request, communicate the bidder the grounds of rejection, but it is not necessary to justify those grounds. The decision of the Committee shall be final.**

General:

- I. All Quotations should reach the undersigned within due date as specified in the advertisement through registered post/Courier/by hand.
- II. Any cutting/correction in bid will make quotation invalid.
- III. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- IV. The quotations must be accompanied with a call deposit receipt (CDR) of Rs.50000/- from schedule bank as bid amount (Refundable). The CDR of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions, if:
 - i. An agreement is not signed in the prescribed form within 7-10 days of the allotment.
 - ii. The successful contractor of the canteen does not commence canteen services within 15 days of allotment of contract.
- V. The bidder shall sign and stamp each page of the Technical and Financial Proposal.
- VI. Rates shall be written in words clearly. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- VII. Bid offer must be valid for **06 months from the date of closing of the bidding**.
- VIII. Contract award will be issued to the successful bidders.
- IX. **The single-stage –Two envelopes procedure as per PPRA Rules, Govt. of Pakistan will be adopted. The interested parties should submit the bid(s) in a single package containing two envelopes marked as Financial Proposal & Technical proposal.**

- X. The contractor shall notify in written form to the Director Admin with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- XI. The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and shall deposit with the committee a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- XII. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency except as provided in tender documents.
- XIII. The committee on this account reserves the right to accept any lowest, reject any or all the tenders with assigning reasons but not necessarily to satisfy the bidder.
- XIV. The canteen will initially be allotted for a period of One Year extendable up to three years on satisfactory performance and agreement by the both parties (subject to fulfillment of terms & conditions of the contract and satisfactorily provided services from student feedback and monthly reports from Food Monitoring Committee constituted by the Competent Authority) against license money (rent @ Rs 6500/- PM) to the allottee, which will be enhanced by 10% at the end of each year. Afterwards the contract will be awarded on yearly basis.
- XV. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- XVI. The University reserves the right to change any condition of the tender before opening of the Bids.
- XVII. The successful bidder will have to enter into an agreement with the University before taking charge of the Canteen and commencement of the canteen work.
- XVIII. The License money (rent) has to be deposited on Quarterly advance basis in the official account of Shaheed BB University, Sheringal).

At the time of allotment, a fixed amount equal to 6 (Six) month's rent will have to be deposited as security by the allottee in advance which in no way will be adjusted against rent. The said security deposit will be returned to allottee after successful completion of services and obtaining 'No Objection Certificate' from the University. In case of unsatisfactory services the security will be forfeited in favor of the University.

3. Statutory Obligations of the Tenderer (Contractor/ Canteen Services Provider):

Note: These provisions shall be the integral part of the contract signed between the University and Contractor.

- a) The allottee will pay in full the water and electricity charges.
- b) The allottee will charge the rates of the items quoted by him as per menu list attached. Other items (not mentioned in menu list) will be charged at normal market rates subject to approval of the University Committee constituted for the purpose.
- c) Packed goods will not be sold above the Marginal Retail Price (MRP).
- d) The allottee will be required to display the rate list in the canteen.
- e) The allottee will be responsible to keep the canteen & surroundings neat and clean.
- f) The allottee will be required to make available the best quality and clean items to the customers.
- g) The Contractor shall be responsible for engaging adequate number of trained/semi trained manpower required for providing good canteen services.
- h) The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- i) **The Contractor/allottee, prior to the commencement of the operation of contract, make available the particulars of all the employees who will be deployed at the Campus for running the Canteen services. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.**
- j) The Contractor shall be responsible for timely payment of wages to his/her workers as per labor laws of the country.
- k) **The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge themselves in any unlawful activity.**
- l) Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- m) In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages and suit etc. initiated against the University by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the University. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the University or the University reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit/Security Money of the Contractor lying with the University.

- n) The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking/eating place and surrounding etc.
- o) The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, counter, benches, tables, chairs, etc. University management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and premises. The University reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended by the Contractor.
- p) The Contractor shall be personally responsible for the conduct and behavior of his staff and any loss or damage to University's moveable or immovable property due to the conduct of the Contractor's staff. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within stipulated time as intimated. The decision of the University's designated officer in this regard shall be final and binding on the Contractor.
- q) **The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. The successful bidder will run the canteen. In case he appoints some other person or nominee the full details of such person shall be provided to the management of the University. However the contractor himself will be responsible for all acts/ disputes arising out of this business.**
- r) All work shall be carried out with due regard to the convenience of University/Campus. The orders of the concerned authority shall be strictly observed. The Contractor will deploy adequate manpower for work including Saturdays/Sundays, and other holidays, as per directives of the University.
- s) The Contractor shall install his electronic fly-kill/insect repellent equipment, emergency lighting, Fire extinguishers, gas and fuel supply at his own cost.
- t) **Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the University's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor.**
- u) No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hosteller/day scholars/staff/guests etc. to avail canteen services.
- v) The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what so ever with

University. University shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law.

- w) The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the University.
- x) The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services.
- y) The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

Termination of the Contract

1. The Contract can be terminated by either party, i.e., University or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, University reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. University decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

2. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, University reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

Penalty

1. The University reserves the right to impose a penalty on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.

2. If the University is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the University will be at liberty to take appropriate necessary steps as deemed fit.

Jurisdiction

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively via a Committee to be constituted by the Vice Chancellor of the University or finally in the Courts of Tehsil Sheringal/ District Dir Upper only.

4. Requirements of Canteen Services:

Distribution of the available space in canteen is divided as under:

- a) **Female Section (Students & Staff):** area of female students and staff is 32 feet & 7 inches (Length), 18 feet (width),
- b) **Male Section (Male Staff):** Area is 27 feet & 8 inches (Length), 22 feet (width),
- c) **Male Section (Male Students)** is 32 feet & 7 inches (Length), 18 feet (width).
- d) **Kitchen:** Sufficient space is available for kitchen and tandoor etc.

The said space will be provided in the campus. Where the allottee/contractor will require to make additional temporary/permanent structure (which will become property of University afterwards) as per requirements (subject to approval of the Competent Authority). The Service charges @ Rs. 600/- for dinner/Lunch and Rs. 200/- for tea per day will be paid to the canteen contractor by the organizers of the program, if the hall of the canteen is used by the University staff for programs arranged without availing food items of the canteen.

To run the canteen successfully facilities like space, electricity and water supply will be provided to the caterers by Shaheed BB University, Sheringal. However contractor will pay the utility bills every month within due dates.
Items provided by SBBU are:
Space (Canteen Building).
Electricity.
Reception Counter.
Drinking Water & Water for other purposes.
Exhaust Fans.
Chairs & Tables.
Items to be Provided by the Canteen Services Supplier/Contractor
Cooking & Serving the Food (Break-fast, Lunch, Dinner, Tea timings) shall be decided in consultations with Food and Price monitoring Committee.
01 no. of Canteen Supervisor with relevant experience for coordinating with SBBU Authorities and to supervise all the activities of Canteen).
Cooks as per requirements
Waiters as per requirements
Material required/ingredients for items to cook
Material required for cleaning utensils
Crockery & Utensils
The contractor should ensure availability of the LPG/Firewood, Generator Backup, Cleanness of the staff (covered head, gloves in hand) etc.

Cover - II

5. Price-Bid Format:

(This part of the tender documents should be deposited in Separate Sealed Envelope, and will be opened after the Cover-I (Technical Proposal).

- a) Monthly Rent/Charges offered for running the Canteen
Rs-6500/- P.M. with annual increase of 10%

Menu List (Offered by the contractor).

S No.	Name of Item	Serving Size	Rate
1	Tea (Black)	One Cup	
2	Tea (Green)	One Cup	
3	Egg (Fry)	01 No.	
4	Egg (Boiled)	01 No.	
5	Roti (as per govt weight)	01 No.	
6	Parata (as per govt weight)	01 No.	
7	Lobia	Per Plate	
8	Lobia Fry	Per plate	
9	Dall (Chana)	Per Plate	
10	Dall (Mash)	Per Plate	
11	Dall (Mung)	Per Plate	
12	Chana (White)	Per Plate	
13	Haleem	Per Plate	
14	Vegetable	Per Plate	
15	Biryani (Plain)	Per Plate	
16	Biryani (Chicken)	Per Plate	
17	Rice (Plain)	Per Plate	
18	Vegetable Fried Rice	Per Plate	
19	Rice Sweet (Zarda)	Per Plate	
20	Chicken (Qurma)	Per Plate	
21	Beef (Qurma)	Per Plate	
22	Qeema	Per Plate	
23	Chicken Karachi	01 No.	
24	Mutton Karachi	01 No.	
25	Chicken Dam Pukh	Per Plate	
26	Beef Dam Pukh	Per Plate	
27	Alo Ghosht	Per Plate	
28	Fish (Grill Fish)	Per Kg	
29	Fish Karachi	Per Kg	
30	Any other item as the bidder wants		

Note: Packed goods, Pepsi, Coke, and Biscuits etc. will be sold as per the Market Retail Price printed on these items.

Name of Bidder _____ F/Name _____

CNIC No _____ Contact No. _____ Sig _____

06. Bid Submission Form:

(Should also be submitted on Company letterhead)

To

The Director Administration,
SBBU Sheringal Dir Upper.

Enclosed please find the offer to execute the contract of canteen at SBBU Sheringal, with the conditions of agreement accompanying this bid for the prices as quoted by me/we/firm in Cover-II.

We accept to supply of menu items on the rates approved by the relevant committee. This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We are bound to provide the services during the stipulated time period at the rate approved.

- 1. Name of Contractor/supplier: _____
- 2. Address: _____
- 3. Phone Number: _____
- 4. Name of authorized person: _____
- 5. Signature: _____
- 6. Stamp of Supplier/Contactor: _____
- 7. Dated: _____

7. Format of Contract /Agreement for Canteen:

Contract /Agreement to Run & Operate University Canteen at SBBU Sheringal.

This agreement is made on dated _____ between

- a. Shaheed Benazir Bhutto University (SBBU) Sheringal Dir upper K.P.K Pakistan (called the owner) through Director Administration.
- b. And Mr. _____ S/O _____ Residing at _____ herein after called the (Contractor).

1. The terms and conditions given hereunder and as provided in section 3 of the Tender Documents under heading “Statutory Obligations of the Tenderer (Contractor/ Canteen Services Provider)” shall be the integral part of this agreement.
2. The canteen is initially allotted for a period of One Year extendable up to three years on satisfactory performance and agreement by the both parties.
3. The validity of the present contract will be for a period of One Year commencing from _____ to _____.
4. The License money i.e. Rent for the Canteen will be charged @ Rs.6500/- P/M, with annual increase of 10%, which shall be deposited on Quarterly advance basis in the official account of Shaheed BB University, Sheringal.
5. A fixed amount equal to 6 (Six) month’s rent shall be deposited as security by the allottee in advance which in no way will be adjusted against rent. The said security deposit will be returned to allottee after successful completion of services and obtaining “No Objection Certificate” from the university. In case of unsatisfactory services the security will be forfeited in favor of the University.
6. All the utility bills shall be paid timely by the contractor to the concerned authorities.
7. The approved Rate list of items served at Cafeteria will be displayed in cafeteria at a visible spot.
8. The inventory of canteen already provided by the University has to be safeguarded by the contractor.

Signed Between

1. Director Admin SBBU Sheringal

2. Signature of contractor

Name: _____

Name of contractor: _____

Signature: _____

N.I.C No: _____

Permanent Address: _____

Witness No 01:

Witness No 02:

Name & Sig. of Witness: _____

Name & Sig. of witness: _____

N.I.C No: _____

N.I.C No: _____

Permanent Address: _____

Permanent Address: _____

8. Bid Evaluation Criteria:

The bids/proposals will be evaluated on the basis of experience and financial proposal submitted. A proposal shall be rejected during the technical evaluation if the bid does not fulfill the minimum specified requirements.