

# Punjab Tianjin University of Technology

## Lahore



## Tender Documents

### For Auction of Cafeteria

<b>Bid Reference No:</b>	<b>PTUT/PC/15/2022-23</b>
<b>Package Name:</b>	<b>Auction of Cafeteria</b>
<b>Procurement Procedure &amp; Method:</b>	<b>Single Stage Single Envelope</b>
<b>Bid Opening Venue:</b>	<b>Conference Room PTUT, Lahore</b>
<b>Last date and time for obtaining of bid documents</b>	<b>05 Jan 2022, 10:30 AM</b>
<b>Last date and time for submission of bid documents</b>	<b>05 Jan 2022, 11:00 AM</b>
<b>Opening of Bid Documents</b>	<b>05 Jan 2022, 11:30 AM</b>

**Procurement Notice**

**For Auction of Cafeteria**

The Punjab Tianjin University of Technology (PTUT), Lahore intends to auction the Cafeteria. Interested firms should obtain the signed Bidding Documents from the office of Project Director (Building & Works) 1st Floor Room No. 120, before obtaining Bid Time & Date (**05 Jan 2022, 10:30 AM**) from 9:00 a.m. to 04:00 p.m. (Monday to Friday) after depositing the Tender Fee of Rs. 2,000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document is available on websites [www.ptut.edu.pk](http://www.ptut.edu.pk) and [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only.

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of Project Director (Building and Works) on or before **05 Jan 2022** until 11:00 A.M. The proposal will be opened on the **05 Jan 2022** at 11:30 A.M. in the presence of the bidders or their representatives who make them present.

**Project Director**  
**Punjab Tianjin University of Technology, Lahore**  
**Ph. 042-99332570**

**CHECK LIST FOR SUBMISSION OF APPLICATION**

(Please mark ✓ or X in relevant boxes)

- |   |                          |
|---|--------------------------|
| 1. Detail of company profile/ Firm/ Contractor etc. Profile                                   | <input type="checkbox"/> |
| 2. Original CDR/Earnest Money /Deposit at call attached with Technical Bid.<br>(Rs.12,000/-)  | <input type="checkbox"/> |
| 3. Original Tender fee Amounting Rs.2,000/-   | <input type="checkbox"/> |
| 4. Affidavit on stamp paper Rs: 100/-   | <input type="checkbox"/> |
| 5. Has registration certificate from a registered/ incorporated company/ firm<br>in Pakistan. | <input type="checkbox"/> |
| 6. Copy of National Tax No.   | <input type="checkbox"/> |
| 7. List of documents Mandatory Requirements   | <input type="checkbox"/> |

**AFFIDAVIT (Stamp paper of Rs: 100/-)**

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms and conditions of Services and also do hereby confirm as follows:

1. That, M/s \_\_\_\_\_ shall abide by all the instructions/conditions of the bidding documents and in addition the other conditions and university rules and regulations, all other special instructions from given time to time and enforced Punjab PPRA Rules.
2. That, M/s \_\_\_\_\_ is not blacklisted by any Provincial/ Federal Government/ Autonomous body Department/Authority in Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, or not complying with the instructions to bidder of this tender documents university reserve. The right to reject the bid / cancel the agreement besides forfeiting the Bid Security/ Performance Guarantee and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

## **A. GENERAL INSTRUCTIONS TO BIDDER**

### **1. INTRODUCTION:**

The Punjab Tianjin University of Technology, Lahore (PTUT) invites bids from reputed/eligible catering Licensees for running of Canteen/cafeteria at PTUT, New Green Town Police Station, Township, Lahore.

### **2. ELIGIBLE BIDDER:**

This invitation of Bids is open to all bidders, provided they fulfill the mandatory requirement as mentioned in Tender documents.

### **3. SCOPE OF WORK:**

To provide uninterrupted services throughout the year in the Canteen for the University students, staff, visitors, residents etc. except during the period/vacations as notified by the Registrar PTUT, Lahore.

### **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/OVERWRITTING:**

Any erasures or overwriting shall not be valid.

### **7. REJECTION OF BID:**

The Punjab Tianjin University of Technology, Lahore reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of license without assigning any reason.

### **8. MODIFICATION & 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. BIDS EARNEST MONEY:**

Bidders have to submit the Bid Earnest Money @ **5% to be calculated on the basis of 12 months of the quoted monthly rent in the form of CDR favoring 'The Punjab Tianjin University of**

**Technology, Lahore.** 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. LATE BIDS:**

Any bid received by the University after deadline of time and date will not be received/entertained.

**11. 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 who choose to attend the meeting.

**12. Duration of Contract:**

The total contract period will be 12 months and the Canteen Contractor will have to pay rent of 12 months (in total). In case the University Authority decides to allow the canteen to be closed during any vacations (as notified by the Registrar) then the Contract will be deemed to be extended for the same period in order to complete the contract period of 12 months. The contract can be renewed thereafter for a further period of 02 years on yearly basis, upon satisfactory performance, with the prior approval of the Vice Chancellor

**13. BID CURRENCY:**

The price in the bid document shall be quoted in Pak rupees only.

**14. SIGNING OF LISENCE:**

The successful bidder shall be required to enter into a License agreement with The Punjab Tianjin University of Technology, Lahore within 7 days of the award of tender or within such extended period as may be specified by the University.

**15.** That the University employee (s) is not allowed to participate in Tenders.

**16.** Advance income tax will be applicable on total bid to be calculated on the basis of 12 months' rent as per Govt. rule.

*TERMS AND CONDITIONS FOR THE GRANT OF LICENSE TO RUN CANTEEN  
IN the Punjab Tianjin University of Technology, Lahore (PTUT)*

**B- SPECIFIC TERMS AND CONDITIONS FOR LICENSE OF CANTEEN/CAFETERIA**

1. That the license shall be valid initially for a period of one year. Thereafter it may be extendable for the further period for a maximum period of 3 years with 10% yearly increase subject to satisfactory performance report from students/faculty/staff & willingness of both parties.
2. That the Licensee will pay the rent for first 03 months in advance within 15 days of signing of agreement. Rest of the payments will be made at the beginning of respective month (within first 10 days) regularly into the bank account of the University
3. The Reserve price (Minimum Bid) will be Rs. 10,000/- per month.
4. That the licensee will have to pay Utility Bills such as Electricity, and Water supply etc (Commercial Tariff) as per bill / meter reading regularly. In case the Licensee fails to deposit these utility bills within due date, the University will have the right to disconnect the services till such time that bills and penalties (if any) are paid. The Licensee will take all the preemptive safety measures on his own cost like installation of proper fire extinguishers etc.
5. That the Licensee will be responsible for providing maximum food items mentioned in **(Annexure-I)**. For any additional items, which the Licensee intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price and quantity of such item.
6. That the price of each item is attached here with **(Annexure-I)** except aerated drinks and other standard packaged items supplied in canteen. Price List of food items will be revised on the request of Licensee as per inflation rate and new price will be determined by the recommendation of Price and Quality Control Committee, while prices of aerated 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 the University.
7. That the Cafeteria as designated by the University (one room for kitchen ) will be used strictly for the purpose for which it is being tendered for & no other business shall be carried out in any case in the Cafeteria. Further, the sitting covered area would be developed by the Licensee on his own expense.
8. That the Licensee will employ adequate number of staff in order to maintain efficiency to standard desired by the University.
9. That all persons engaged by the Licensee shall be the Licensee's own employees and they will claim no privileges from the PTUT.
10. That all persons engaged by the Licensee shall wear proper uniform as per Punjab Food Authority SoPs and expenses shall be bore by Licensee.

11. That the Licensee will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings etc. in the kitchen as well as canteen hall. University will not provide any cleaning material/dusters etc. for same.
12. That the Licensee will get all his workers medically examined periodically from approved Registered Medical Practitioner authorized by the Punjab Food Authority and submit Medical Certificate in Estate office for record/reference. 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 Licensee will also ensure that neat and clean uniforms are provided to the staff.
13. That University Price and Quality Control Committee reserve the right to take samples of the edibles/raw material from the Canteen and meat sample from shop for the purpose of inspection/testing with a view to maintain the quality. Such samples will however be drawn by authorized person(s).
14. That the Price and Quality Control Committee or Estate Officer or Authorized Officer will inspect and oversee functioning of Canteen/shop with a view to ensure hygiene and sufficient service in the Canteen/shop. In case there are repeated failures or lacuna noticed by the Officers due to failure of Licensee, the Licensee shall be fined and continuation shall lead to cancellation of License
15. That a complaint box will be placed by the University Estate Office for students, staff and other costumers in order to ensure regular check on rates, quality, cleanness, behavior of licensee's employees and other services. In case of any complaint found, the Licensee will be bound to redressal the grievances within a specified time, failure to which a fine upto 5,000/- (depending upon the nature of the complaint) will be imposed and continuation may lead to the cancellation of the License
16. That the Licensee shall not allow anybody to reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Canteen/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.
17. That the University will not be responsible for providing furniture / fixture. The Licensee will provide the furniture & fixture on its own cost, with the approval of University authority and recommendations of the Estate Office.
18. That the licensee will not have any liberty of branding on internal/external walls of the Canteen. However, if University Authority deem necessary, may go for branding on Canteen walls internally and externally
19. That the licensee shall prohibit the sale of banned/illegal items. Moreover, make necessary arrangements for the prohibition of drugs/cigarettes/alcohol/sheesha or any other such item. If any of licensee worker found sale of such items, the license/contract will be cancelled.



20. The Cafeteria shall be opened for catering during all working days. Opening time will be 6:00 am and Closing time will be 7:00 pm.
21. That the Licensee shall be responsible for all damages or losses to **PTUT** Campus property by the Licensee 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.
22. That the License can be cancelled / terminated on one month notice from either side in writing. The Licensee shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by the University and shall hand over the same to the Campus Administration.
23. Capturing photos and making videos by Canteen staff will not be allowed.
24. That incomplete bids or bids without Earnest Money mentioned in Tender Notice in the shape of CDR will not be entertained in any case and further cheques etc, will not be acceptable in any case. In case of successful bidder, the same will be retained by the University as refundable Security deposit.
25. That the successful bidder shall also Rs. 150,000/- as performance guarantee in the shape of CDR in favor of '**Punjab Tianjin University of Technology, Lahore**' at the time of award of License.
26. Performance Guarantee will be released after completion/termination of contract.
27. That in case of violation of any term and condition. Licensee will be cancelled and security shall be forfeited. Health/Fitness Certificate of Owner and Employees issued medical lab/hospital of Punjab Food Authority
28. Offer validity will be 90 days from the date of opening of financial bid.
29. The contract will be made between PTUT, Lahore and company on judicial paper of Rs.1200/-
30. In case of any withdrawal after award of tender the Earnest Money shall be forfeited.
31. Taxes (if any) imposed by the government shall be the responsibility of the contractor.
32. In case of any dispute the matter shall be referred to the Worthy Vice Chancellor and his decision will be final & binding to the Licensee.
33. **Type of Open Competitive Bidding:**
  1. As per Rule 38 (1) of PPRA Punjab Rules 2014, "Single Stage, Single envelope" shall apply for Canteen Tender, which is as under:
  2. The minimum auction reserve price will be Rs.10000/-month and qualified highest bidder will be awarded the work order.

34. **Mandatory Requirements:**

1. Valid Registration Certificate issued from Punjab Food Authority
2. Minimum 05 years' experience of Cafeteria in Public Sector Offices/Universities along with Experience Certificate:
3. NTN
4. Active Tax Payer List (ATL)
5. Evidence of Company/Firm/ Sole proprietorship
6. Affidavit on attested stamp paper that the bidder is not black listed by the Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.

**I have read; and accepted all terms and conditions of tender mentioned above**

**Authorized Tenderer**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

**Details of Past Experience**

S/N	Name, address and Contact Number 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)					

**FOOD ITEMS FOR CAFETERIA**

<b>Item</b>	<b>Price</b>	<b>Item</b>	<b>Price</b>
<b>Breakfast Items</b>			
Aaloo Paratha (250g)	50	Paratha (150g) + Omlete	50
Bread Slice	08	(02) Naan + Chanay	90
<b>Lunch Items</b>			
Chicken Biryani (300g)	130	Daal Chana (200g)	70
Chicken Qourma (150g)	120	Saada Chanay (200g)	50
Anda + Chanay (200g)	90	Chicken Haleem (200g)	80
Chicken Plao (300g)	120	Curry Pakora (300g)	60
Daal Mash (200g)	70	Chicken Chinese Plao (300g)	120
<b>Others</b>			
Samosa with Katchup/Raita (75g)	30	Dahi Bhalay (200g)	70
Fruit Chat, Chana Chat (200g)	80	Russian Salad, Fruit Salad (200g)	90
Burger+ Chicken Burger	70+110	Basin Naan(150gm)	60
Chicken Kabab(200gm)	40	Aalo Kabab(200gm)	30

PTUT Tender Document for Auction of Cafeteria

Shawarma(200gm)	100	Juices	As per Market Price
Tea (150ml)	30	Coffee(150ml)	80
Fresh Juice (Apple, Strawberry)(180ml)	100	Milk Shake(180ml)	90
Ice Cream	As per Market Price	Club Sandwich	120
Naan(150gm)	20	Roti(100gm)	12

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm and Address

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(Seal & Signature of Company)

**GENERAL PARTICULARS OF APPLYING FIRM**

<b>Firms' Information</b>	
Name of Firm/ Company	
Complete Postal Address	
Phone Number	
Contact Person/ Designation	
Mobile Number	
E-Mail Address	
Fax Number	
Type of Organization	
Place of Incorporation/ Registration	
Year of Incorporation /Registration	
Validity	
National Tax Number	