



# The Islamia University of Bahawalpur

SECRETARIAT OF MESS AND CANTEEN COMMITTEE

Baghdad ul Jadeed Campus, Hasilpur Road, Bahawalpur, 63100, Pakistan

Ph: No. +92 62 9255579

## **TENDER DOCUMENTS FOR CANTEENS, MESSES & OTHER OUTLETS**

**OUTLET APPLYING 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 or affidavit of good repute duly attested by relevant union council for those who have not worked as contractor.
- d. Non-refundable processing fee of Rs. 2,000/- for canteens, messes, tuck shops, general store, Photostat & stationery shops, barber shops, laundry shops, cable TV network provider, etc.) in form of (bank draft/ bank challan in favour of; 'The Treasurer', The Islamia University of Bahawalpur to be attached.

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**Applicant's Signature**



### 1.2) **CRITERIA FOR PREQUALIFICATION** **& OTHER INFORMATION** (To be signed by the bidder for acknowledgment)

- a. Total marks for evaluation shall be 100.
- b. Evaluation of 50 marks shall be during the interview.
- c. Prospective bidders shall be evaluated as follows:-

i. <b>Financial &amp; professional criteria marks:</b> (Evaluated from part 2)	70
ii. <b>Interview Mark</b>	30

Weight age of marks as under:-

The following points shall be considered during the interview:-

1. Personality Assessment	5
2. Education	5
3. Knowledge of the Business (Hygiene, health & quality)	5
4. Financial soundness (Explanation of Bank statement)	5
5. Previous history (subletting reputation)	5
6. Technical & legal knowledge	5

(Laws, rules & regulations)

- d. **Passing marks to participate in the bidding process is 70.**
- e. The 04 highest bidders shall remain shortlisted on reserve. If the highest bidder fails to perform, the second highest bidder shall replace him, similarly if second & third bidder fails to perform well, the 4<sup>th</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 one year only, fresh auction will take place each year.
- g. The successful Bidder's Call Deposit shall stand added to the Security Deposit whereas the CDRs of the second, third and fourth highest Bidders shall be kept as backup candidates for minimum period of three months.
- h. No present or past contractor defaulter shall be allowed to participate.
- i. The following outlets are available for bidding in Bahawalpur Campuses and Bidder must deposit Bid security for each outlet.



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Sr.NO	Outlets	Location
01	Canteens	Science/Arts Faculty Canteen, BJ Campus New Engineering Canteen, BJ Campus
03		Faculty of Management & Administrative Sciences Canteen BJC
04		Faculty of Education Canteen BJC
05		Faculty of Islamic Learning BJC
06		Faculty of Agriculture Canteen BJC
07		Faculty of Computer Science Canteen BJC
08	Kiosks/Containers	All Canteens
02	Messes	Umer Hall BJC Fatima Hall BJC Rabia Hall Abbasia Zainab Hall BJC Haleema Hall BJC Usman Hall BJC Ahmad Hall BJC
03	General Store	BJ Campus
04	Tuck Shops	Zainab Hall BJC Haleema Hall BJC Usman Hall BJC Ahmad Hall BJC
05	Tailor Shop	BJ Campus
06	Barber Shops	Each boy hostels
07	Laundry Shops	Each boy hostels
08	Photostat Shops	Abu Bakar Hall Abbasia Ali Hall BJC Umer Hall BJC Khadija Hall BJC
<b>Note: The utility bills and all applicable taxes of each month shall be required to be paid by each contractor as per actual.</b>		

## 1.3) BID SECURITY INFORMATION

(To be signed by the bidder for acknowledgment)

All shortlisted candidates shall be required to submit call deposits as per the following schedule:-

Category A	Rs.200,000/
Category B	Rs.100,000/
Category C	Rs.50,000/
Category D	Rs.25,000/

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



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**Applicant's Signature**

<b>1.4) COMMUNICATION &amp; CONTACT INFORMATION</b>
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(To be signed by the bidder for acknowledgment)
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- a. Invitation for auction shall be made through telephone or SMS/WhatsApp only on the numbers provided by applicant in the tender documents. All applicants are required to provide a valid phone/cell numbers. The invitations shall not be sent by mail.
- b. On the day of the auction all applicants must bring cash or Bank CDR in the favour of 'The Treasurer', Islamia University of Bahawalpur for the outlet of interest as per above schedule. No personal cheques shall be acceptable under any circumstance. One call deposit shall not be entertained another outlet.
- c. Any person who does not receive a call or SMS may call 062/9255579 or 0345/9440607 during office hours for information.

**Applicant's Signature**



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## Part 2

### 1.3) PREQUALIFICATION OF CONTRACTORS & SERVICE PROVIDERS (To be signed by the bidder for acknowledgment)

#### 2.1) PRE-QUALIFICATION 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	

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) DETAILS OF PREVIOUS CONTRACTS UNDERTAKEN BY THE FIRM (To be signed by the bidder for acknowledgment)

No.	Department/Organization	General Description	Value of Contract	Year s	Performance
1.					
2.					
3.					
4.					



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5.					
6.					
7.					
8.					
9.					
10.					

**Applicant's Signature**





For Official Use Only

### 2.3 LITIGATION HISTORY OF THE FIRM (LAST 5 YEARS)

If any, and decided in favour or against by court of Laws, please give the detail.

Attach additional sheet if required.

### 2.4 FINANCIAL STANDING/STATUS OF THE FIRM

#### 2.4( a) Average annual turnover (For the last three years)

(30 points)

- i) 'A' Class: annual turnover: PKR 10 million or more
- ii) 'B' Class: annual turnover: PKR 05 million or more
- iii) 'C' Class: annual turnover: PKR 02 million or more
- iv) 'D' Class: annual turnover: PKR 01 million or more

Note: 20 point for meeting minimum required turnover and one additional point for each additional one million.

MINIMUM CATEGORY REQUIRED TO PARTICIPATE IN BIDDING	OUTLETS QUALIFIED TO APPLY FOR
A	Canteens
B	Messes, General Store, Cable TV
C	Tuck shops, Photostat & Stationery shops
D	Laundry Shop, Barber Shop, Tailor Shop

#### 2.4 (b) Financial standing of the Contractor

- i) Company's / individual's profile

ii) National tax number (NTN)

(If yes, copy attach)

Yes

No

ii) Address/telephone number/fax number

iii) List of contractor's experience in the relevant field (10 points)

Note: One point for each year of relevant experience. Attach copies of verifiable experience certificates.

iv) Bank certificate of financial soundness

(Attach Bank Statement for last 03 years)

v) Character Certificate from relevant Union Council

(Attach character certificate)

vi) Legal status of the company (10 points)

- a. Sole Proprietor – 05 points
- b. Joint venture or Partnership – 07 points
- c. Private Limited Company registered with SECP – 10 points



## Part 3

### 3.1 PREQUALIFICATION OF CONTRACTORS & SERVICE PROVIDERS

3.1(A)	Undertaking by the bidder All prospective bidders have to submit signed undertaking as per enclosed at Annexure 'A'.
3.1(B)	Terms & Conditions for the bidders The terms & conditions of contract of prospective bidder to be signed with IUB by successful bidder is enclosed as Annexure 'B'.
3.1(C)	Rate list for messes & canteens Rate list for Messes & Canteens is provided as Annexure 'B' for information.
3.1(D)	Rate list for Photocopy & Stationery Shops Rate list for Photocopy & Stationery Shops is attached as Annexure 'D'.
3.1(E)	Rate list for Barber Shops Rate list for Barber Shops is attached as Annexure 'E'.
3.1(F)	Rate list for Laundry Shops Rate list for Barber Shops is attached as Annexure 'F'.



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 & rate list 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 that about the potential strength of students/visitors at \_\_\_\_\_. I am aware that the mentioned strength is merely an approximation and does not bind any student/visitor to dine/purchase exclusively from the outlet.
- ii. I agree that if I do not fulfill the requirements as mentioned in the tender documents, I shall not claim any right to enter the auction.
- iii. In case, I fulfill the requirements to enter the auction, I will appear in person or through the attorney (duly bearing letter of attorney) for the interview.
- iv. If successful in obtaining the score required to enter the auction, I shall submit a CDR of Guarantee Deposit (refundable if bid is unsuccessful) to enter the bidding process as per schedule in the tender documents.
- v. In case of winning the bid, I shall be bound to submit the Security Deposit amounting to three months of rent in form of pay order within 3 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.
- vi. I shall be bound to submit advance rent for 12 months within 2 working days of winning the bid in form of challan form or pay order.
- vii. I shall be further bound to submit advance cheques of 12 months at the time of signing the contract.
- viii. I agree to pay the monthly rent in full in advance.
- ix. I also agree to pay the monthly electricity and gas bills on time.
- x. I agree to file annual income tax return.
- xi. I agree that the Punjab Government has levied 15% tax (in case of non-filers) and 10% (in case of filer) on services. I shall be bound to pay as per given schedule.
- xii. Any member of the Mess & Canteen Committee can visit my outlet to check the quality of food, service staff and ambiance of the outlet. The official deputed can also check my outlet at any time and impose fine on finding any discrepancy.
- xiii. My staff will remain in clean uniform and head covered with Chef caps during the service hours.
- xiv. I will submit medical & police clearance of my staff within 15 days of taking over the outlet.



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- xv. My staff and I will not indulge in any political activity within the premises of the university.
- xvi. I will not display any advertisement material of any commercial product in the premises of my outlet.
- xvii. I will not sell cigarettes, liquor, drugs or any other illicit material in my outlet.
- xviii. 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.

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