

CHOLISTAN UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
BAHAWALPUR

Bidding Documents

INVITATION FOR EXPRESSION OF INTEREST FOR
CAFETERIA/MESS/SHOPS AT CUVAS BAHAWALPUR

TENDER No. 03/2021

TENDER / APPLICATION FORM
For

(separate for every Category/Lot)
(On Company/Firm's Letter Head)

I/We, _____

Address: _____

Contact No: _____ do hereby submit tender bid for LOT No.(____)at a Rent of

Rs. _____ (Rupees: _____) per month

I/We are enclosing herewith CDR No: _____ Dated: _____ for Rs. _____

being earnest money. I/We hereby accept the above term & condition.

Authorized Tenderer

Signature: _____

Company Stamp: _____

Name: _____

Designation: _____

Contact No: _____

Address: _____

Note:

Overwriting/Cutting in any document will not be accepted.

**CHOLISTAN UNIVERSITY OF VETERINARY AND ANIMAL
SCIENCES BAHAWALPUR**

Tendering of STC for the following categories:

Lot	Description	Minimum Per Month Rent	Bid Security
01	General Store	Rs. 7000	Rs. 4200
02	Fruit Shop	Rs. 7000	Rs. 4200
03	Vegetable Shop	Rs. 7000	Rs. 4200
04	Juice Shop	Rs. 7000	Rs. 4200
05	Stationery Shop	Rs. 7000	Rs. 4200
06	Barber Shop	Rs. 7000	Rs. 4200
07	Tailor Shop	Rs. 7000	Rs. 4200
08	Composing Shop	Rs. 7000	Rs. 4200
09	Main Cafeteria	Rs. 15000	Rs. 9000

Tendering of Mess Facility for following categories:

Lot	Description	Minimum Per Month Rent	Bid Security
10	Bachelor Accommodation Hostel	Rs. 15000	Rs. 9000
11	Boys Hostel-I	Rs. 15000	Rs. 9000
12	Boys Hostel-II	Rs. 15000	Rs. 9000
13	Girl's hostel	Rs. 15000	Rs. 9000

Special Conditions

1. Interested firms are required to submit separate Tender documents, tender fee and bid security for each **LOT** Separately. In case any firm applied on more than one LOT on single document without bid security and tender fee will not be considered and stand disqualified.
2. Preference will be given to the bidders who will quote maximum per month rent.
3. If any lot remained unawarded (due to any reason) Mess and Cafeteria committee reserves the right to decide its allocation.

INSTRUCTIONS TO BIDDER

1. **INTRODUCTION:** Cholistan university of veterinary and animal sciences Bahawalpur invites bids from reputed/eligible catering firms for running of cafeteria, Mess and Shops at Bahawalpur.
2. **Eligible Bidder:** This invitation of Bids is open to all bidders, provided they fulfill the minimum qualification criteria as mentioned in Tender documents.
3. **SCOPE OF WORK:** To provide uninterrupted services throughout the year in cafeteria, Mess and shops for university students, staff, visitors, residents etc. except during the vacation as notified by the University.

4. **Cost of Bidding:** The Bidder shall bear all the costs associated with the preparation and submission of its bid. University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.
5. **Bidding Document:** The Bidder is expected to examine all instructions, forms, terms and conditions etc. of the Bidding Documents. Failure to furnish all information required by the Bidding documents in every respect will be the Bidder's risk and may result in the rejection of its bid.
6. **Authentication of Erasures/overwriting:** Any erasures or overwriting shall not be valid.
7. **Rejection of Bids:** CUVAS Reserves the right to accept or reject any bid and cancel the bidding process or even reject all bids at any time prior to award of contract without assigning any reason.
8. **Modification and withdrawal:** Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdrawal the bid, if bidder happens to be successful bidder.
9. **Bid Earnest Money:** Bidders have to submit the Bid Earnest Money @ 5% to be calculated on the basis of 12 months of the estimated monthly rent in the form of CDR favoring Treasurer, CUVAS Bahawalpur. The CDR should be submitted with the bid. In case of un-successful bidder, CDR will be returned on completion of tender process and no interest will be payable in this regard.
10. **Deadline for submission of Bids:** Bids must be submitted not later than the specified date and time mentioned in the Bid documents/advertisement. If specified date of submission of bids being declared holiday for the university, the bids will be received up to the specified time in the next working day. The university may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligation of the university and the bidder, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence/bid should be addressed to "**Cholistan university of**

veterinary and animal sciences Bahawalpur” and tender will be opened by the **Purchase Committee” CUVAS Bahawalpur.**

- 11. Late Bids:** Any bid received by university after the deadline of time and date will not be received/considered.
- 12. Opening of Bids:** All the bids will be opened at the date, time and location mentioned in advertisement/Tender document in the presence of bidder or their authorized representatives.
- 13. Period of Contract:** The period of contract shall be for one year, extendable for further two years on yearly basis subject to satisfactory performance.
- 14. Bid Currency:** The price in the bid document shall be quoted in Pak rupees only.
- 15. Menu/Quantity/Qualify:** Only the services are to be provided at the pre-approved rates by the Quality and Price Control Committee of the University.
- 16. Signing of Contract:** The successful bidder shall be required to enter into a contract agreement with university within 7 days of the award of tender or within such extended period as may be specified by university.
- 17. Affidavit:** All bidders shall submit an affidavit on non-judicial stamp paper of Rs.100/- as per specimen given at Annexure-IV.
- 18.** The university reserves the right to reject any or all Tenders without assigning any reason. The university also reserves the right to hold open bid among the top two or three bidders in the same ceremony.
- 19.** That the Tenderer (S) having relevant business experience in educational institutions especially in public universities and having professional qualification shall be given preference, subject to the fulfilment of other conditions.
- 20.** That the university employee (s) are not allowed to participate in Tenders.

TENDER DOCUMENT

TERMS AND CONDITIONS FOR THE GRANT OF LICENSE TO RUN CAFETERIA/SHOPS IN CUVAS BAHAWALPUR

1. That the Contract shall be valid initially for a period of one year from the date of award of contract and thereafter it may be extended for a further period of two years on yearly basis subject to the satisfactory performance. If extension is allowed by the university authority, 10% increase in Rent on previous year applicable.
2. That the CONTRACTOR will pay the Monthly Rent in advance for six months at the time of contract and then on per month basis regularly in the **University Account No.17527901021503 through Habib Bank Limited, Dubai Chowk Branch Bahawalpur.**
3. That if the Contractor fails to deposit the Rent until 10th of every month a fine equal to 10% of the monthly rent will be charged till the deposit of the Rent. However, after 20th of the month, the competent authority may cancel the Contract. (It will be the sole discretion of the University Authority).
4. That the contractor will have to pay Utility Bills such as Electricity, Sui Gas (if available) and Water supply etc. on Commercial Tarif as per bill / meter reading regularly. In case the Contractor fails to deposit these utility bills within due date, the University Authorities will have the right to disconnect the services till such time that bills and penalties (if any) are paid.
5. That the contractor will be responsible for providing all food items mentioned (but not limited to) in **Annexure- I**. For any additional items, which the Contractor intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price and quantity of such item approved by the committee.
6. That the price list of each item is attached here with (**Annexure-I**) except approved drinks and other standard packaged items supplied in cafeteria/Mess/Shops. Price List of food items will be revised on the recommendation and approval by the University, while prices of the approved 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 and Quality Control Committee of University.
7. That the rate of each item / service shall be fixed / revised by Price & Quality Control Committee (if necessary). The Contractor will not be allowed to fix the prices of items to be served in the Cafeteria/Mess/Shops at his own. The approved rates will be displayed at the cafeteria/Mess/Shops by fixing a 2½ x 4 fit board for information of customers / students.
8. That the Contractor will remain under close observation by University Authorities in order to avoid any mal-practice including overcharging and subletting of the cafeteria/Mess/Shops which shall lead to cancellation of the Contract.

9. That the Cafeteria/Mess/Shops will be used strictly for the purpose for which it is being tendered for & no other business shall be carried out in any case.
10. That in case of any food poisoning/contamination/hygiene issues , the Contractor will be held fully responsible and he will bear all the expanses caused due to negligence. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the awarded premises.
11. That the Contractor will employ adequate number of staff in order to maintain efficiency to standard desired by CUVAS and further he will get these employees registered with Estate/security office. No employee will be allowed to work in cafeteria/canteen/shop without identification of card and clearance from Estate/Security office.
12. That all persons engaged by the Contractor shall be the Contractor's own employees and They will claim no privileges from CUVAS.
13. That the Contractor will get all his workers medically examined periodically from approved Registered Medical Practitioner i.e. MBBS recognized by Pakistan Medical Council, to be free from communicable diseases. In addition to general fitness, he will also ensure that waiters on duty are in proper uniform wearing name plates approved by the University Authorities. The Contractor will also ensure that neat and clean uniforms are provided to the staff. The copy of medically fitness certificate shall be provided to Estate Office, after every four months.
14. That very high standards of hygiene and cleanliness shall be observed in running of the Mess, Cafeteria/Shops and connected services by the Contractor.
15. That the Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings etc. in the Mess, kitchen as well as in canteen/Mess hall and shops. University will not provide any cleaning material/dusters etc. for same. In addition, Contractor shall employ two sweepers on shift basis and ensures cleanliness in cafeteria, Mess kitchen and dining hall without any leave.
16. That no one will be allowed to work in Cafeteria without clearance from Estate office and Security Office & entry pass in the campus.
17. The Cafeteria/Mess/Shops shall be opened for services throughout the contract period except prior approval from university administration. In case of noncompliance fine of Rs. 1000/- per day may be charged and if the practice continued the contract of that particular firm may be cancelled and security will be forfeited.
18. That the Contractor will have to furnish the monthly statement showing the complete bio - data including names & other detail of all employees engaged for Cafeteria/mess/shops during contract period as per proforma (**Annex-II**). Any of the Contractor's employees proceeding on leave shall immediately be replaced by the Contractor at no additional expense to CUVAS so as to maintain satisfactory level of service at all time.
19. That CUVAS 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 or his employees. The Estate Office with consultation of 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.
20. That CUVAS Price and Quality Control Committee reserve the right to take samples of the edibles/raw material from the Cafeteria/Mess/Shops for the purpose of inspection and

testing with a view to maintain the quality. Such samples will however be drawn by authorized person(s) from the Estate Office.

21. That the Price and Quality Control Committee will inspect and oversee functioning of Cafeteria/Mess/Shops with a view to ensure hygiene and sufficient service. In case there are repeated failures or lacuna noticed by the Committee due to failure of Contractor, the Contractor shall be fined and continuation shall lead to cancellation of Contract.
22. That a complaint box will be placed by the University Estate Office in Cafeteria/Mess/Shops near Board of Rate List for students, staff and other costumers in order to ensure regular check on rates, quality, cleanness, behavior of Contractor's employees and other services. In case of any complaint found, the Contractor will be bound to redressal the grievances within a specified time, failure to which a fine of Rs.1000/- to 10,000/- (depending on the nature of the complaint) will be imposed and continuation may lead to the cancellation of the Contract.
23. That the Contractor shall not allow anybody to reside in the premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Cafeteria/Mess/Shop nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the University Administration.
24. That the University will not be responsible for providing furniture / fixture. The Contractor will provide the furniture & fixture on its own cost, with the approval of University authority and recommendations of the Estate Office.
25. That the Contractor shall be responsible for all damages or losses to CUVAS property by the Contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear.
26. That CUVAS will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Cafeteria/Mess/Shop premises including kitchen and other rooms.
27. That the Contractor will not take out of the CUVAS premises any articles or stores without Gate-Pass to be issued by the Estate Office and Security Office.
28. That the Contract can be cancelled / terminated on one month notice from either side in writing. The Contractor shall vacate the premises peacefully after the expiry of the contract period and/or earlier if desired by CUVAS and shall hand over the same to the Estate Office. The Contractor's occupation in the premises after such termination shall be deemed as trespasser.
29. That the Contractor will not have any liberty of branding on internal/external walls of the Cafeteria/Mess/Shops. However, if University Authority deem necessary, may go for branding on walls internally and externally.
30. That in case of violation of any term and condition. Contractor will be cancelled and security shall be forfeited.
31. That the Contractor shall not facilitate or hold any political or union activities or their meetings in Cafeteria/Mess/Shops.

32. That incomplete bids or bids without 5% Earnest Money to be calculated on the basis of 12 months estimated rent, will not be entertained/considered.
33. That the successful bidder shall also deposit a refundable security equivalent to three months' rent in the shape of demand draft in favor of Treasurer, CUVAS Bahawalpur at the time of award of Contract.
34. Offer validity should be for 60 days from the date of opening of financial bid.
35. In case of any withdrawal after award of tender the Earnest Money shall be forfeited.
36. Sufficient number of employees in Cafeteria/Mess to be engaged in case of any complaint received to the Mess and Cafeteria committee regarding the same the contractor will be bound to obey the decision of mess and cafeteria committee.
37. In case of any dispute the matter shall be referred to the Worthy Vice Chancellor and his decision will be final & binding to the Contractor.

38. Evaluation Criteria:

38.1. The contract will be awarded on basis of combined technical and financial evaluation under single stage two envelopes method according to Punjab Procurement Rules, 2014 (amended). The dates for opening of financial bids will be informed to the bidders **at the time of opening the technical bids**. Complete evaluation of criteria is as under:

a. Technical Bid Evaluation Criteria:

Total Technical Weightage: 70% (Total obtained marks x 70/100):

S/N	Criteria	Total Marks
1.	National Tax Number (NTN)	10
2.	Registration Certificate issued from Punjab Food Authority	20
3.	Professional Experience Certificate:	20
4.	Health/Fitness Certificate of Owner and Employees issued by the Govt. Hospital /registered medical practitioner on account of communicable diseases:	10
5.	Interview / Presentation	40
	Total Marks	100

b. Financial Bid Evaluation Criteria:

Total Financial weightage: 30% (Firm's Financial Bid x 30/ Max Financial Bid).

39. NTN marks will be given only to those bidders who have National Tax Number (NTN).
40. Only Category-A, Category-B or Category-C of registration certificate issued from the Punjab Food Authority will be considered for marks and zero marks will be given otherwise.
41. Only verifiable experience and performance certificates will be considered. Summary should be written in the proforma (**Annex-III**). In case of any fraud and bogus record found

- in this regard at any stage, a strict disciplinary action will be taken against the bidders, which may leads to declaration of ineligibility or cancellation of award and blacklisting of the firm.
42. Health/Fitness Certificate of Owner and Employees issued by the Govt. Hospital or registered medical practitioner on account of communicable diseases are necessary, which can be submitted before any time of award of the contract. However, if these certificates are not submitted at the time of submission of bids, their marks will not be counted for technical evaluation.
 43. The Contract will be awarded only on the basis of combined high ranking/marks obtained from technical (70%) and financial (30%) evaluation.
 44. All cost incurred for demonstration(if 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, fir burners and crookery etc. For demonstration contractor may visit the university one day before the closing date of the bid submission.

(PROF. DR. M. Mazhar Ayaz)
Convener Purchase Committee

FOOD ITEMS FOR CAFETERIA

Sr No	Name of Items	Quantity	Rate in PKR
1	Biryani	400g plate	120
2	Vegetable Samosa (Regular size)	2 per plate Per Plate	30
3	Pakora	1-Kg	250
4	Burger Anda Shami	-	80
5	Chicken Burger	-	80
6	Sowarma	-	80
7	Dehali Bhale	-	80
8	Fruit Chat (Regular plate 250g)	-	120
9	Milk Shake (Banana and Apple) (250ml)	-	70
10	Sandwich	-	50
11	Fresh Juice (Musami, Kinno) (250ml)	Per glass	80
12	Special Tea	Per cup	30

BIODATA OF EMPLOYEES TO BE ENGAGED

Sr No	Name & Address	Designation	No of Employees	Experience	CNIC No	Contact
1						
2						
3						
4						
5						
6						
7						
8						

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/company

DETAILS OF PAST EXPERIENCE

S/ N	Name, address and Phone No. of Organization/ Institute/ Department	Short description of work with year	Period of Services (Years, Months & Days)		
			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.

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 _____(cafeteria/ Mess/shop)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 CUVAS, rules and regulations, all other special instructions given time to time and enforced under Punjab Procurement Rules, 2014(amended).
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 these information is proved incorrect, CUVAS reserve 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:

Signature: _____
 Name: _____
 S/o: _____
 CNIC No.: _____
 Address: _____

Witness - 2:

Signature: _____
 Name: _____
 S/o: _____
 CNIC No.: _____
 Address: _____

CHECK LIST FOR SUBMISSION OF APPLICATION

(Write Yes or No in the Relevant Field)

<u>SR. #</u>	<u>DETAIL</u>	<u>YES / NO</u>	<u>PAGE #</u>
1)	Profile of Firm/Company:		
2)	Tender fee amounting Rs.1500/- vide Challan No. _____		
3)	5% Earnest Money of Monthly estimated rent as stated in Tender Notice in the shape of CDR vide No. _____ Rs. _____ (to be calculated on the basis of 12 months)		
4)	Company NTN No: _____ (Attached copy of NTN)		
5)	Companies GST No: _____ (Attached copy of GST)		
6)	Punjab Food Authority Registration Certificate: Category _____		
7)	Professional Qualification Certificate of Owner/Cook /Sheaf from reputed Institution:		
8)	Health/Fitness Certificate of Owner and Employees issued by the Govt. Hospital on account of communicable diseases:		
9)	Organizational Chart, Biodata and Number of Employees to be engaged		
10)	Sealed Technical offer on Bidder's letter head		
11)	Sealed Price offer on Bidder's letter head		
12)	Past Experience and Service Performance Certificates issued by the Organizations/Institutions		
13)	Affidavit on stamp paper Rs: 100/-		
14)	Bank Statement of last six months showing financial worth of the Company/firm		
15)	Telephone Number:		
16)	Email Address/Web:		
17)	Firm/Company's authorization Certificate including Name, Designation, CNIC and Contact No.:		
18)	Address and contact details of Branch office at Bahawalpur		