



TENDER DOCUMENT FOR SHOPS

Issued To: _____

**ESTATE OFFICE UET UNIVERSITY LAHORE
CONTACT NO. 042-99029474**

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1.

INVITATION TO THE BID

- 1.1. Bids/Tenders are invited, for Tender Document for Following Shops from Tax Registered firms.
- Shop No. 03 for Milk Business
 - Shop No. 06 for Vegetable/Fruit business
 - Shop No. 07 for (Tandoor & allied services of prepared food items used in breakfast/lunch etc. with take away facility only)

2.

INSTRUCTIONS TO THE BIDDERS

- 2.1 Procurement will be made under Punjab Procurement Rules (PPRA 2014).
- 2.2 It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3 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.
- 2.4 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.
- 2.5 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) and UET web site (www.uet.edu.pk).
- 2.6 Bidding procedure of single stage one envelope shall be applicable under Rule 38 (1) of Punjab Procurement Rule, 2014 which implies; -
- 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.
 - The bidder quoted highest rent shall be awarded contract within the original or extended bid validity period.
- 2.7 Late bids shall not be entertained.
- 2.8 **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.
- 2.9 Bidding organization should submit an affidavit that his company is not black listed by any Govt. and its subsidiary organizations/ departments/ autonomous bodies.
- 2.10 Rates must be quoted in **Pak Rupees** including all relevant Taxes.
- 2.11 Successful bidder shall have to enter into contract agreement on stamp paper, of 0.25% of value.
- 2.12 Proposals shall remain valid for **90 days** w.e.f. opening date.
- 2.13 "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:
- Acted in a manner detrimental to the public interest or good practices.
 - Consistently failed to perform his obligation under the contract.
 - Not performed the contract up to the mark.
 - Indulged in any corrupt practice."
- 2.14 **Conditional bids**, if submitted, shall be rejected at any stage of procurement process.

3.

DEFINITIONS

- 3.1 "UET" means University of Engineering & Technology, Lahore

- 3.2 "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services.
- 3.3 "Contract" means the agreement between the Purchaser and the Contractor.
- 3.4 "Contractor/ Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order.
- 3.5 "PPRA" means Punjab Procurement Regulatory Authority.

4. 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. The Price evaluation will include all duties, taxes and expenses etc.

Eligibility Criteria	Requirement
Income Tax Registration	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.

5. EXAMINATION OF THE TENDER DOCUMENT

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

6. BID CURRENCY

Bidder should quote price in Pak Rupees.

7. VALIDITY PERIOD OF THE BID

- 7.1 Validity period of the bids shall be 90 days.
- 7.2 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.

8. 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
Shop No. 03 Located at Teacher's Colony	Milk Shop	Reputed Firms/ Companies / Individuals registered with income tax	Single Stage One Envelope Method	Rs. 4,000/-	Rs. 1440/-
Shop No. 06 Near Teacher's Colony	Vegetable/Fruit business			Rs. 4,000/-	Rs. 1440/-
Shop No. 07 Near Teacher's Colony	(Tandoor & allied services of prepared food items used breakfast/lunch etc. with take away facility only)			Rs. 5,000/-	Rs. 1800/-

- 8.2 Cheque or Cross Cheque shall not be accepted at all.

- 8.3 The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 The Bid Security may be forfeited if a Bidder:
 - a) Refuses to acceptance of award letter; or
 - b) Refuses to sign the contract within due date; or
 - c) Fails to furnish Refundable Security.

9. CONTACTING THE PROCURING AGENCY

- 9.1 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.
- 9.2 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.

10. AWARD OF CONTRACT

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

11. SIGNING THE CONTRACT

- 11.1 The university will issue award letter successful bidder.
- 11.2 The Successful bidder will provide the stamp paper of 0.25% of total order value for signing the contract/Agreement.

12. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

- 12.1 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.
- 12.2 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 12.3 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 12.4 Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction

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

1	Procuring Agency	University of Engineering & Technology, Lahore
2	Tender Number	No. Univ/EO/24/1105 dt. 21-05-2024
3	Name of Tender	<ul style="list-style-type: none"> • Renting out Shops 1. Shop No. 03 for Milk Business 2. Shop No. 06 for Vegetable/Fruit business 3. Shop No. 07 for (Tandoor & allied services of prepared food items used in breakfast/lunch etc. with take away facility only)
4	Tender Document available place	Estate Office, University of Engineering & Technology, Lahore
5	Cost of Tender Document	Rs.1000/-payable at UET Main Account through Challan form (Non Refundable). (Challan form can be get from HBL Bank UET Lahore)
6	Bid Security	<p>Bid Security of Each Shop:</p> <p>Shop no.03 (Rs. 1440 /-)</p> <p>Shop no. 06 (Rs. 1440 /-)</p> <p>Shop no. 07 (Rs. 1800/-)</p> <p>In shape of CDR in favor of "Treasurer, University of Engineering & Technology, Lahore"</p>
	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.
9	Tender Addressed to	Resident Officer, University of Engineering & Technology, Lahore.
6	Contact Number	Ph.042-99029474
10	Due Date, Time and place of submission of Tender Document	10-06-2024 10-06-2024 till 10:00 A.M Admin Block, Estate Office, UET University Lahore.
11	Date, Time and Place of Bid Opening	10-06-2024 10-06-2024 till 10:30 A.M VC's Conference Room adjacent to Vice Chancellor's Office.

[Handwritten signature and initials]

**TERMS AND CONDITIONS FOR THE GRANT OF LICENSE TO RUN SHOP NO.
IN UET MAIN CAMPUS**

14. 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.

15. 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.

16. 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.

17. UTILITY CHARGES

Utility charges (Electricity, Gas& water Charges etc.) on commercial rate as per meter reading shall be charged by B&W department on monthly basis.

18. GOVERNMENT TAXES

The successful bidder shall pay all Govt. dues and taxes applicable from time to time under prevalent law.

19. REGISTRATION WITH UET SECURITY OFFICE

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

20. STORAGE GUIDELINES AND SAFETY MEASURES/CONDITION

21.1 The successful bidder will ensure that no hazardous or inflammable or any intoxicating material stored in the shop.

21.2 The successful bidder shall keep the shop in good condition.

21. MONTHLY RENTAL PAYMENT AND PENALTIES POLICY

The successful bidder shall pay the monthly rent regularly on or before the 10th of each month and after that a fine of Rs. 50/- may be charged till 15th of each month. Thereafter, the University may cancel the license after 15th of each month if rent & arrears are not paid.

22. **OCCUPANT CONDUCT**

The successful bidder shall not cause any nuisance or annoyance to the adjoining occupants/licensees.

23. **SHOP LEASE RESTRICTION**

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

24. **STRUCTURAL MODIFICATION**

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

25. **AGREEMENT TERMINATION**

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

26. **RENEWAL OF CONTRACT/AGREEMENT**

The license will be for a period of three years in total to be renewed on yearly basis effective from the date of signing of agreement. The license shall be renewed after completion of every year on the basis of satisfactory performance or may be terminated in case of bad repute. There shall be 10 % increase in existing rent after completion of each year.

27. **RESPONSIBILITY OF ANY DAMAGE**

The successful bidder will be responsible for all damages or losses to UET shop and shall be liable to make good any such loss or damage at his own cost except normal wear and tear.

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

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

29. **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.

30. **HYGIENIE AND CLEANLINESS STANDARDS**

Maintenance of high standard of cleanliness and hygienic conditions in shop (s) will be the responsibility of the bidder/licensee.

31. **SHOP INSPECTION POLICY**

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

32. **BUSINESS ACTIVITY LIMITATIONS**

No other activity except business for which shop is given will be allowed.

33. **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.

34. **NON-POSSESSION OF SHOP**

In case successful bidder does not take the possession of shop 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.

35. **DISPUTE RESOLUTION**

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

Handwritten signature and initials in the bottom right corner of the page.

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

Handwritten signature and initials.

Annexure-B AFFIDAVIT/ BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: Tender No. Univ/EO/24/ 1105 dated 21-05-2024

We have examined the Tender/Bid Document and we undertake to meet the requirements regarding shop, warranty and services as required and are prescribed in the Tender Document.

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.

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.

We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document.

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.

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.

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]

Handwritten signature and stamp area, including a signature and a rectangular stamp with the number 6.

Annexure-C: QUOTED RATE FORM

DESCRIPTION	NATURE OF BUSINESS	RENT QUOTED OF SHOP	
		RATE IN FIGURES	RATE IN WORDS
Shop No. 03 Located at Teacher's Colony	Milk Shop		
Shop No. 06 Near Teacher's Colony	Vegetable/Fruit business		
Shop No. 07 Near Teacher's Colony	(Tandoor & allied services of prepared food items used breakfast/lunch etc. with take away facility only)		

- 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

Handwritten signature and initials.