**UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE**

|  uet logo**TENDER DOCUMENT FOR CAFETERIA**Issued To:  |
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| **ESTATE OFFICE UET UNIVERSITY LAHORE****CONTACT NO. 042-99029474** |

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# INVITATION TO THE BID

* 1. Bids/Tenders are invited, for Tender Document for **Following Cafeteria** from Tax Registered firms.
* Student Service Center (Girls)

# INSTRUCTIONS TO THE BIDDERS

* 1. Procurement will be made under Punjab Procurement Rules (PPRA 2014).
	2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
	3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents before the time of opening of Bids and no request for submission of missing documents will be entertained after opening of the Bids.
	4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/Cross Cheque/pay order/Demand Draft /Banker’s Cheque shall be summarily rejected.
	5. Vendors must quote their rates on the company letter pad according to the specifications. **Mode of Advertisement:**

As per Rule 12 the advertisement is being placed on the website of PPRA Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk/)) and UET web site ([www.uet.edu.pk](http://www.uet.edu.pk)).

* 1. Bidding procedure of single stage two envelope shall be applicable under Rule 38 (1) of Punjab Procurement Rule, 2014 which implies; -
		1. The bid shall be submitted in a sealed envelope. Information regarding Procurement Name & No. and closing date & time, must be mentioned on envelope(s), as per tender notice.
		2. The bidder quoted highest rent shall be awarded contract within the original or extended bid validity period.
	2. Late bids shall not be entertained.
	3. **In case of holiday** or unforeseen situation resulting closure of University on the date of opening, bids shall be submitted/opened on next working day at the same time & venue.
	4. Bidding organization should submit an **affidavit that his company is not black listed** by any Govt. and its subsidiary organizations/ departments/ autonomous bodies.
	5. Rates must be quoted in **Pak Rupees** including all relevant Taxes.
	6. The successful bidder will provide the stamp paper under valuation Act/applicable law for signing the contract/ Agreement.
	7. Proposals shall remain valid for **180 days** w.e.f. opening date.
	8. "Under rule 21(1) of Punjab Procurement Rules 2014, University management may, for a specified period, debar a bidder or contractor from participating in any public procurement process, if the bidder or contractor has:
		1. Acted in a manner detrimental to the public interest or good practices.
		2. Consistently failed to perform his obligation under the contract.
		3. Not performed the contract up to the mark.
		4. Indulged in any corrupt practice."
	9. **Conditional bids**, if submitted, shall be rejected at any stage of procurement process.

### DEFINITIONS

* 1. “UET” means University of Engineering & Technology, Lahore
	2. “Bidder/Tenderer” means the Firm/Company/Supplier/Distributer that may provide or provides the Goods and related services.
	3. "Contract" means the agreement between the Purchaser and the Contractor.
	4. "Contractor/ Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order.
	5. “PPRA” means Punjab Procurement Regulatory Authority.

## ELIGIBILITY REQUIREMENT

The Bids which do not conform to the Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply of services will be rejected.

|  |  |
| --- | --- |
| **Eligibility Criteria** | **Requirement** |
| Income Tax Registration & PST/GST/PRA | **Mandatory** |
| Bid Security in Shape of CDR original | **Mandatory** |
| Affidavit/Bidder’s Undertaking on stamp paper | **Mandatory** |

The bidder must provide Verifiable documentary proof against all the mandatory requirement and Criteria along with the Proposal and no document will be received or considered after opening of the Tender.

# EXAMINATION OF THE TENDER DOCUMENT

 The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

# BID CURRENCY

 Bidder should quote price in Pak Rupees.

# VALIDITY PERIOD OF THE BID

* 1. Validity period of the bids shall be **180 days**.
	2. In exceptional circumstances, the Committee may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

# BID SECURITY AND REFUNDABLE SECURITY

# 8.1 Bidder will submit Bid Security @ 3% of estimated value (Annually) drawn in the name of Treasurer, University of Engineering and Technology, Lahore detail given below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Nature of Business** | **Who Can apply** | **Tender Category** | **Estimated/****Base Value****(Monthly)** | **Total Amount of Bid Security** |
| Student Service Center (Girls)  | Cafeteria/Food | Reputed Firms / Companies registered with Income Tax & Sale Tax/Punjab Provincial Tax (PRA) | Single Stage Two Envelope Method | Rs. 3,50,000/- | Rs. 1,26,000- |

* 1. Cheque or Cross Cheque shall not be accepted at all.
	2. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
	3. The successful bidder shall be required to deposit refundable security equivalent to three months rent in addition to advance rent which will be released after completion of contract period.
	4. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, and Pay Order shall be returned to successful bidder against submission of Refundable Security.
	5. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
	6. The Bid Security may be forfeited if a Bidder:
1. Refuses to acceptance of award letter; or
2. Refuses to sign the contract within due date; or
3. Fails to furnish Refundable Security

# CONTACTING THE PROCURING AGENCY

* 1. No Bidder shall contact the Committee on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
	2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

# AWARD OF CONTRACT

 The Tender will be awarded to bidder who quoted Highest Rent.

# SIGNING THE CONTRACT

* 1. The university will issue award letter successful bidder.
	2. The successful bidder will provide the stamp paper under valuation Act/applicable law for signing the contract/ Agreement.

# REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

# Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.

# The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

# Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

# Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction

1. **BID DATA SHEET (Information for the Bidders)**

|  |  |  |
| --- | --- | --- |
|  | Procuring Agency | University of Engineering & Technology, Lahore |
|  | Tender Number | No. Univ/EO/24/------  |
|  | Name of Tender | * **Renting out Cafeteria**
1. Student Service Center (Girls)
 |
|  | Tender Document available place | Estate Office, University of Engineering & Technology, Lahore |
|  | Cost of Tender Document | **Rs.5000/-**payable at UET Main Account through Challan form (Non Refundable).**(Challan form can get from HBL Bank UET Lahore** |
|  | Bid Security  | Bid Security of Cafeteria :

|  |
| --- |
| Student Service Center (Girls) (Rs. 1,26,000/-) |

**In shape of CDR in favor of “Treasurer, University of Engineering & Technology, Lahore”** |
|  | Refundable Security | The successful bidder shall be required to deposit refundable security equivalent to three months rent in addition to advance rent which will be released after completion of contract period. |
|  | Tender Addressed to | Resident Officer, University of Engineering & Technology, Lahore. |
|  | Contact Number | Ph.042-99029474 |
|  | Due Date, Time and place of submission of Tender Document | 19.09.2024 till 10:00 A.MAdmin Block, Estate Office, UET University Lahore. |
|  | Date, Time and Place of Bid Opening | 19.09.2024 till 10:30 A.MConference Room adjacent to Vice Chancellor’s Office. |

**TERMS AND CONDITIONS FOR THE GRANT OF CONTRACT TO RUN CAFETERIA STUDENT SERVICE CENTER (GIRLS) IN UET MAIN CAMPUS**

# BLACKLISTING

# If the Contractor fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the University may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

1. **FORCE MAJEURE**

Majeure means an act of nature or an event beyond the control of the contractor and not involving the Contractor’s fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Contractor shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause there of the Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the Vice-Chancellor. However, unless otherwise directed by the Procuring Agency in writing, the contractor shall continue toper form its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

1. **FORFEITURE OF REFUNDABLE SECURITY**

 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract, without prejudice to any other right of action / remedy it may have, forfeit Refundable Security of the Contractor.

1. **UTILITY CHARGES**

The contractor will have to pay Utility Bills such as Sui Gas, Electricity and Water supply etc (Commercial Tariff) as per bill / meter reading regularly. In case the Contractor fails to deposit bills within due date, the University Project Director Office may disconnect the services till such time the bills and penalties (if any) are paid.

1. **GOVERNMENT TAXES**

The successful bidder shall pay all Govt. dues and taxes applicable from time to time under prevalent law including advance (withholding tax), if applicable, prior to taking over the possession of cafeteria beside net rent.

1. **REGISTRATION WITH UET SECURITY OFFICE**

The successful bidder shall be liable to register him or his/her workers with UET security office.

1. **STORAGE GUIDELINES AND SAFETY MEASURES/CONDITION**
	1. The successful bidder will ensure that no hazardous or inflammable or any intoxicating material stored in the Cafeteria.
	2. The successful bidder shall keep the cafeteria in good condition.
2. **MONTHLY RENTAL PAYMENT AND PENALTIES POLICY**

If the contractor fails to deposit the Contract fee until 10th of every month, a fine of **Rs.50**/- per day may be charged till the deposit of the contract fee or upon satisfactory reason it may be waived off. However, after 15th of the month, the Competent Authority may like to cancel the contract. (It will be the sole discretion of the University Authority)

1. **OCCUPANT CONDUCT**

The successful bidder shall not cause any nuisance or annoyance to the adjoined occupants/contractors.

1. **RESTRICTION (OVERCHARING AND SUBLETTING)**

23.1 The successful bidder shall not assign or sublet or otherwise part of cafeteria or possession thereof in favour of any person nor have the right to transfer the benefit of agreement to anybody.

23.2 The contractor will remain under close observation of University Authorities in order to avoid any mal-practice including overcharging and subletting of Cafeteria. Violation shall lead cancellation of Cafeteria allotted to Contractor.

1. **STRUCTURAL MODIFICAITON**

The successful bidder shall not carry out any work of structural repair or addition in the cafeteria without the prior approval of university.

1. **AGREEMENT TERMINATION**

For termination of this agreement one month notice will be required from either side in writing. The successful bidder shall vacate the rented premises peacefully after the expiry of the tenancy period or earlier termination if ordered by UET and shall hand over the possession of same immediately after termination of contract to the Estate Office.

1. **RENEWAL OF CONTRACT/AGREEMENT**

The total period of Contract will be three years. University will enter into agreement with successful bidder initially for a period of one year, renewable for another period of two years on yearly basis. The renewal shall be affected after completion of every year or may terminate the Contract at any time by the University or may not renew the contract prior to completion of contract period (maximum 3-years). There shall be 10% increase in existing rent after completion of each year.

1. **RESPONSIBILITY OF ANY DAMAGE**

The Contractor shall be responsible for all damages or losses to UET cafeteria by the Contractor himself or his staff and shall be liable to make good any such loss or damage except normal wear and tear.

1. **COMPLIANCE WITH GOVT. & UET DIRECTIVES**

The successful bidder shall abide by the instructions of Government and UET authorities issued from time to time.

1. **ACCEPTANCE OF BIDDING DOCUMENT TERMS**

The successful bidder shall be bound to accept all terms and conditions of the bidding documents and must be signed on all papers of bidding documents.

1. **HYGIENIE AND CLEANLINESS STANDARDS**

30.1 Very high standards of hygiene and cleanliness shall be observed in and around Cafeteria.

30.2 The authorized person of Estate office or person authorized by Price Quality Control Committee may inspect and oversee functioning of Cafeteria with a view to ensure hygiene and sufficient services in the Cafeteria. In case there are repeated failures or lacuna noticed by the Committee/authorized person due to failure of contractor, the tenancy shall be fined and continuation shall lead to cancellation of Contract.

1. **CAFETERIA INSPECTION POLICY**

UET shall have the right to search the cafeteria (s) at any time and there shall be no grievance expressed/felt on this account either by bidders or his employees.

1. **BUSINESS ACTIVITY LIMITATIONS**

The Contractor will be responsible to sale the items only related to cafeteria and no other item/articles shall be allowed to sell in Cafeteria. Contractor will not be allowed to fix the prices of items to be served in the Cafeteria at his own. The rates should be displayed at visible place for information and convenience of students/faculty/visitors etc.

1. **CODE OF CONDUCT**

In case of any complaint /misbehave on the part of bidder or his worker, shall be liable to investigation and penalty, if proved.

1. **NON-POSSESSION OF CAFETERIA**

In case successful bidder does not take the possession of cafeteria after award of contract within stipulated time or extended time, the bid security submitted by the bidder shall be forfeited and university may proceed for blacklisting of company/firm but this will be the discretion of the university.

1. **DISPUTE RESOLUTION**

In case of any dispute, the mater shall be referred to the Vice Chancellor UET and his decision will be final and binding on contractor.

1. **STAFF CLEARANCE FROM ESTATE AND SECURITY OFFICES**

36.1 No one will be allowed to work in Cafeteria without clearance from Estate office and Security Office & movement pass in the campus.

36.2 UET shall have the right to search the Contractor or his employees at any time while going out from university premises and there shall be no grievance expressed/felt on this account either by Contractor or his employees. The Security Office will issue ID Cards to the Contractor’s workers as per detail given by Contractor. The Contractor shall provide the copies of CNIC and latest photographs to security staff for passes.

1. **Use and Alteration of Premises**

The Contractor shall not allow anybody to reside in the contractd premises nor allowed to make any structural additions or alterations without written approval of the University Administration.

1. **Provision of Furniture & Fixture**

The University will not be responsible for providing furniture / fixture. The Contractor will arrange the furniture & fixture on its own cost.

1. **Rent exemption during specific period**

Half rent during summer vacations when University remain close for students and during the month of Ramadan shall be exempted.

1. **Transport of articles**

The Contractor will not transport any articles or stores without a Gate-Pass issued by the Estate Office.

1. **Termination of contract agreement**

The contract agreement can be canceled/terminated with one month’s written notice from either side. The Contractor shall vacate the rented premises peacefully after the expiry of the permissible period and/or earlier if desired by UET and shall hand over the same to the Estate Office.

1. **Refundable Security and Advance Rental payment**

The successful bidder shall deposit a refundable security in advance equivalent to three months’ rent in favor of Treasurer, UET Lahore. The refundable security & advance rent shall be submitted by the successful bidder prior to entering into the agreement.

1. **Bid submission requirements**

Incomplete bids or bids without Earnest Money will not be entertained in any case.

1. **Preference for experienced bidder**

Bidders (firms/companies) with relevant verifiable business experience in educational institutions, especially in public universities or Government offices/departments for running Cafeterias/canteens, and having professional qualifications shall be given preference, subject to the fulfillment of other conditions.

1. **Restrictions on university employees**

University employees are not allowed to participate in Tenders.

1. **Pricing**

The prices should be quoted in Pak Rupees.

1. **Offer validity**

The offer validity should be for 180 days from the date of the opening of the tender.

1. **Forfeiture of earnest money**

In case of any withdrawal after the award of the tender, the Earnest Money shall be forfeited.

1. **Cafeteria location and visit**

The cafeteria is located inside the UET Main Campus. Bidders may visit the cafeteria prior to the submission of the bid.

1. **Confined activities and additional space**

The Contractor will be bound to confine all activities related to food preparation/sitting, etc., within the designated premises communicated by the Estate Office. Any additional space requirement may be considered if accompanied by proper justification.

1. **CAFETERIA LEGAL DISPUTE**

The Cafeteria shall be given to the successful bidder after the eviction of stay order.

**52. Evaluation Criteria for STUDENT SERVICE CENTER (GIRLS) Cafeteria:**

The bids will be evaluated under single stage two envelops method according to Punjab Procurement Rules, 2014.The dates for demonstration and opening of financial bids will be informed to the bidders **by Estate Office.** Complete evaluation on technically criteria is as under. Financial bids will be opened technically qualified bidder: **-**

* 1. **Mandatory Requirement:**
* Income Tax & PST/GST/PRA are mandatory as per clause-4 and should be attached otherwise without mandatory requirements, bid will be rejected straightway.
	1. **Technical Bid Evaluation Criteria:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Description  | Marks Distribution | Marks |
|  | Ongoing/ current projects/ contracts related to such business (cafeteria related services) in providing services in Universities, Colleges & Hospitals / Autonomous Body established or controlled by Government. (Provide contacts & performance/ experience letters) | Max 05 Clients @ 04 Marks for each client.* Experience letters and contracts must be attached, supported by verifiable documents
 | 20 Marks |
|  | Previous projects/ contracts related to such business (cafeteria related services) in providing services i.e. Universities, Colleges & Hospitals / Autonomous Body established or controlled by Government. (Provide contacts & performance/ experience letters) | Max 05 Clients @ 02 Marks for each client.* Experience letters and contracts must be attached, supported by verifiable documents
 | 10 Marks |
|  | CEO/ Director of Firm Qualification  | Graduate/ Chef certificate in Cooking* Verifiable Qualification / Educational document should be attached otherwise Zero mark.
 | 10 Marks |
|  | Health/Fitness Certificate of Owner and Employees issued by medical lab/hospital approved by Punjab Food Authority  | * 10 above (10 Marks)
* 05 above to 10 (05 Marks)

(Provide certificate for year 2024-25 otherwise will not be considered for marks) | 10 Marks |
|  | Certificates Registration/ License  | * PFA License of Firm Company (2024-25): 05-Marks
* Firm/ Company Registration Certificate: 05-Marks
 | 10 Marks |
|  | Financial Soundness  | Closing Balance of firm as per bank statement provided within the period of bid (Period from advertise to closing date).* 02 Million above (10 Mark)
* 01 million above to 02 Million (08 Mark)
* 0.5 Million above to 01 Million (05 Mark)
 | 10 Mark |
|  | Demonstration  | * Presentation,
* Dressing,
* Cleanliness
* Taste and Quality of Food
* Crockery
 | 30 Mark |

1. Score for GST/PST/PRA etc. shall be given if companies/firms/sole proprietor are registered rather individual and have active certificates. Without income tax & sales tax/provincial tax company/firm may be declared ineligible**.** Other bids will be rejected straightway.
2. Only Category-A, Category-B of certificates issued for the year 2024-25 by Punjab Food Authority and zero mark will be given otherwise.
3. Only verifiable experience of similar job supported by contracts & experience/performance letters obtained from public sector offices/department or Universities/ colleges/ hospitals will be considered. Summary should be written in the proforma. In case of any fraud and bogus record found in this regard at any stage, a strict action may be taken against the bidders, which may leads to ineligibility of bidder or cancellation/termination of award/contract or blacklisting of the firm.
4. Health/Fitness Certificate of Owner and Employees issued by the medical labs/hospital approved by PFA. However, if these certificates are not submitted at the time of submission of bids, their marks will not be counted for technical evaluation. 01-marks for each certificate will be given.
5. All cost incurred for demonstration will be beard by the bidders and university will only provide kitchen& place for this purpose. Bidders shall have to use their own gas cylinders, fire burners and crockery etc. Venue and date for demonstration will be communicated by Estate office to all bidders.

The bidder securing 70% marks shall be considered technically qualified for cafeteria and the procuring agency shall open the financial proposals of the technically accepted bids, at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. However, the bids of cafeteria shall be opened by CPC after technical evaluation and shall be made on the basis of criteria given below.

**c. Financial Bid Evaluation:**

* The highest quoted rate among technically qualified bidders shall be considered for award of contract.
* Bidders who are barred/blacklisted or disqualified either by any Government Ministry/ Division/ Department/ Agency/ Authority/ Organization would not be eligible to submit the bid. Bidders shall submit undertaking in this regard

**Javaid Manzoor**

Deputy Registrar (Estate)

For Resident Officer

**ANNEXURE-I: Food Items for Cafeteria**





**ANNEXURE-iI: DETAILS OF CURRENT EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Name, address and Phone No. of client/employer** | **Short description of work with year** | **Period of Services****(Years, Months & Days)** | **Remarks** |
| **From** | **To** | **Period** |
| **1)** |  |  |  |  |  |  |
| **2)** |  |  |  |  |  |  |
| **3)** |  |  |  |  |  |  |
| **4)** |  |  |  |  |  |  |
| **5)** |  |  |  |  |  |  |
| **6)** |  |  |  |  |  |  |
| **7)** |  |  |  |  |  |  |
| **8)** |  |  |  |  |  |  |
| **9)** |  |  |  |  |  |  |
| **10)** |  |  |  |  |  |  |
| **Total Experience (Years, Months and Days)** |  |  |

Note: Verifiable Performance Certificates from the all Clients for each work mentioned above are mandatory to attach herewith, otherwise the experience will not be considered.

**ANNEXURE-iiI: DETAILS OF PAST EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Name, address and Phone No. of client/employer** | **Short description of work with year** | **Period of Services****(Years, Months & Days)** | **Remarks** |
| **From** | **To** | **Period** |
| **1)** |  |  |  |  |  |  |
| **2)** |  |  |  |  |  |  |
| **3)** |  |  |  |  |  |  |
| **4)** |  |  |  |  |  |  |
| **5)** |  |  |  |  |  |  |
| **6)** |  |  |  |  |  |  |
| **7)** |  |  |  |  |  |  |
| **8)** |  |  |  |  |  |  |
| **9)** |  |  |  |  |  |  |
| **10)** |  |  |  |  |  |  |
| **Total Experience (Years, Months and Days)** |  |  |

Note: Verifiable Performance Certificates from the all Clients for each work mentioned above are mandatory to attach herewith, otherwise the experience will not be considered.

**ANNEXURE-iv: BIODATA OF EMPLOYEES TO BE ENGAGED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Name, Father Name and Address** | **Designation** | **Qualification****& Experience (in Years)** | **CNIC No.** | **Contact No.** |
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Note: Please use copy of this page in case of more than 10 employees. Copies of their CNICs and other relevant information must be attached herewith.

**Signatures/of authorized signatory**

**with seal of the firm/co**

**ANNEXURE-V: CHECK LIST FOR SUBMISSION OF APPLICATION**

(Write Yes or No in the Relevant Field)

|  |  |  |  |
| --- | --- | --- | --- |
| **SR. #** | **DETAIL** | **YES / NO** | **PAGE #** |
|  | Profile of Firm/Company/Contractor: |  |  |
|  | Tender fee amounting Rs.5000/-Vide Challan No. \_\_\_\_\_\_\_\_\_\_ date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | 3% Earnest Money in the shape of CDR vide No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rs.1,26,000/ for cafeteria (to be calculated on the basis of 12 months of estimated monthly rent) |  |  |
|  | GST No: \_\_\_\_\_\_\_\_\_\_\_\_(Attached copy of GST) |  |  |
|  | Sealed Price offer on Bidder’s letter head |  |  |
|  | Past Experience and Service Performance Certificates issued by the Organizations/Institutions |  |  |
|  | Affidavit on stamp paper Rs: 300/- |  |  |
|  | Telephone Number: |  |  |
|  | Firm/Company’s authorized Person Name: |  |  |
|  | Designation: |  |  |
|  | Address and contact details of Branch office at Lahore: |  |  |

### ANNEXURE-A: PROPOSAL COVERING LETTER

To

Convener, CPC

University of Engineering & Technology,

Lahore

Dear Sir,

We are hereby submitting our sealed ONE/TWO/THREE (S) envelope including the details of the bid. We have attached the **Bid Form**, **Check List, rates,** required **supporting documents** and Bid Security of amount Rs.*(insert amount in words and figures )* having CNIC No.

Yours sincerely,

Authorized Signature (In full and initials)

Name and Designation of Signatory Name of Firm Address

### ANNEXURE-B AFFIDAVIT/ BIDDER’S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No. Univ/EO/24/----------------- dated -------------------.**

* 1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding cafeteria, warranty and services as required and are prescribed in the Tender Document.
	2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
	3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
	4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document.
	5. We understand that no document regarding evaluation criteria will be accepted after opening of the Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Bids.
	6. We agree that the UET reserves the right in absolute sense to reject all the services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
	7. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

*[Name and Signatures of authorized Person along with stamp]*

### ANNEXURE-C: QUOTED RATE FORM

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **NATURE OF BUSINESS** | **RENT QUOTED OF CAFETERIA** |
| **RATE IN FIGURES (MONTHLY)** | **RATE IN WORDS** |
| Student Service Center (Girls) | Cafeteria |  |  |

* As per law, agreement of this procurement needs to be signed on non-judicial stamp paper. The bidder will be responsible to provide stamp paper with contract stamp amount.
* The service provider shall quote prices with all applicable taxes, specified by the Govt. of the Punjab.
* Rates should be quoted in Pak Rupees and strictly as per the format above.

*On company letter head with sign and stamped*