TENDER DOCUMENT FOR

Student & Faculty Canteen

Advertisement No: UOH/ADV/84-2022

The
University of Haripur
Restoring Hope; Building Community

Bids **[Technical]** shall be opened on **September 27, 2022** at **11:30 A.M** whereas Financial bid will be opened on **October 5, 2022** at **11:30 am** /Completion of Evaluation in the Office of Convener, Procurement Committee for Goods Committee, The University of Haripur, Off-Hattar Road, Haripur

Name of Firm/Contractor/Company (Block Letter) _____

_____

Address (Block Letter): _____

_____

_____

Telephone No:

Fax No:

E-mail:

Signature &Seal

Stationary Charges of Rs. 2,000/-(Non-Refundable) vide Demand Drat/Pay Order No:_____date_____

Earnest Money of (Refundable) vide CDR Order No:_____ Date_____

Date of Bid Submission:

EOI/Tender Notice (UOH/ADV/84-2022)

Subject: **EOI/Tender Notice Student & Faculty Canteen**

Sealed Bid/Quotations are invited from skilled & experienced service provider(s) registered with FBR having active tax payer status (NTN,STRN) as well valid Registration of Khyber Pakhtunkhwa Revenue Authority to operate and run the ***Faculty & Student Canteen Services*** at The University of Haripur.

TERMS & CONDITIONS:

- The detailed specifications along with terms & conditions have been set forth in Tender Document which is available in the **Procurement Office** The University of Haripur, on Payment of Rs.2,000/-Non-Refundable (Stationery Charges) in the form of Bank Draft/Pay order in favor of **Treasurer,** The University of Haripur.
- In case of Tender documents downloads from The University of Haripur website (www.uoh.edu.pk) should be submitted along with pay order/demand draft of Rs.2,000/- (Stationery Charges) Non-Refundable. No bid will be accepted without Stationery Charges.
- The Bidding firm/contractor shall attach bid Security **Rs. 100,000/- (Refundable)** with Financial Bid shall be submitted from the account of firms/bidders/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.
- The Tender **(Technical & Financial)** should reach this office by **September 27, 2022** before **11:00 am**. Technical Bids will be opened on same date at 11:30am whereas Financial Bids will be opened on **October 5, 2022** at **11:30 am/**completion of Technical Evaluation, in the office of Convener Procurement Committee of Goods.
- Quotations/Bids must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

Procurement Officer

The University of Haripur**,** Hattar road Haripur**, Ph. No. 0995-920618**

EOI/TENDER FOR STUDENTS & FACULTY CANTEEN

Tender No	No.UOH/Adv/84-2022
Bidding Procedure	Single Stage Two Envelope procedure as per KPPPRA's & PPRA's rules
Stationery Charges	Rs.2,000/- in form of DD/Pay Order in favour of Treasurer The University of Haripur. In case of Tender Document is downloaded from University of Haripur website **(www.uoh.edu.pk)** it should be submitted along with Pay Order/Demand Draft of Rs. 2,000/-. (To be attached with Technical Proposal) No bid will be accepted without stationery charges.
Earnest Money/Security	Call deposit of Rs.100,000/- **(Refundable/Adjustable)** shall be submitted from the account of firm/bidder/contractors who submit the bid. (will be attached with Financial bid) in the form of Call Deposit Receipt in favor of **Additional Treasurer, The University of Haripur**.
Submission	(Technical & Financial Bids) Upto **September 27, 2022** at **11:00 am** in Procurement Office Through Currier
Opening	(Technical Bids) Upto **September 27, 2022** at **11:30 am** in the Office of Convener Procurement Committee
	(Financial Bids) Upto **October 5, 2022** at 11:30 am/ Completion of Evaluation in the Office of Convener Procurement Committee

Note: Tender notice is also available on The University of Haripur website (www.uoh.edu.pk) as well as on KPPRA's website (www.kppra.gov.pk).

BASIC ELIGIBILITY CRITERIA (PART-B)

EOI Proposal

Bidders/Firms/Company must fulfill the following basic eligibility criteria without which their bids shall not processed.

Potential firms/companies are advised to prepare the EOIs in line with following mandatory format:

EOI proposal (sealed in separate envelope) must contain following mandatory sections of information/documentation:

Table No.1 Basic Eligibility Criteria

Section-I	**Brief Profile of firm/company:** • Legal Ownership (Whether the bidder is Sole proprietary firm or partnership business concern) • Year of establishment • Organizational Structure of the Company/Firm (whether it is a private, public sector, public private limited firm registered under the prevalent Government laws). Copy of registration documents is required. • Detail of Business Volume (number of business points & addresses within Rawalpindi/ Islamabad/Abbottabad/Haripur and other cities) • NTN/GST registration certificate, KPRA valid Registration Name, address, telephone, fax numbers and email address etc. of the participating firms.	Mandatory
Section-II	**Professional Staff:** • Complete list of Professional Staff including Managerial and Operational/Working Staff including their Bio-data	Mandatory
Section-III	**Cooking Facilities:** • Complete list of Professional Cooking Utensils/ Kitchen Appliances & Peripherals	Mandatory
Section-IV	**Financial Soundness:** • Last five years audited accounts of firm/company showing sound financial status **OR** Current Bank Statement.	Mandatory
Section-V	**Food Expertise**: • List and variety of Pakistani foods to be offered including fast food items • List and variety of Chinese foods to be offered including fast food items • List and variety of Continental foods to be offered including fast food items • Any other food style	Mandatory
Section-VI	**Legal Integrity of Firm** • Affidavit on legal paper of appropriate value (duly attested from notary public) that the company/individual is neither black listed nor in litigation with any of its public sector client	Mandatory
Section-VII	**Experience:** • List of executed/in hand similar contracts in public sector/government/private offices since establishment of firm/individual along with copies of contract/agreement/work order etc. This shall cover the detail of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the job was carried out.	Mandatory

No EOI of a firm/authorized agent will be considered, if:-

a. Received without required documents/information or found incomplete.
b. Received later than the date and time fixed for EOI submission
c. The EOI is unsigned/ unstamped
d. EOI is signed/ stamped by the unauthorized agent instead of owner.
e. The EOI is from a party which is black-listed, by public sector organization.

f. The EOI is received by telephone/telex/fax/telegram/by Hand
g. Bids of only eligible firms shall be considered for further consideration. Incomplete documents shall not be entertained.

.

BID EVALUATION/SELECTION CRITERIA (PART-C)

Phase-I: Evaluation of Firms

- At first, EOIs of firms/hotels/restaurants/Contractors shall be evaluated based on the mandatory requirements mentioned in **"Part-B"** of this document and responsive substance provided by applicant firms thereto in terms of completion of mandatory documentation.
- Short-listing of firms will be made by evaluating EOI proposals. Following evaluation criteria will determine pre-qualification of firms leading towards financial bid competition;

S #	Evaluation Parameter	Requirement	Marks
1.	Brief Profile/Introduction	As per Section-1 of EOI format	10
2.	Professional Staff	As per Section-2 of EOI format	05
3.	Cooking Facilities	As per Section-5 of EOI format	05
4.	Financial Soundness	As per Section-6 of EOI format	05
5.	Food Expertise	As per Section-7 of EOI format	05
6.	Legal Integrity	As per Section-8 of EOI format	05
7.	Experience	As per Section-9 of EOI format	15
8.	Physical Survey, Interview and Inspection of Services Quality and Professional Standard (If deem fit)	On-spot/Physical visit at business points/ locations (hotels/ cafeterias/ canteens will be made to evaluate following key factors; • Quality, taste and versatility of food items • Hygienic Standard of Foods • Serving Standard • Professional Expertise of Staff • Level of Business Soundness	20
		Total Marks:	**70**

- Top Five (5) high scoring firms will stand pre-qualified/eligible for financial bid competition stage.
- Applications of blacklisted vendors shall not be considered.
- The University of Haripur shall disqualify firm(s), at any stage; if it finds that the information submitted for qualification was either significantly inaccurate or incomplete.

Overall Bid Scoring Method

1. Technical Bids: 70 Points
    - Weightage Technical: 70 Points
2. Financial Bids: 40 Points
    - Weightage Financial Bid: 30 Points
    - Passing Marks 49/70 (Technical)

Total Points (100) = Technical (70) + Financial (30)

Securing highest points (Technical + Financial) will be considered as lowest bid.

Phase-II: Financial Bidding and Award of Contract

Save as otherwise provided, the criteria for final selection to award of contract will be based upon the following method:

a). Competitive bidding among prequalified firms on prescribed “Financial Bid Form”. The winner/lowest bidder (Technical & Financial) will be awarded contract.

OR

b). Award of contract to selected prequalified firm(s) based on fixed price terms as specified by the University.

The University of Haripur on the terms & conditions specified in the contract agreement and any integral parts of contract/agreement thereof (Part-D to this document provides draft TORs of contract agreement).

1. Eligibility Criteria

Bidder should have at least 3 years satisfactory experience of providing Canteen/Cafeteria service in hotels/guest houses, reputed training or educational institutes. **(Please enclose Proof)**

Bidder should not have defaulted on any bank/financial institute loans in the past. There should not be any statutory dues and disputed liability.

The Contractor will employ adequate number of staff (should be of 18 years & above age in order to avoid / discourage child labor) in order to maintain efficiency to standard desired by the ‘‘The University of Haripur”.

2. Documentation

The bidder shall furnish, as part of its tender offer, documents establishing the bidder’s eligibility to participate in the tender and its qualifications to perform the Contract. The documentary evidence of the vendors qualifications to perform the Contract, shall be established by THE UNIVESITY OF HARIPUR satisfies that the vendor is eligible as per the criteria outlined in the Eligibility Criteria at Para 1 above.

3. Earnest Money Deposit

An amount of **Rs.100,000/- (One hundred thousand only)** as performance security will be submitted by the contractor in form of DD/Pay order in the name of Additional Treasurer The University of Haripur which will be retained up to the expiry of contract period. The security so deposited shall be refunded in full or after adjustment as the case may be.

4. Preliminary Scrutiny

The University will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University may, at its discretion waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserve the right for such waivers.

5. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, University may, at its discretion, ask some or all contractors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the bidder may be required to give presentation on the proposed offer.

6. Technical inspection and Performance Evaluation

University reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by short listed bidders on the given evaluation proforma & percentage of weightage already assigned. This may also include site visit of the current engagement of the bidders.

7. Verification

The University reserves the right to verify any or all statements made by the contractor (s) in the tender document and to inspect the vendor's facilities, if necessary, to establish its satisfaction about the vendors capacity to perform the job.

8. No Commitment to Accept Lowest or Any Bid

The University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the work. University will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

9. Short listing of Bidders

The University will create a shortlist of qualified bidder's offers of only these bidders will be opened. After opening the qualified offer of the short listed bidders, if there is a discrepancy between word and figures, the amount indicated in words will prevail.

10. Resolution of Disputes

The University and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days, from the commencement of such informal negotiations, University and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. The Vice Chancellor, The University of Haripur, shall appoint a sole Arbitrator for the dispute who will not be related to the contract and whose decision shall be final and binding and cannot be challenged in any court of law.

11. Duration of Contract

Initially the contract will be for a period of (**01) Year.** However, there will be six (06) months probationary period, if allotee fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.

Contract can be extended by mutual agreement. Management reserves the right to **terminate** the contract at any time on **one month prior notice.** However, the contractor will give **03 month** notice in writing if he desires to vacate the canteen before the expiry of the contract. If extension is allowed **by the university, 10-15%** increase in Monthly rent fee of previous year is applicable.

12. Income Tax may be deducted at source as per rules.

13. **Penalty**

Quality Control/Food Committee for Canteen/Cafeteria will be nominated by The University of Haripur to inspect and oversee functioning of Canteen (in addition to food regulatory authorities) with a view to ensures hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the Committee due to failure of Contractor, the Convener/ Chairman of the Committee can impose a fine up to Rs. 10,000/- at one time to be recoverable from Contractor by issuing a Challan.

14. Rent

The Monthly Rent not less than **Rs. 1100,000/-** , **10-15% increase annually**, Rent / Charges must be deposited in advance by the Contractor. If the contractor fails to deposit the Rent until 5th of every month a fine of Rs.1,000/-(Rupees one thousand only) per day will be charged till the deposit of the Rent. However, after 15th of the month, the Competent Authority may like to cancel the agreement which will be the sole discretion of the University Authority.

15. Timing of Canteen/.Cafeteria

The Canteen shall be opened for catering during office hours on all working days. The working hours presently are from **7:00 am to 8:00 pm**. The Canteen will also remain functional on Five (05) days a week. In case the Canteen is to be opened on holidays and kept open beyond office hours, The University of Haripur has the option to direct the Contractor to do so and permission to do so would be specific.

16. Disqualification

The contractor will not be allowed to sub-let the work to any other firm(s) / person(s) or contractor(s). This act leads to prompt disqualification of the contract

17. Rate

The rates of food items will be approved by the Competent Authority recommended by the committee concern, and the service provider will be bound to sell the food items on the approved rates. The service provider will also sign an undertaking on stamp paper of Rs: 100/- to assure his bindings towards the rates of items to be sold at Canteen/Cafeteria. The approved rates will be displayed at the Canteen/Cafeteria by fixing a fit board for information of customers.

18. Govt. Employees

The Govt. or ‘‘The University of Haripur” employees are not allowed to participate in Tenders.

19. Other Issues

The University shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff and students in their personal capacity, which will be wholly to the risk of the Contractor.

‘‘The University Of Haripur” reserves the rights to accept or reject any or all bids without assigning any reason as per KPPRA’s & PPRA’s rules.

Arrangements at Canteen/Cafeteria by Contractor:-

The contractor shall provide the following services in the Campus

Contractor will bring / provide

Deep Freezer & Refrigerator;
Cooking Range;
Micro-wave Oven
Chips boiler machine with Chip Cutter;
Glass showcase for display of items;
Crockery.
Furniture as per requirement
Telephone

1. The contractor shall provide cooking raw materials as per the standard quality certification and comply with regulations of Food Safety and Standards Authority i.e KP Food Authority wherever applicable.
2. The Contractor will be bound to comply with the rules and regulations sent by the University Authorities.
3. To provide services in the main Canteen/Cafeteria as well as other units like Administration Block, Academic Blocks, Faculty offices and any other such units within the University premises will be the responsibility of the contractor.
4. The cleanliness and hygiene of the working and Canteen/Cafeteria area including its surroundings will be the sole responsibility of the contractor. The contractor will also ensure that the manpower engaged will maintain requisite standards of personal hygiene. All the Canteen/Cafeteria staff including the stewards/bearers will wear distinct uniform. All the staff employed by the contractor will be required to provide medical fitness certificate from time to time. The concern committee can impose a fine upto Rs. 3,000/- upon any complaint regarding cleanliness.
5. Rate List will be displayed all the time prominently on the notice board of the Canteen/Cafeteria and its constituent units Menu items would be provided as per the displayed rate list. The

   University would constantly monitor quality and price of the items provided.
6. Contractor shall ensure to arrange the cooking oil, utensils (both cooking & serving), and other materials required for serving. The contractor shall also arrange for standard/better quality cutlery.
7. Contractor shall equip the kitchen with cooking stoves, refrigerators, insect repellants and other gadgets required for smooth provision of services in the Canteen/Cafeteria.
8. It will be the responsibility of the contractor for removal and proper disposal of waste material, garbage etc. from the Canteen/Cafeteria to outside the boundaries of the University.
9. The contractor shall keep adequate stock of cooking materials/food ingredients of acceptable standard at least for a fortnight.
10. The contractor would also be required to make arrangements for organizing special lunch/dinner/high tea etc. for occasions such as seminars/symposium/conferences/related activities organized by different departments of University. or before the due date fixed by UOH.
11. The Electricity/Gas consumption charges as per actual consumption would be payable by the Canteen Contractor.
12. The contractor or any of his employees will not reside in the University at night.
13. Due to sensitive location of Canteen/Cafeteria contractors are bound to employ persons of good character and submit the record of all employees to the University Administration.

Facilities provided by University to Contractor at Canteen/Cafeteria:-

Following facilities will be provided free of cost by the The University of Haripur and contractor will be responsible for proper handling and safe custody. Repair and maintenance of the below equipments will be carried out by the Contractor at any cost. Contractor will not claim any reimbursement of expenses on this account

1- Canteen/Cafeteria (premises);

2- Water facility

3-Gas (bill charge as per consumption)

4-Electricity (bill charge as per consumption)

5- Janitorial services for bathroom.

Financial Model

Rent Decided by Committee	Rate Offered by Service Provider/company	Term of Contract
Minimum Rs. 110,000/- per Month		One (01) Year

List o f Items for which rates are required

(The offered rates shall be valid for a period of 12 Months effective from the date of contract)

S.No	Description	Rate in Rs. (Each Plate)
1	Anda Gravi	
2	Aloo / Pease Qeema	
3	Chapatti	
4	Naan	
5	Chicken Nihari	
6	Chicken Qurma	
7	Egg Tomato	
8	Chicken Liver	
9	Vegetable Rice	
10	Plain Rice	
11	Peas/Channa Pulao	
12	Pakora Karhi	
13	Chicken Biryani	
14	Daal Channa	
15	Daal Mash	
16	Daal Mong Masoor	
17	Haleem	
18	Kofta Curry	
19	Shahi Dal	
20	Shahi Channa	
21	Chicken Karrahi	
22	Beef Korma	
23	Mutton Karrahi	
24	Vegetable-I (	
25	Vegetable-II( )	
26	Vegetable-III(	
27	Tea Bag (Green)	
28	Milk Tea (Dhoodh Pati)	
29	Office Tea (Normal)	
30	Shami Kabab (Per Piece)	

31	Aloo Samosa	
32	Potato Cutlet	
33	Biscuits (Tick Pack)	
34	Biscuits (Half Pack)	
35	Chatpata Chat	
36	Chips	
37	Cold drink -Regular	
38	Finger Chips	
39	Qeema Samosa	
40	Vegetable Sandwich	
41	Vegetable Roll	
42	Chicken Patties	
43	Vegetable Patties	
44	Mineral Water(Nestle-Large)	
45	Mineral Water (Nestle-Small)	
46	Halwa Puri	
47	Parata	
48	Any other	
49	Any other	
50	Any other	

Company's S tamp	**Name with Signature**

Note: All the rates should be quoted against each item clearly mentioning the quantity (weight etc.)

Bidding Forms

Financial and Technical Proposal Submission Form

To:

In-Charge Procurement

The University of Haripur

Hattar Road Haripur

We, the undersigned, offer to provide the requested services as in accordance with your Request for Proposal dated _____. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelop

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Procuring Agency.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

.

(c) We meet the eligibility requirements as stated in Term & conditions, and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices as per term & condition

(g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature _____

Name and Title of Signatory: _____

Name of Service Provider (company's name)

Address: _____

Contact information (phone and e-mail): _____

Monitoring and Quality Assurance

The University's Food Committee shall conduct surprised rounds of kitchen and Canteen/Cafeteria area in order to monitor cleanliness and hygiene. The service provider shall not obstruct these rounds of university committee.

Violation	**Fine (Amount in PKR)**
Selling items in excess of agreed rate	1,000
Litter or spillage in sitting area	1,000
Litter or spillage in cooking area	1,000
Improper storage of items	2,000
Missing equipment	2,000 per week
Unclean uniforms/improper trimming of hair or nails	200 per employee
Unclean dishes or utensils	500
Unavailability of supervisor	500

Undertaking

(Stamp Paper of Rs; 100)

I/We do hereby undertake that undersigned must abide by the rates prescribed by the University and shall sell all the items as per rate list provided by the University which will be either on the Local Market Rate or nearly comparable.

In case of noncompliance of any term & conditions related to rate list, I/We completely understand and abide that University reserves rights to cancel our contract agreement without any prior notice.

Signature company/service provider

Name: _____

S/o: _____

CNIC No.: _____

Address: _____

_____

Witness-1:

Signature:

Name: _____

S/o: _____

CNIC No.: _____

Address:

_____

Witness-2:

Signature:

Name: _____

S/o: _____

CNIC No.: _____

Address:

_____