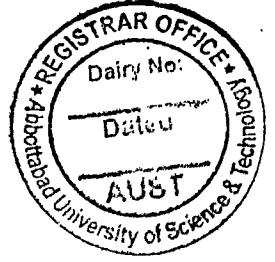


**ABBOTTABAD UNIVERSITY OF
SCIENCE & TECHNOLOGY**



TENDER DOCUMENT

MAIN CANTEEN

September-2024

Stationery Charges Rs. 2000/-,

(In shape of Bank Challan / receipt in favor of Treasurer)

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INVITATION FOR BIDS

1. Abbottabad University of Science & Technology invites sealed bids from reputable contractors/ Firms/ Individuals (Pakistani CNIC holder) for the running of the **CANTEEN on Single stage, two envelop procedure.**
2. Bidding documents can be obtained from Procurement Section, Abbottabad University of Science & Technology during office hours (8:00 am to 4 pm) on payment of Rs.2000/- (Non-Refundable stationery charges)
3. Bidding documents are also available on university website www.aust.edu.pk.
4. Tenders/bids complete in all respect and proper sealed form should reach the office of the undersigned till 11:00 A.M. on or before **30-09-2024** on the following address:
**Procurement Section, Abbottabad University of Science & Technology, Captain Akash Rabbani
Shaheed Road, Havelian-Abbottabad**
5. Received tenders/bids will be opened at 11:30 AM on **the same date i.e. 30-09-2024** in the meeting room of Vice Chancellor office in the presence of bidders or their representatives who wish to attend.
6. In case of any query or information, please contact

REGISTRAR

Abbottabad University of Science & Technology
Captain Akash Rabbani Shaheed Road, Havelian-Abbottabad
Tel. No. 0992-922525 cell No 0333-5038253 (PA to Registrar)

INSTRUCTIONS TO BIDDERS

1. The bidder must submit the proposals in two sealed envelopes i.e. one for the Technical Bid and the other for the financial (in which the rent is quoted). (both the envelopes must be enclosed in one envelope on which the name of the bidder must be written)
2. The envelopes should be on the name **(Treasurer office, Procurement Section, Abbottabad University of Science & Technology)**.
3. The contract is valid for one (01) year initially, however further extendable on the discretion/approval of the competent Authority (Vice Chancellor) subject to the satisfactory performance of the contractor.
4. The bidder shall deposit bid security of **Rs. 200,000/- (Two hundred Thousand)** in the shape of CDR in favour of **Treasurer-Abbottabad University of Science & Technology** along with the Financial Proposal.
5. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
6. The list of the items quantity and the rates will be decided by the university with the mutual consent of the contractors.
7. Financial bids of only qualified bidders shall be opened by the University Purchase Committee after technical qualification.
8. The contract shall be awarded to the qualified bidder who quotes the highest rent and accepts all terms & conditions of the bidding document.
9. The successful contractor shall deposit three (03) months advance rent in the shape of CDR/ Bank Draft in the name of treasurer Abbottabad UST and further that the rent shall be paid by contractor on quarterly basis as an advance.
10. If the contractor fails to pay/ deposit the rent latest by 10th day of the month, the university will charge a fine/ penalty to the contractor at the rate of 1% of the approved amount of the rent for next seven days. If the contractor still fails to pay/ deposit the rent the university has the right to close the canteen and cancel the contract with forfeiture of the CDR and advance rent.
11. In any case, university remains close for less than 15 days; all the rent will be payable by the contractor, however, if the university remains close for more than 15 days, the competent authority of Abbottabad UST (Vice Chancellor) will decide about the rent of that month depending upon the situation. Furthermore, the canteen will remain closed in holy month of Ramadan and the rent will not charged by the university.
12. The contractor shall not sublet the canteen/cafeteria to the other party i.e. the firm/ contractor/ individual who participated in the tender and signed the contract shall bound to run the Canteen throughout the contract period.
13. The Electricity consumption charges as per actual consumption through sub-meter would be payable by the cafeteria/canteen contractor on monthly basis. Whereas, gas shall be arranged by the contractors on his own risk and cost. Water will be provided by the university on payment of Rs 500/- per month and all the necessary management will be made by the contractor in this regard.

14. If the electricity issues, the contractor will be responsible to manage the alternative arrangement i-e generator / UPS.
15. The contractor shall not in any case, keep any prohibited material/ article/ item or any other thing in the Canteen and if any prohibited material is found, the university will immediately cancel the contract and initiate a legal action against the contractor. The CDR of the security shall be forfeited and heavy fine shall be imposed as decided by competent authority of Abbottabad UST.
16. The contractor shall maintain an adequate environment and up to the mark cleanliness. Moreover, the contractor is bound to follow the rules and regulations of the KPK Halal Food Authority. A penalty of Rs. 1,000/- may be charged if any complaint will be noted during the surprise visit by the management.
17. Canteen will be used exclusively for University Officers, Staff, Students, and their guests etc.
18. The contractor will use all standard / ISO certified cooking items. The contractor will maintain quality of food and services up-to the satisfaction of the management. A penalty up-to maximum to Rs. 3000/- per complaint will be imposed subject to verification by the management.
19. It will be the responsibility of the contractor for removal and proper disposal of waste material, garbage etc. from the Canteen to outside the boundaries of the Abbottabad University of Science & Technology.
20. Contractor shall equip the kitchen with cooking stoves, refrigerators, Micro-wave Oven, Glass showcase/counter/stands for display of items, Crockery, utensils etc, Table, chairs, furniture etc. insect repellants and other gadgets required for smooth provision of services in the Canteen.
21. Approved Rate List will be displayed all the time prominently on the notice board of the Canteen and its constituent units Menu items would be provided as per the displayed rate list. The University Administration would constantly monitor quality, quantity and price of the items provided.
22. The contractor would also be required to plan for organizing special lunch/dinner/high tea etc. for occasions such as seminars/symposium/conferences/related activities organized by different departments/sections of the university in which a special discount shall be given to the university.
23. The contractor will ensure the supply of filter water in canteen.
24. Canteen will be kept open during university official timings and/or as per directives of the university
25. Due to sensitive location of Canteen contractors are bound to employ persons of good character and submit the record of all employees to the administration. Health certificates and police clearance of all employees shall be the responsibility of the contractor. Further all employees must have some specific and proper uniform during duty hours.
26. The contractor will be responsible for collection of outstanding dues, if any, from customers (employees, students). Abbottabad UST, in any way, will not be responsible in the matter.
27. Three months' notice will be served by the contractor in case of cancellation of the contract and the contractor shall pay the rent of the notice period.
28. Building for running the canteen will be provided by the University, repair and maintenance will be carried out by the Contractor at any cost. Contractor will not claim any reimbursement of expenses on this account

29. In case the contractor fails to complete his period of the contract his CDR shall be forfeited and process of blacklisting may be initiated against him after the approval of competent authority of Abbottabad UST
30. The Administration of Abbottabad UST reserves the right to implement any rules or regulations issued by government/university from time to time in the best interest of the university.
31. If Abbottabad UST decides to open more canteens, cafeterias or food stalls on campus, the contractor shall not have the right of objection in this regard and decision will be made by the competent authority of the Abbottabad UST. This decision of competent authority will be final and cannot be challenged in court of law by any company, contractor, or individual.
32. The competent authority may reject one or all such proposals at any time before awarding the contract however, the rejection reason will be communicated to the respective bidder.
33. The competent authority may offer for re-bidding in case the proposal does not satisfy its professional /financial requirements.
34. No tenders/bids shall be accepted without original fee receipt or bank draft, copy of CNIC, letter head of the firm
35. No bid shall be accepted without mandatory documents already mentioned in evaluation/technical criteria.
36. In case of any dispute, the decision of Vice Chancellor of Abbottabad UST shall be final and subsequently acceptable for the contractor. The contractor will not challenge the decision of vice chancellor of Abbottabad UST in any court law.
37. Abbottabad UST shall reserves the right to cancel the agreement at any time.
38. Items' Rate List along with quantity & approved prices will be decided and shared by the university which will strictly be followed by the contractor. The prices will be enhanced, item wise by the Competent authority from 5-15% per annum, where deems appropriate.
39. The contractor will be bound to get KPRA registered.
40. All the taxes, where applicable will be payable by the contractor

EVALUATION CRITERIA/ TECHNICAL CRITERIA

Sr. No.	Description	Total Marks	Marks Obtained
1	Proof of Active Tax Payer (FBR)	10	Please Attach Active taxpayer list
2	Proof of Active Tax Payer (KPRA)	10	Please Attach Active taxpayer list
3	Experience similar job (Private firm) 2 marks per year upto 20 marks	20	Please attach documentary proof
4	Experience similar job (Government Organization) 2 marks per year upto 30 marks	20	Please attach documentary proof
5	Litigation History (10 marks will be awarded to the bidders having no litigation)	10	Please attach stamp paper of no litigation history
6	Bank statement of last one year (02 Marks will be awarded for each Rs. 50000/-)	10	Please attach bank statement
7	Interview by Tender Opening Committee/ Purchase Committee	20	
	Total	100	

Qualifying Marks: Bids scoring 50% (50) Marks out of 100 Marks shall be declared as Technically Responsive/qualified bids. The financial bids of technically responsive/qualified bids will be opened publicly at a time to be announced by the Abbottabad UST and the financial bids of the technically non-responsive/non-qualified shall be returned un-opened to the respective bidders. In this regard, any dispute receive within seven days shall be decided by disputes redressal committee constituted by Vice Chancellor of Abbottabad UST and the decision of the disputes redressal committee shall be final and not challengeable at any court of law.

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

We _____ (Firm name) 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 **Canteen** of Abbottabad UST and also do hereby confirm as follows:

1. That, our firm shall abide by all the instructions/conditions of the bidding document and in addition, the other conditions and Abbottabad University of Science & technology rules and regulations, all other special instructions given by Abbottabad UST from time to time and enforced under KPPRA Rules 2014
2. That, Our firm is neither blacklisted by any Govt. Department/Authority in Pakistan nor pursued any case in the court against this University.
3. That the information given in the application form and bidding documents is correct. In case any of provided information is proved incorrect or concealment of facts, Abbottabad UST reserves the right to reject the bid besides forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of our firm
4. The decision of the Abbottabad UST in any matter related to canteen/cafeteria shall be final & our firm or individual of our firm shall not challenge the decision of Abbottabad UST (Vice Chancellor) in any court of law.

Signature: _____

Name: _____

S/o: _____

CNIC.: _____

Address: _____

Witness-1:
Signature: _____

Witness-2:
Signature: _____

Name: _____

Name: _____

S/O: _____

S/O: _____

CNIC: _____

CNIC: _____

Address: _____

Address: _____

FINANCIAL BID

(Please, use separate envelope of this & seal it properly)

PARTICULARS OF THE CONTRACTOR FOR CANTEEN

Name of the Contractor: _____

Father Name of the Contractor: _____

CNIC (attach copy also): _____

Address: _____

Phone No: _____

Rent offered/quoted by the contractor:

Rs. (above Rs. 50,000) _____ (Per month)

Amount in Words:

(above rupees fifty thousand) _____ (Per month)

Signature: _____

Stamp: _____

Note: Each page of the tender documents should be signed and stamped by the bidders.