

THE UNIVERSITY OF CHAKWAL



TENDER / AUCTION DOCUMENT

For

CANTEENS/PHOTOCOPY & STATIONARY SHOP FOR FY 2024-25 (CITY CAMPUS)

Ph. No.: 0543-554850
Auction No. 02/2024

TENDER/APPLICATION FORM

For Bidders

(On Company/Firm's Letter Head Pad)

I/We, _____ having CNIC No. _____

Address: _____

Contact No: _____ do hereby submit bid for

Auction of Canteens / Photocopy & Stationary Shops, at a prescribed fee of

Rs. _____ (Rupees: _____).

Enclosing herewith CDR No: _____ Dated: _____ for

Rs. _____, being

Earnest Money. I/We hereby accept the terms & conditions of Auction Document.

Authorized Tenderer

Name:

Designation:

Contact No:

Address:

Signature:

Company Stamp:

Note:

1. Overwriting/Cutting in any document will not be accepted.
2. Two attested copies of the bidder's CNIC to be enclosed.
3. Recent active Tax payer Certificate to be attached.

A) INSTRUCTIONS TO THE BIDDER

1. **Introduction:** University of Chakwal (UOC) invites bids from firm/suppliers/contractors to run the Canteens and Photocopy & Stationary Shops at City Campus.
2. **Auction Documents:** Auction documents may be downloaded from www.uoc.edu.pk or www.eproc.punjab.gov.pk
3. **Multiple Participation:** If a bidder participates in more than one Canteen/Photocopy & Stationary Shop, separate bid document shall be required for each. The bidder shall comply all the terms and conditions mentioned in the bidding / auction document and all pages of the document shall be signed / stamped before / at the time of bid opening.
4. **Eligible Bidder:** This invitation for Bids is open to all bidders who fulfill the minimum qualification criteria as mentioned in the Tender documents.
5. **Scope of Work:** To provide uninterrupted services throughout the year for university students, staff, visitors, residents, etc., except during the holy month of Ramzan and vacations as notified by the University.
6. **Cost of Bidding:** The Bidder(s) shall bear all costs associated with the preparation and submission of its bid. The University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.
7. **Bidding Document:** The Bidder is required to examine all instructions, forms, terms, and conditions of the Bidding Documents. Failure to furnish all required information by the Bidding documents will be the Bidder's risk and may result in the rejection of its bid.
8. **Authentication of Erasures/overwriting:** Any erasures or overwriting shall not be valid.
9. **Rejection of Bids:** University of Chakwal reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to the award of the contract without assigning any reason.
10. **Modification and Withdrawal:** Once agreed, the bid will be treated as final, and no further correspondence will be entertained on this. No bidder shall be allowed to withdraw the bid if they happen to be the successful bidder.
11. **Reserve Price and Bid Earnest Money:** The details of the reserve price are mentioned below. The Bidders have to submit the Bid Earnest Money as per the following details:

Sr No	Canteens/Photocopy and Stationary Shop	Reserve Price for FY 2024-25 (PKR)	Earnest Money (5% of Reserve Price) in form of CDR/Pay Order/Draft
1.	Girls Canteen-Adjacent BS	745,250	37,263
2.	Boys Canteen-Adjacent BS	414,150	20,708
3.	Photocopy / Stationary Shop - Engineer Block	234,000	11,700

Earnest money shall be in the form of CDR/Pay Order or Demand Draft in favor of **Treasurer, University of Chakwal**. The CDR/Pay Order or Demand Draft must be submitted with the bid. In the case of an unsuccessful bidder, the CDR/Pay Order or Demand Draft will be returned on completion of the tender process, and no interest will be payable in this regard.

12. Deadline for Submission of Applications: The applications must be submitted no later than the specified date and time mentioned in the Auction Notice. If the specified date of submission of bids is declared a holiday for the university, the applications will be received up to the specified time on the next working day. The university may, at its discretion, extend this deadline for submission of applications by amending the tender documents, in which case all rights and obligations of the university and the applicant, previously subject to the deadline, will thereafter be subject to the extended deadline. All correspondence/applications should be addressed to “Secretary Working Group for Auction, University of Chakwal,” and the tender will be based on open bidding policy by the “Working Group for Auction” of UOC.

13. Late Submissions: Any application received by the university after the deadline of time and date will not be entertained.

14. Competitive/Open Bidding: All the bidding processes will be based on the principle of open/competitive bidding, at the date, time, and location mentioned in Auction Notice/Tender Document in the presence of bidders or their authorized representative.

15. Period of Contract: The period for the award of the contract shall initially be for one year (FY 2024-25), which shall end on June 30, 2025; however, the contract may be extended for up to a maximum period of three years based on the satisfactory performance of the contractor by “Price & Quality Control Committee”, at a 10% increase in the amount of the initial award of the contract. For the next year, the same condition shall be applied (10% of the current value of the contract).

- 16. Bid Currency:** The price in the bid document shall be quoted in Pakistani rupees only.
- 17. Menu/Quantity/Quality:** Only the services are to be provided at the pre-approved rates by the “Price & Quality Control Committee” of UOC. For this purpose, a generic price list, duly endorsed by the Price & Quality Control Committee, is attached as Annexure III.
- 18. Signing of Contract:** The successful bidder shall be required to enter into a Contract agreement with the university within 10 days of the award of the tender or within such an extended period as may be specified by the university. Otherwise, the tender will be awarded to the next highest bidder, and earnest money shall be forfeited.
- 19. Affidavit:** All bidders shall submit an affidavit on non-judicial stamp paper of Rs. 100/- as per the specimen given at Annexure-I.
- 20. Presence of Bidders or Their Authorized Representative(s):** The presence of bidders or their authorized representative(s) during open auction is mandatory; otherwise, the bid shall not be entertained.
- 21. Right to Reject:** The University reserves the right to reject any or all Tenders without assigning any reason.
- 22. Preference for Relevant Experience:** Tenderers with relevant business experience in educational institutions, especially in public sector universities, and having professional qualifications, shall be given preference, subject to the fulfillment of other conditions.
- 23. University Employees:** University employees are not allowed to participate in the Tenders/Auction process.
- 24. Advance Income Tax:** Advance income tax shall be deducted from the successful bidder(s) as per rules on the total bid calculated based on 12 months. The successful bidder(s) will be responsible for paying the advance income tax to the university, which will deposit the same into the government treasury. The Contractor will also deposit the professional tax of the firm/company and produce the deposit certificate; otherwise, the offer will be rejected. The Contractor is responsible for all applicable government taxes.
- 25. Covid-19 SOPs:** The contractor will be responsible for the implementation of Covid-19 SOPs as circulated by the University of Chakwal; Higher Education Commission, Islamabad; Higher Education Department, Lahore; Govt. of the Punjab and statutory bodies.

B) TERMS AND CONDITIONS FOR THE GRANT OF CONTRACT

- 1. Contract Validity:** The Contract shall be valid initially for a period of one year, ending on June 30, 2025.
- 2. Evaluation Criteria:**
 - a) The Contract will be awarded to the highest bidder based on the open bidding method according to The auction will be proceeded as per PPRA Rules 2014 (amended up to date) read with The Punjab Delegation of Financial Powers Rules, 2016.
 - b) One person, one bid will be allowed.
 - c) The firm / bidder shall be active tax payer at the time of bidding.
 - d) In case of existing contractor/firm which is already providing services to UOC, performance satisfactory report duly endorsed by Price & Quality Control Committee shall be required at the time of bid opening. In case of none compliance, such bidders are not allowed to participate in the bidding process.
- 3. Bid Validity:** The bid/offer shall be valid for 90 days from the date of bidding.
- 4. Advance Payment:** The Contractor(s) will pay the CONTRACT VALUE in advance into the account of the Treasurer, University of Chakwal.
- 5. Reserve Price:** The reserve price (minimum bid) shall be as per Clause 11 of Instruction to the Bidder. The final price will be decided at the end of the auction process. The Contractor(s) will deposit 20% of the agreed contract amount at the end of the bidding process, and the remaining amount will be paid within ten days after the date of the Open Auction. However, if the contractor(s) fail to pay the agreed amount within ten days, the competent authority may cancel the contract. (It will be the sole discretion of the University Authority).
- 6. Performance Guarantee:** The successful bidder is responsible for depositing the Performance Guarantee (refundable) at 10% of the total award amount (contract value) in the form of CDR, Demand Draft, or Pay Order in favor of “**Treasurer – University of Chakwal**”. The successful bidder may convert the bid security to a performance guarantee and will be responsible for depositing the excess amount to complete the 10% amount of the performance guarantee. The bid security of the 2nd highest bidder shall be retained for three months if the highest bidder fails to perform under contractual obligations, and the contract will be awarded to the 2nd highest bidder accordingly.
- 7. Electricity Bill Payment:** The Contractor(s) will have to pay the electricity bill as per the reading of the sub-meter at the rate of commercial units provided by IESCO on a regular

basis until the 10th of every month; otherwise, a fine of Rs. 100/- per day will be charged until the bills are paid. If the Contractor(s) fail to deposit these utility bills within the due date, the University Authorities will have the right to disconnect the services until the bills and penalties (if any) are paid.

- 8. Provision of Items:** The Contractor(s) will be responsible for providing all food items for the canteens/all photocopy & stationary items for the shop according to the list approved by the “Price & Quality Control Committee.” For any additional items, which the Contractor(s) intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price and quantity of such item.
- 9. Price List:** The price of each item will be according to the list provided by the “Price & Quality Control Committee,” except aerated drinks and other standard packaged items supplied in canteens and the photocopy shop. The price list of food items will be revised annually by the University, while prices of aerated drinks and other standard packaged items will be revised whenever manufacturers revise them. However, more items can be included in the menu with prior approval of the “Price & Quality Control Committee” UOC.
- 10. Rate Fixation:** The rate of each item/service shall be fixed/revised by the “Price & Quality Control Committee” annually (if necessary). The Contractor(s) will not be allowed to fix the prices of items to be served in the canteens/photocopy shop on their own. The approved rates will be displayed by the Contractor on a **2½ x 4 feet board/panaflex** for the information of customers/students.
- 11. Code of conduct:** The Contractor(s) will remain under close observation by University Authorities to avoid any malpractice, including overcharging, violation of the code of conduct of the University, and subletting of the canteen(s)/photocopy shop, which shall lead to the cancellation of the contract.
- 12. Usage:** The canteens/photocopy shop will be used strictly for the purpose for which it is being tendered, and no other business shall be carried out.
- 13. Liability for Food Poisoning:** In case of any food poisoning/contamination, the Contractor(s) will be held fully responsible and will bear all the expenses caused due to food poisoning/contaminations. The Contractor(s) will ensure that hazardous, inflammable, or intoxicating materials are not stored in the canteens.
- 14. Staff Deployment:** The Contractor(s) will employ an adequate number of staff to maintain efficiency to the standard desired by UOC and further register these employees

with the Administration office of UOC. No employee will be allowed to work in canteens/shop without identification of card and clearance from the Estate/Security office.

- 15. Contractor's Employees:** All persons engaged by the Contractor(s) shall be the Contractor(s)' own employees and will claim no privileges from UOC.
- 16. Medical Examination:** The Contractor(s) will get all his/their workers medically examined by an approved Registered Medical Practitioner (MBBS recognized by Pakistan Medical Council) to be free from communicable diseases. In addition to general fitness, he will ensure that waiters on duty are in proper uniform, wear masks, and wear name plates approved by the University Authorities. The Contractor(s) will also ensure that neat and clean uniforms are provided to the staff. The copy of the medical fitness certificate shall be provided to the Administration Office, UOC immediately after the joining of an employee.
- 17. Hygiene Standards:** High standards of hygiene and cleanliness shall be observed with respect to the kitchen, staff, and other connected services by the Contractor(s).
- 18. Cleanliness:** The Contractor(s) will be responsible for the cleanliness of crockery, cooking utensils, furniture, fixtures, and fittings in the kitchen and service area. The University will not provide any cleaning material/dusters. Additionally, Contractor(s) shall employ sweepers and ensure cleanliness in canteens, kitchens, and service areas by disposing of the garbage immediately.
- 19. Clearance for Staff:** No one will be allowed to work in canteens/photocopy & stationary shops without clearance from the Administration Office and a movement pass in UOC.
- 20. Operation Hours:** The canteens/photocopy & stationary shop shall remained open for catering as per University official timing, during all working days.
- 21. Employee Data:** The Contractor(s) will furnish a statement showing the complete bio-data, including names and other details of all employees engaged for canteens/photocopy & stationary shops during the contract period, as per the format provided by UOC (Annexure-II). Any of the Contractor(s)' employees proceeding on leave shall immediately be replaced by the Contractor(s) on set terms and conditions at no additional expense to UOC to maintain a satisfactory level of service at all times.
- 22. Personal identification:** UOC shall have the right to search the Contractor(s)' employees at any time while going out from university premises, and there shall be no grievance expressed/felt on this account either by Contractor(s) or his employees. The Contractor will issue ID Cards to the Contractor(s)' workers/staff duly approved by university administration as per the details given by the Contractor(s).

- 23. Quality Inspection:** UOC Price & Quality Control Committee reserves the right to take samples of the edibles/raw material from the canteen(s) for inspection and testing to maintain quality. Such samples will be drawn by authorized persons from the Administration Office, UOC.
- 24. Functioning Oversight:** The Price & Quality Control Committee will inspect and oversee the functioning of canteens/photocopy & stationary shops to ensure hygiene and sufficient service. In case of repeated failures or lacunae noticed by the Committee due to the failure of Contractor(s), the Contractor(s) shall be fined, and continuation shall lead to the cancellation of the contract.
- 25. Complaint Resolution:** Complaints from students, staff, and other consumers will be pursued seriously by the UOC administration or Price and Quality Control Committee to ensure regular checks on rates, quality, cleanliness, behavior of Contractor(s)' employees, and other services. In case of any complaint, the Contractor(s) will be bound to redress the grievances within a specified time. Failure to do so will result in a fine of Rs. 1000/- to 10,000/- (depending on the nature of the complaint) and continuation may lead to the cancellation of the contract.
- 26. Premises Usage:** The Contractor(s) shall not allow anybody to reside in the contracted/allowed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteens nor shall permit any structural additions or alterations without written sanction from the University Administration. Furthermore, canteen staff will not be allowed to sit at the main gate, offices, and other places on campus except for the canteens.
- 27. Provision of Fixtures:** The University will not be responsible for providing furniture and fixtures. The Contractor(s) will provide the furniture and fixtures at their own cost, with the approval of University authorities and recommendations of the Administration Office. The University will only provide the building, and the Contractor(s) will be responsible for all necessities, including furniture and fixtures and other required items. Furthermore, the Contractor(s) will also be responsible for the repair of the kitchen and replacement of electric items in case they become out of order.
- 28. Damage Liability:** The Contractor(s) shall be responsible for all damages or losses to UOC property caused by the Contractor(s) or his staff and shall be liable to make good any such loss or damage, except those due to reasonable use or wear and tear.

- 29. Loss or Damage:** UOC will not be responsible for any loss or damages accruing to any goods, stores, or articles kept by the Contractor(s) in the canteens/photocopy shop space, including the kitchen and other rooms.
- 30. Gate-Pass Permission:** The Contractor(s) will not take any articles or stores out of the UOC premises without a Gate-Pass issued by the Campus Administration.
- 31. Contract Cancellation:** The contract can be cancelled/terminated with one month's notice from the university side in writing. The Contractor(s) shall vacate the contracted/allotted space peacefully after the expiry of the contract period or earlier if desired by UOC and shall hand over the same to the Campus Administration. The Contractor(s)' occupation in the premises after such termination shall be deemed as trespass.
- 32. Branding:** The Contractor(s) will not have any liberty of branding on the internal/external walls of the canteens. However, if University Authority deems necessary, branding on canteen walls internally and externally may be allowed.
- 33. Violation Penalty:** In case of violation of any terms and conditions, the contract will be cancelled, and security shall be forfeited.
- 34. Political and Union Activities:** The Contractor(s) shall not facilitate or hold any political or union activities or their meetings in the canteens/ photocopy & stationary shops.
- 35. Prohibited Activities:** Any kind of illegal business, indiscipline, harassment, exchange of contacts with students, playing music, sale of medicine, and smoking will be strictly prohibited.
- 36. Photography and Videography:** Capturing photos and making videos by canteen/shop staff will not be allowed.
- 37. Withdrawal Penalty:** In case of any withdrawal after the award of tender, the Earnest Money shall be forfeited, and the contract may be awarded to the next highest bidder.
- 38. Employee Requirement:** There should be a sufficient number of employees engaged to provide quality services to the customers/students.
- 39. Dispute Resolution:** In case of any dispute, the matter shall be referred to the Working Group for Auction/Registrar UOC, and their/his/her decision will be final and binding on the Contractor(s).
- 40. Drinking Water Provision:** The Contractor(s) will be responsible for providing clean/drinkable water to the customers.
- 41. Gas Cylinders:** The Contractor(s) will arrange their own gas cylinders, and Sui Gas will not be provided by the University.

42. Punjab Food Authority Compliance: The Contractor(s) will abide by all the laws of the Punjab Food Authority as amended from time to time, and the university will not be responsible for bearing any cost in getting registered with the Punjab Food Authority.

43. Police Clearance Certificate: The Contractor(s) will also provide a police clearance certificate for himself and employees issued by the relevant department.

Annexure - I

BIO DATA OF EMPLOYEES TO BE ENGAGED

Sr No	Name, Father, and Address	Designation	Qualification & Experience (in Years)	CNIC No	Contact Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Signatures of authorized signatory with stamp of the firm

AFFIDAVIT (Non judicial paper of Rs: 100/-)

We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of Tender document for Canteens and also do hereby confirm as follows:

1. That, the Bidder shall abide by all the instructions/conditions of the bidding document and in addition, the other conditions and **University of Chakwal (UOC)**, rules and regulations, all other special instructions given time to time and enforced under Punjab Procurement Rules, 2014.
2. That, the “Bidder” company/firm etc. is neither blacklisted by any Govt. Department / Authority in Pakistan nor pursued any case in the court against this University.
3. That the information given in the application form and bidding documents is correct. In case any of provided information is proved incorrect, UOC reserves the right to reject the bid besides forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Signature: _____

Name: _____

S/o: _____

CNIC No.: _____

Address: _____

Witness 1:

Name:

Signature:

Witness 2:

Name:

Signature:

Generic Price List (Canteens / Photocopy & Stationary Shop)

2024-2025 ریٹ لسٹ برائے سال

وزن	ریٹ	ڈیٹیل/آئیٹم	سیریل نمبر
145-150ml	60 روپے	چائے	1
145-150ml	50 روپے	گرین ٹی	2
145-150ml	150 روپے	کافی	3
350ml (Glass)	120 روپے	ملک ٹیک بمہ ڈسپوزیبل گلاس (کیلا/سبب)	4
350ml (Glass)	120 روپے	جوس مکس بمہ ڈسپوزیبل گلاس گاجر، کینو، مسمی	5
500ml	50 روپے	منرل واٹر (چھوٹی بوتل)	6
1.5 لیٹر	100 روپے	منرل واٹر (بڑی بوتل)	7
65-70 gm	40 روپے	سموسہ (آلو والا)	8
فی پاؤ	100 روپے	پکوڑے	9
فی عدد	40 روپے	شامی کباب	10
70-75 gm	50 روپے	چکن رول	11
فی درجن	160 روپے	گول گپے	12
250 gm	140 روپے	فروٹ چاٹ	13
فی پلیٹ	120 روپے	چنا چاٹ	14
150 gm	140 روپے	چکن شوارما	15
360-380 gm 75-80 gm چکن پیس	260 روپے	چکن بریانی (رائتہ، سالاد) فل پلیٹ	16
180-190 gm 34-40 gm چکن پیس	150 روپے	چکن بریانی (رائتہ، سالاد) ہاف پلیٹ	17
150 gm	120 روپے	شامی انڈا برگر	18
150 gm	150 روپے	چکن برگر	19
بڑی پلیٹ	100 روپے	فرانز	20
فی پلیٹ	150 روپے	دھی بھلے	21
فی عدد	100 روپے	املیٹ پرائٹھا	22
فی عدد	25 روپے	نان	23

3 سکوپ	150 روپے	اٹس کریم	24
میڈیم	50 روپے	کون اٹس کریم	25

(فوٹو کاپی اور اسٹیشنری) ریٹ لسٹ برائے سال 2024-2025

ریٹ	ڈیٹیل/آئیٹم	سیریل نمبر
4-7	فوٹوکاپی	1
10	بلیک اینڈ وائٹ پرنٹ	2
30	کلر پرنٹ	3
50	ٹیپ بائڈنگ (Tape Binding)	4
150-200	نوٹ بک	5
100	رجسٹر (50 Pages)	6
20	بال پوائنٹ	7
20	لیڈ پنسل	8
20	مارکر	9
30-40	فائل کور	10
40-50	سکیل	11
250	سٹیلر	12
10	انولپ	13
70	کینچی	14
80	کلپ بورڈ	15
400-450	کیلکولیٹر	16
50	ہائلائٹر (Highlighter)	17
60-70	انک پن	18
70-80	سٹیک کی نوٹس	19

نوٹ:

- 1- تمام کینٹینرز کے ٹھیکیدار اس کے علاوہ ٹک شاپ کی تمام اشیاء مارکیٹ ریٹ پر بیچنے کے پابند ہوں گے۔
- 2- تمام کینٹینرز کو فراہم کردہ ریٹ لسٹ میں مذکور 80-فی صد اشیاء کی موجودگی کو یقینی بنانا ہوگا بصورت دیگر کینٹینر بند کردی جائے گی۔
- 3- تمام کینٹینرز کے احاطے میں یونیورسٹی کی طرف سے فراہم کردہ ریٹ لسٹ واضح طور پر آویزاں ہونی چاہیے۔
- 4- یونیورسٹی کی طرف سے فراہم کردہ ریٹ لسٹ میں بتائی گئی قیمتیں پرائس اینڈ کوالٹی کنٹرول کمیٹی سے مشاورت کے بعد ہی تبدیل کی جا سکتی ہیں۔