



**TENDER DOCUMENT FOR**  
**UNIVERSITY CANTEEN, TUCK SHOPS (IQBAL HOSTEL, AYESHA HOSTEL & UNIVERSITY**  
**CANTEEN) AND STUDENTS MESS (IQBAL HOSTEL & AYESHA HOSTEL)**

**APPLICATION FOR**

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Application No: \_\_\_\_\_

Token No: \_\_\_\_\_

Date & time of receiving application: \_\_\_\_\_



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## Part 1

### 1.1) INSTRUCTIONS FOR BIDDERS

(To be signed by the bidder for acknowledgment)

- a. The forms must be duly filled and no column must be left empty.
- b. Attested copies of CNIC, educational certificates, experience certificates and one current passport size picture must be attached.
- c. Character certificate from the current/ last employer for those firms/individuals already working/worked as contractor.
- d. Clearance certificate from the current/ last employer for those firms/individuals already working/worked as contractor.
- e. Non-refundable processing fee of Rs. 15,000/- for University Canteen, Tuck Shops (Iqbal Hostel, Ayesha Hostel & University Canteen) & Students Mess (Iqbal Hostel & Ayesha Hostel), in form of (bank draft/ Demand Draft in favor of; 'The Treasurer', The Islamia University of Bahawalpur to be attached.

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Applicant's Signature



## 1.2) MANDATORY REQUIREMENTS FOR PARTICIPATION IN AUCTION (To be signed by the bidder for acknowledgment)

- a. The terms and conditions for participating in the auction are as under;

Sr. No.	Knock Down Criteria	Requirement
i	Minimum 10 years' experience of running Cafeteria, Canteen, Tuck Shop and Students Hostel Mess in well reputed Public or private sector organization	Mandatory
ii	Police Verification Certificate	Mandatory
iii	Valid CNIC (Copy)	Mandatory
iv	NTN Certificate (Copy)	Mandatory
v	PRA Certificate (Copy)	
vi	Sales Tax Registration Number (STRN) Copy	Mandatory
vii	Annual Transaction relating to Cafeteria, Canteen, Tuck Shop and Students Mess should be more than 3 million yearly (for last 5 years)	Mandatory
viii	Completion certificates of previous works (duly certified/attested copies)	Mandatory
ix	Bank Statement (for last 5 years)	Mandatory

- b. The Bidder must attach all above documents for verification and will be disqualified in participation of auction if fails to fulfil any of the above-mentioned requirement.
- c. Total marks for evaluation shall be 100.
- d. Prospective bidder shall be evaluated as follows:



Sr No	Description	Total Marks	For Official Use Only
1	Similar Job/Contract (Completed in last 5 years and not below the amount Rs. 1.5 million per annum) (Maximum 3 contract/jobs will be considered as per following criteria) <b>Fill Form-A</b>	15 (Max)	
	1. For Govt. School/College/University Per contract 2. For Private School/College/University Per contract 3. For any other type of Canteen/Hostel Mess/Tuck Shop.	05 03 02	
2	Similar job/contract (In hand nor below the amount of Rs.01 million per annum) (Maximum 3 contract/jobs will be considered as per following criteria) <b>Fill Form-B</b>	15 (Max)	
	1. For Govt. School/College/University Per contract 2. For Private School/College/University Per contract 3. For any other type of Canteen/Hostel Mess/Tuck Shop.	05 03 02	
3	Valid Certification	05 (Max)	
	ISO certified Certificate Attached with application	05	
4	<b>Financial Soundness in last 5 Years related to catering/food/cafeteria/restaurant.</b>	(30) Max	
	I. If annual transaction $\geq$ Rs. 10 million per annum. II. If annual transaction $\geq$ Rs. 05 million per annum III. If annual transaction $\geq$ Rs. 04 million per annum IV. If annual transaction $\geq$ Rs. 03 million per annum V. If annual transaction $\geq$ Rs. 02 million per annum VI. If annual transaction $\geq$ Rs. 01 million per annum <b>Attach Bank Statement/Proof of Transaction</b>	30 25 20 15 10 05	
5	<b><u>Legal Status of the Company</u></b>	(10) Max	
	I. Public/Private Ltd Co. II. Partnership/AOP/Joint Venture (Registered)		



# The Islamia University of Bahawalpur

Rahim Yar Khan Campus

	III. Sole Proprietor (Registered) Attach relevant Certificate/Document		
6	No. and profile of skilled resources (05 marks per person)	25 (Max)	
<b>Total</b>		100	

**Passing marks to Participate in the bidding process is 70**

- e. The 03 highest bidders shall remain shortlisted on reserve. If the highest bidder fails to perform, the second highest bidder shall replace him, similarly if second bidder fails to perform well, the 3<sup>rd</sup> bidder shall be given the opportunity to prove his potential.
- f. The highest bidder shall be awarded the contract initially for a period of three years, with two years of further extension, subject to the performance evaluation of contractor by the Committee with 10% of increase in rent each year.
- g. The successful Bidder's Call Deposit shall stand added to the Security Deposit whereas the Demand Draft/CDRs of the second and third highest Bidders shall be kept as backup candidates for minimum period of one month.
- h. No present or past contractor defaulter of any outstanding dues of the University shall be allowed to enter the Auction. He/she shall stand blacklisted for all future contracts with IUB. The contractors in legal suit with the IUB will not be allowed to participate in open bid/auction.
- i. The following outlet is available for bidding and Bidder must deposit Bid security for outlet.

Sr. No.	Outlets	Location
01	Main University Canteen	Located in IUB, RYK Campus
02	Tuck Shop	I. Iqbal Hostel IUB, RYK Campus II. Ayesha Hostel IUB, RYK Campus III. Main University Canteen IUB, RYK Campus
03	Students Hostel Mess	I. Iqbal Hostel IUB, RYK Campus II. Ayesha Hostel IUB, RYK Campus

**Note: The utility bills and all applicable taxes of each month shall be required to be paid by the contractor as per actual.**



## PRICIPAL BUSINESS

Sr. No.	Principal Business	Year of Established

**Note: Proof of Establishment must be attached.**

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**Signature, Name & Official Stamp**



## DETAIL OF CONTRACTS OF SIMILAR NATURE (COMPLETED)

Use a separate sheet for each client/work Order/contract

1	<u>Name of the Project/Client/Contract/Work Order</u>
2	<u>Name of Employer</u>
3	<u>Employer Address</u>
4	<u>Value of the Contract on Annual Basis</u>
5	<u>Date of Award</u>
6	<u>Date of Completion</u>
7	<u>Any Other Detail (if Necessary)</u>

Note: Copies of satisfactory completion certificate must be attached.

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Signature, Name & Official Stamp





## DETAIL OF CONTRACTS OF SIMILAR NATURE (COMPLETED)

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5	<u>Date of Award</u>
6	<u>Date of Completion</u>
7	<u>Any Other Detail (if Necessary)</u>

Note: Copies of satisfactory completion certificate must be attached.

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Signature, Name & Official Stamp



## Form -C

### No. and Profile of Skilled Human Resource Currently Working with the Vendor

Sr. No.	Name of Employee	CNIC No.	Qualification	Expertise	Total Experience (in Years)	Marks Obtained (For Office Use)
1						
2						
3						
4						
5						

Provide detail of maximum 5 employee with highest education, skill, experience and expertise and attach Contract letter, last education certificate and experience certificate of above-mentioned employee and attached EOBI registration.

Total Marks = 25

Obtained Marks =

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## Signature, Name & Official Stamp

### 1.3) BID SECURITY

(To be signed by the bidder for acknowledgment)

All shortlisted candidates shall be required to submit Bid security/call deposits (Demand Draft/Pay Order in the Name of Treasurer, The Islamia University of Bahawalpur): -

Sr. No	Outlet	Bid Security	Reserve Price
01	Main University Canteen	500,000	3,600,000
02	Tuck Shop (Iqbal Hostel, Ayesha Hostel & Main University Canteen)	50,000 Each	180,000 Each
03	Students Mess (Iqbal Hostel, Ayesha Hostel)	100,000 Each	1,800,000 Each

- » Failure by successful bidder to deposit advance payment or sign contract shall result in forfeiture of bid security.

\_\_\_\_\_  
Applicant's Signature

### 1.4) COMMUNICATION & CONTACT INFORMATION

(To be signed by the bidder for acknowledgment)

- Invitation for auction shall be made through telephone, Email or SMS only on the numbers provided by applicant in the tender documents. All applicants are required to provide a valid phone/cell numbers and Email Address.
- On the day of the auction all applicants must bring Demand Draft/Pay Order of amount as mentioned in 1.3 (**BID SECURITY**) in the favor of 'The Treasurer', Islamia University of Bahawalpur. No personal cheques shall be acceptable under any circumstance.
- Any person who does not receive a call may contact 068-9230825 during office hours for information.



## Part 2

### INFORMATION OF CONTRACTORS & SERVICE PROVIDERS

(To be signed by the bidder for acknowledgment)

#### 2.1) INFORMATION FORM

##### (a) Personal Information

Name			
Father's Name			
CNIC No.			
Address.			
National Tax No.		Sale Tax Registration No.	
No. of Employees		Company's Date of Formation	
		Annual Turnover in Rs.	

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
E-mail Address		Website Address	

##### Contractor's Banking Details

Bank (s) Name	
Title of Account	
Account Number	
Type of Account	

Applicant's Signature

#### 2.2 LITIGATION HISTORY OF THE FIRM (LAST 10 YEARS)

If any, and decided in favor or against by court of Laws, please give the detail. Attach additional sheet if required.

## Part 3

3.1(A)	Undertaking by the bidder All prospective bidders have to submit signed undertaking as per enclosed at Annexure 'A'.
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Annexure A

**UNDERTAKING**

I, \_\_\_\_\_s/o\_\_\_\_\_ hereby undertake that I am applying to enter open auction for the contract of \_\_\_\_\_ and want to enter the bid for the mentioned outlet in the auction being held on \_\_\_\_\_ at \_\_\_\_\_.

I have carefully read the tender documents and agree to the terms and conditions mentioned below and pledge to abide by the rules and regulations laid down in the agreement deed: -

- i. I have been informed about the potential strength of students/visitors and I am aware that the mentioned strength is merely an approximation and does not bind any student/visitor to purchase exclusively from the outlet.
- ii. I have been informed that university will provide area for kitchen and the service area for students and staff will be developed by myself.
- iii. I agree that if I do not fulfill the mandatory requirements as mentioned in the tender documents, I shall not claim any right to enter the auction.
- iv. In case, I fulfill the requirements to enter the auction, I will appear in person or through the attorney (duly bearing letter of attorney).
- v. If successful in obtaining the score required to enter the auction process, I shall submit a Demand Draft/CDR in the name of Treasurer, IUB as security Deposit (refundable if bid is unsuccessful) to enter the bidding process as per schedule in the tender documents.
- vi. In case of winning the bid, I shall be bound to submit advance rent of six months within 7 days; failure to which; the Committee shall have the right to award the contract to the second highest bidder and my Guarantee Deposit shall be confiscated.
- vii. I agree to pay the rent Bi-annually e.g. advance rent of 6 months within 7 days of auction and next submission before 15<sup>th</sup> of every 6<sup>th</sup> month.
- viii. I also agree to pay the monthly electricity and other utilities bills on time as per actual.
- ix. I agree to file annual income tax return.
- x. I agree that the Punjab Government has levied 22% tax (in case of non-filers) and 11% (in case of filer) on services. I shall be bound to pay as per given schedule.



# The Islamia University of Bahawalpur

Rahim Yar Khan Campus

- xi. Any member of the Auction Committee can visit my outlet to check the price and quality of food, service to staff. The official deputed can also check my outlet at any time and impose fine on finding any discrepancy.
- xii. Mt staff will remain in clean uniform and head covered with Chef Caps during the service hours.
- xiii. I will submit medical & police clearance of my staff within 10 days of taking over the outlet.
- xiv. My staff and I will not indulge in any political activity within the premises of the university.
- xv. I will not display any advertisement material of any commercial product in the premises of my outlet without approval of The Auction Committee/Concerned authority of IUB, RYK.
- xvi. I will abide by all rules and regulations as laid down by the university and any change in rules at any time shall be the solo right of the university.
- xvii. I will not sell cigarettes, liquor, vape, drugs and other illicit material or any prohibited material by GOP or Food Authority in my outlet.
- xviii. The Campus Auction Committee can cancel the contract if I;
  - a. fails to abide by any term and condition of the contract;
  - b. fails to pay any dues on due date and time;
  - c. Over pricing, Poor service or maintenance of outlet;
  - d. Violates any other condition which the Campus Auction Committee may deem fit to impose in the public interest.

I solemnly affirm have read the above conditions and agree with all terms and willing to enter the bidding without any influence or pressure.

Name: \_\_\_\_\_ S/o \_\_\_\_\_

Date

Signature