



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 (1) CANTEENS, MESSES & OTHER OUTLETS (2) OFFICE FOR RENT AT MAIN MARKET, BJC

For single stage two envelopes close bid auction

OUTLET APPLYING FOR

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. Application forms collected from the Secretariat of Mess & Canteen Committee must bear the original stamp on each page. Any page of the tender document submitted without original stamp will not be accepted.
- b. All sections of the forms must be duly filled and no column must be left empty.
- c. Attested copies of CNIC, educational certificates, experience certificates, one current passport size picture and any other related documents must be attached.
- d. 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.
- e. Non-refundable processing fee of Rs. 2,000/- for canteens, snack bars, drink corners, messes, tuck shops, general store, Photostat & stationery shops, barber shops, laundry shops, cable TV network provider, etc.), and Main Market Offices in form of (bank draft/ bank challan in favour of; '**The Treasurer**', The Islamia University of Bahawalpur to be attached.

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 30 marks shall be during the interview.
- c. Prospective bidders shall be evaluated as follows:-

i. Financial & professional criteria marks:	70
(Evaluated from part 2)	
ii. Interview Mark	30
- d. **Weight age of interview marks are as under:-**
 (the marking of financial & technical are also included in this form)
 The following points shall be considered during the interview:-

1. Personality Assessment	5
2. Education	5
3. Knowledge of the Business (hygiene, health & quality etc.)	5
4. Financial soundness (explanation of Bank statement)	5
5. Previous history (subletting reputation)	5
6. Technical & legal knowledge (Laws, rules & regulations)	5
- e. **Total passing marks to participate in the bidding process is 70.**
- f. Two sealed envelopes, one including financial & technical documents and one envelope including the bidder's actual bid for specific outlet shall be submitted by hand, through courier within the due date. No application will be acceptable after due date under any circumstance.
- g. The financial & technical documents will be opened by the committee for the purpose of pre-qualification.
- h. The interviews will be conducted before noon on the pre-announced date. The same day the financial bids will be opened in presence of all candidates and all members of the committee.
- i. Only the pre-qualified candidates will be called for interview on the day of opening the financial bid.
- j. The highest bidders will be declared the winner for the specific outlets.



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- k. 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 4th bidder shall be given the opportunity to prove his potential.
- l. The highest bidder shall be awarded the contract initially for a period of one year only, fresh auction will take place each year.
- m. 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.
- n. No present or past contractor defaulter shall be allowed to participate.
- o. The following outlets are available for bidding in Bahawalpur Campuses and Bidder must deposit Bid security for each outlet.

Sr. No.	Outlets	Title	IUB's Minimum Bid
1	Canteen	Agriculture Canteen	150,000/-
2		Computing Canteen	150,000/-
3		Engineering Canteen	100,000/-
4		Education Canteen	150,000/-
5		Islamic Learning Canteen	150,000/-
6		Management Science Canteen	100,000/-
7		Science/Arts Faculty Canteen	150,000/-
8		Railway Campus Canteen	50,000/-
1	Mess	Abu Bakar Hall	50,000/-
2		Ali Hall	50,000/-
3		Umer Hall	50,000/-
4		Ahmad Hall	40,000/-
5		Usman Hall	40,000/-
6		Ayesha Hall	80,000/-
7		Fatima Hall	80,000/-
8		Aamna Hall	80,000/-
9		Khadija Hall	80,000/-
10		Rabia Hall	8,000/-
11		Zainab Hall	40,000/
12		Haleema Hall	40,000/
1	Tuck Shop	Abu Bakar Hall	30,000/-
2		Ali Hall	40,000/-



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3		Umer Hall	20,000/-
4		Ahmad Hall	15,000/-
5		Ayesha/Fatima Hall	80,000/-
6		Khadija Hall	40,000/-
7		Aamna Hall	40,000/-
1	Photostat Shop	Khadija Hall	20,000/-
2		Fatima Hall	40,000/-
3		Aamna Hall	20,000/-
1	Barber Shop	Umer Hall	5,000/-
2		Abu Bakar Hall	5,000/-
3		Ali Hall	5,000/-
1	Beauty Parlor	Ayesha Hall	5,000/-
2		Khadija Hall	5,000/-
3		Fatima Hall	5,000/-
4		Aamna Hall	5,000/-
1	Tailor Shop	Fatima Hall	5,000/-
2		Khadija Hall	5,000/-
3		Aamna Hall	5,000/-
4		Ayesha Hall	5,000/-
1	Laundry Shop	Fatima Hall (Female applicant)	5,000/-
2		Abu Bakar Hall	5,000/-
3		Usman Hall	5,000/-
4		Ali Hall	5,000/-
1	Vegetable & Fruits Shop	Vegetable & Fruits Shop	20,000/-
1	TV Cable	TV Cable	50,000/-
1	Juice Corners	Old Campus	15,000/-
1	Snack Bar		15,000/
1	Meat Shop(Chicken/Mutton/Beef/Fish etc		20,000/-

Office Space at Main Market, BJC

Sr. #	Size	Category	Number of Offices	IUB's Minimum Bid
1	43.6 x 43.6	A	4	100,000/-
2	60 x 15	B	8	80,000/-
3	21 x 36.9	C	4	50,000/-



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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/
Category E	Rs. 12,000/
Office Space at Main Market, BJC	Rs.100,000/

- » 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 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.
- 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.
- Any person who does not receive a call or SMS may call 062/9255579 or 03000118555 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	Years	Performance
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Applicant's Signature



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

v) 'E' Class: annual turnover: PKR 50,000 or more

vi) 'F' Class: annual turnover: PKR 25,000

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 / Office "A"
B	Messes / Office "B"
C	General Store, Cable TV / Office "C"
D	Bigger Tuck shops, Containers
E	Smaller Tuck shops, vegetable shop, Meat Shop (Chicken/Mutton/Beef/Fish etc.
F	Laundry Shop, Barber Shop, Tailor Shop, Beauty parlours, Juice Corners, Snack Bar

2.4 (b) Financial standing of the Contractor

i) Company's / individual's profile

Yes

No

ii) National tax number (NTN)

(If yes, copy attach)

iii) 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)

For Official Use Only



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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, Beauty Parlour, Tailor Shop (Girls Hostels) 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'.



UNDERTAKING

I, _____ s/o _____ hereby undertake that I am applying to enter closed 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 and advance rent for 12 months within 05 working days in form of challan form or pay order; 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 also agree to pay the monthly electricity and gas bills on time. Guarantee cheques of 0.5 million on account of utility bills guarantee must also be submitted at the time along with the other payment within 05 days.
- vii. I agree to file annual income tax return.
- viii. 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.
- ix. 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.
- x. My staff will remain in clean uniform and head covered with Chef caps during the service hours.
- xi. I will submit medical & police clearance of my staff within 15 days of taking over the outlet.
- xii. My staff and I will not indulge in any political activity within the premises of the university. If found in such activities, university can take any legal action.



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- xiii. I will not display any advertisement material of any commercial product in the premises of my outlet.
- xiv. I will not sell cigarettes, liquor, drugs or any other illicit material in my outlet.
- xv. 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



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Rate List

Sr. #	Name of Item	Weight	Rs.
1	Chawal Channa + Raita salad	250gm / Per Plate	80
2	Pakoray + Raita	250gm / Per Plate	90
3	Fruit Chaat	250gm / Per Plate	100
4	Chips	250gm / Per Plate	80
5	Samosa Aloo	60-80gm Samoosa	30
6	Kagzi Samosa	40-50gm Samoosa	25
7	2 Samoosa with Channa	60-80gm per Samoosa	70
8	Chicken Samosa	60-70gm Samoosa	35
9	Tea/ Tea Leaves	Mix Chai	50
10	Tea/ Tea Bag	Separate	50
11	Burger Anda Shami + Raita	Per Piece	100
12	Burger Shami	Per Piece	80
13	Zinger Burger	with Chicken	180
14	Dahi Bhalay	200gm	100
15	Gol Gappay	6 Pieces	90
16	Shami Kabab	60gm	35
17	Dhood Metha	Per kg	170
18	Juice Kinoo	Big Mug 250ML	80
19	Juice Carrot	Big Mug 250ML	50
20	Milk Shake(Apple/Banana)	Big Mug 250ML	90
21	Lasi Methi	BigMug250ML(Seasonal)	60
22	Lasi Namkeen	BigMug250ML(Seasonal)	60
23	Sada Dahi	Per KG	180
24	Chicken Biryani + Raita	1/8 Chicken piece, 300gm/150gm chawal	160/80
25	Dal Sabzi + 3 Roti	125gm	100
26	Dal Qeema + 3 Roti	125gm	120
27	Bara Ghoust + 3 Roti	150gm	180
28	Chota Ghoust + 3 Roti	80gm	280
29	Daal Chawal	300gm	100
30	Chicken Palao + Raita	1/8 Chicken Piece , 250gm chawal	140
31	Chicken Roast (1/4) + 3 Roti/ 2 Naan		150
32	Nan Sada	100-110gm	15
33	Nan Rogni	100-110gm	20
34	Chicken Piece 1/8+ 3 Roti	125gm	150
35	Chanay	125gm	40
36	Chicken Daleem + 2 Roti	125gm	120
37	Chicken Qorma + 3 Roti	1/8 per Plate	150
38	Chicken Karahi + Roti	Per kg	1400
39	Mutton Karahi	Per kg	3000
40	Seekh Kabab		90
41	Paratha Sada (Lacha dar)	125gm	30
42	Aloo Partha	125gm	80
43	Halwa Puri + Chanay	2 Puri + Halwa+Chanay	100
44	Egg Fried + 2 Slices		60



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45	Egg Omelet / Egg Half Fry		40
46	Fruit Custard	125gm	80
47	Firni Kheer	125gm	80
48	Khoay wala Zarda	125gm	120
49	Karhi Pakora + 3 Roti	125gm	120
50	02 Chicken Roll	Plate	110
51	Roti	Per Piece (100 gm)	Market Rate
52	Cutlus Palao	250gm	90
53	Chicken Jalfrazi	125gm	120
54	Chicken Shwarma	Per Piece (Small)	90
55	Chicken Shwarma	Per Piece (Large)	120
56	Daal Mash + 3 Roti		110
57	Kofta + 3 Roti		120
58	Chicken White Quorma		160
59	Ghulab Gaman	250 gm	150
60	Jalebi	250 gm	100
61	Rus Melai	Mediam Bowal	120
62	Paty Burger		170
63	Jager Halwa	100 gm	80
64	Sohan Halwa	100 gm	80
65	Chana Chat	200 gm	80
66	Naggets	06 Nos	150
67	Wings	04 Nos	100
68	Club Sandwich	2 slices	80
70	Boil Egg	01 No	40
71	Fish Fry	Piece 250 gm	200
72	Fish Jrawy + 03 Roti		150
73	Pizza	Small	300
74	Pizza	Mediam	500
75	Pizza	Large	700
76	Ball Wala Pratta		50
77	Palk Pratta		80
78	Cheez Pratta		80
79	Meetha Pratta		80
80	Ghobi Pratta		80
81	Saag Pratta		80
83	Chicken Pratta		90
84	Chicken Qeema Pratta		90
85	Khajoor Shake	250 ml	90
86	Chocolate Shake	250 ml	90
87	Bule Berry Shake	250 ml	90
88	Cheeko Shake	250 ml	90
89	Jame e Shari Doodh	250 ml	90
90	Rabri Doodh	250 ml	90
91	Musammi Juice	250 ml	50
92	Falsa Juice	250 ml	60
93	Arou Juice	250 ml	60
94	Apple Juice	250 ml	70
95	Strawberry Juice	250 ml	60

Note: If any contractor wants to add any other additional item he/ she will request in writing to Mess & Canteen Committee.



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باربرشاپ، ریٹ لسٹ

Rs. 120/-

کٹینگ سپیشل

Rs. 100/-

کٹینگ سادہ

Rs. 80/-

شیوفوم کے ساتھ

Rs. 80/-

ڈارھی بنوائی

Rs. 180/-

فیشل

Rs. 150/-

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فوٹوکاپی، ریٹ لسٹ

Rs. 3/-	70 گرام	سنگل سائیڈ
Rs. 4/-	70 گرام	ڈبل سائیڈ
Rs. 4/-	80 گرام	سنگل سائیڈ
Rs. 5/-	80 گرام	ڈبل سائیڈ



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لانڈری شاپ، ریٹ لسٹ

Rs. 80/-	شلوار قمیض، دھلائی + استری
Rs. 70/-	پینٹ شرٹ، دھلائی + استری
Rs. 250/-	کوٹ، دھلائی + استری
Rs. 50/-	شلوار قمیض، استری
Rs. 50/-	پینٹ شرٹ، استری
Rs. 120/-	شلوار قمیض کاٹن بمعہ کلف
Rs. 300/-	کوٹ ڈرائی کلین
Rs. 400/-	کوٹ پینٹ ڈرائی کلین
Rs. 250/-	واسکٹ ڈرائی کلین
Rs. 300/-	کمبل دھلائی ڈبل
Rs. 250/-	کمبل دھلائی سنگل



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Tailor Shop, Rate List (Female Hostels)

Simple Dressing

Rs. 500/-

Fashionable Dressing

Rs. 600 – 800/-

Alteration of Dress

According of situation



Beauty Parlour, Rate List

Plucking	Rs. 100-150
Waxing (Arms)	Rs. 400
Waxing (Arms, Legs)	Rs. 600
Simple Facial	Rs. 400
Whiting Facial	Rs. 500
Gold Facial	Rs. 800
Skin Polish	Rs. 200 – 600
Mani Cure	Rs. 500
Padi Cure	Rs. 500
Package	Rs. 800
Simple Makeup	Rs. 500
Bright Makeup	Rs. 800
Simple Cutting	Rs. 200
Layer Cutting	Rs. 300-500
Hair Style	Rs. 100-150
Coloring (Hairs)	Rs. 100-200