

# **Punjab Tianjin University of Technology**

## **Lahore**



### **Tender Document**

#### **For Auction of Cafeteria**

<b>Bid Reference No:</b>	<b>PTUT/PC/01/2024-25</b>
<b>Package Name:</b>	<b>Auction of Cafeteria</b>
<b>Procurement Procedure &amp; Method:</b>	<b>Single Stage One Envelope</b>
<b>Bid Opening Venue:</b>	<b>Conference Room PTUT, Lahore</b>
<b>Last date and time for submission of bid documents</b>	<b>24-09-2024, 11:00 AM</b>
<b>Date and time of Opening of Bid Documents</b>	<b>24-09-2024, 11:45AM</b>

## **Notice for Auction of Cafeteria**

The Punjab Tianjin University of Technology (PTUT), Lahore intends to Auction the Cafeteria. Interested firms may obtain the Bidding Document from the office of Project Director (Building & Works) from 8:00 a.m. to 4:00 p.m. (Monday to Friday) after depositing the Tender Fee of Rs. 2,000/- (non-refundable) in A/c No. 6580064981000010 titled: “Punjab Tianjin University of Technology, Lahore” at BOP, College Road Branch, Lahore.

All Bids must be accompanied by a Bid Security of **Rs. 6000/-** in the form of CDR in favor of “**Punjab Tianjin University of Technology, Lahore**”. Late Bids shall not be accepted.

The sealed Bids complete in all respect as detailed in the bidding document must reach in the office of Project Director (Building and Works) on or before **24-09-2024** until 11:00 a.m. The Bids will be opened on the same day i.e. **24-09-2024** at 11:45a.m. in the presence of the bidders or their representatives who may choose to attend at the address below.

The Bidding document carrying all details can also be downloaded from official website of Punjab Tianjin University of Technology at <https://www.ptut.edu.pk> or the website of Punjab Procurement Regulatory Authority at <http://ppra.punjab.gov.pk>.

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

# TENDER / APPLICATION FORM

## For Auction of Cafeteria

(On Company/Firm's Letter Head )

I/We, \_\_\_\_\_ having CNIC No. \_\_\_\_\_

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

Contact No: \_\_\_\_\_ do hereby submit tender bid for Cafeteria at a monthly Cafeteria

License fee / Rent of Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_ per month

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

being earnest money. I/We hereby accept the terms & conditions attached.

### **Authorized Tenderer**

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

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

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

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

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

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

**CHECK LIST FOR SUBMISSION OF APPLICATION**

(Please mark ✓ or X in relevant boxes)

- |   |                          |
|---|--------------------------|
| 1. Original CDR attached the Bid. (Rs. 6,000/-)   | <input type="checkbox"/> |
| 2. Original Tender fee amounting Rs. 2,000/-  | <input type="checkbox"/> |
| 3. Affidavit on stamp paper Rs: 300/-   | <input type="checkbox"/> |
| 4. Registration Certificate of Income Tax and Punjab Revenue Authority (PRA)  | <input type="checkbox"/> |
| 5. Active Taxpayer Status of Income Tax and PRA   | <input type="checkbox"/> |
| 6. License from Punjab Food Authority   | <input type="checkbox"/> |
| 7. List of documents (Mandatory Requirements)   | <input type="checkbox"/> |
| 8. Minimum 02 work orders received in the past to run the Cafeteria in<br>Public /Private Sector College / Universities | <input type="checkbox"/> |

**AFFIDAVIT (Stamp paper of Rs: 300/-)**

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, in addition the other conditions as per university rules and regulations, and all other special instructions given from time to time enforced by 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 reserves 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 firms for running of Cafeteria at PTUT, Green Town, Township, Lahore.

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

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

### **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 of the bidding process.

### **5. BIDDING DOCUMENT:**

The Bidder is expected to examine all instructions, forms, terms and conditions etc. of the Bidding Document. 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 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 Authorization 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 withdraw the bid, if bidder happens to be successful bidder.

### **9. BIDS EARNEST MONEY:**

Bidders have to submit the Bid security amounting Rs. 6000/- **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 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 may 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 per month (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 shall be valid initially for a period of one year. **Thereafter, it may be extended for the further period of one year with 10% yearly increase subject to satisfactory performance report of the Cafeteria Quality Control Committee of the university, prior approval of the Vice Chancellor and willingness of both parties.**

**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 an 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 as per Stamp Act.

**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 AUCTION OF CAFETERIA  
IN the Punjab Tianjin University of Technology, Lahore (PTUT)*

**B- SPECIFIC TERMS AND CONDITIONS FOR AUCTION OF CAFETERIA**

1. That the License to run the cafeteria shall be valid initially for a period of one year. Thereafter it may be extendable for the further period of One Year with 10% yearly increase subject to satisfactory performance report from the Quality Control Committee, approval of the Vice Chancellor & willingness of both parties.
2. That the Tender Awardee 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 University Bank Account No. 6580064981000010 titled: “Punjab Tianjin University of Technology, Lahore” at BOP, College Road Branch, Lahore.
3. That if the Awardee fails to deposit the license fee / Rent until 10th of every month a fine, as decided by the competent authority of the university, may be charged. However, in case of failure to deposit rent of continuous 02 Months, the Competent Authority may cancel the License to run the Cafeteria.
- 4. The Reserve price (Minimum Bid) will be Rs. 10,000/- per month.**
5. That the Awardee will have to pay Utility Bills such as Electricity, and Water supply etc (Commercial Tariff) as per bill / meter reading regularly. In case the Awardee 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 Awardee will take all the preemptive safety measures on his own cost like installation of proper fire extinguishers etc.
6. That the Awardee will be responsible for providing maximum food items mentioned in (**Annexure-I**). For any additional items, which the Awardee intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price and quantity of such item.
7. That the price of each item is attached herewith (**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 Awardee 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.
8. 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 Awardee on his own expense.
9. That the Awardee will employ adequate number of staff in order to maintain efficiency to standard



desired by the University.

10. That all persons engaged by the Awardee shall be the Awardee's own employees and they will claim no privileges from the PTUT.
11. That all persons engaged by the Awardee shall wear proper uniform as per Punjab Food Authority SoPs and expenses shall be bore by Awardee.
12. That the Awardee 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.
13. That the Awardee 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 Awardee will also ensure that neat and clean uniforms are provided to the staff.
14. 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).
15. 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 Awardee, the Awardee shall be fined and continuation shall lead to cancellation of Authorization
16. 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 Awardee's employees and other services. In case of any complaint found, the Awardee will be bound to redress 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 Authorization
17. That the University will not be responsible for providing furniture / fixture. The Awardee will provide the furniture & fixture on its own cost, with the approval of University authority and recommendations of the Estate Office.
18. That the Awardee 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 Awardee 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 Awardee worker found sale of such items, the Authorization/contract will be cancelled.

20. The Cafeteria shall be opened for catering during all working days. Opening time will be 8:00 am and Closing time will be 6:00 pm.
21. That the Awardee shall be responsible for all damages or losses to **PTUT** Campus property by the Awardee himself or his staff and shall be liable to repair/restore 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 Awardee shall vacate the Authorized premises peacefully after the expiry of the Authorized 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 case of successful bidder, the same will be retained by the University till the submission of Performance Guarantee.
25. That the successful bidder shall also submit **CDR amounting Rs. 30,000/- as performance guarantee** 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, License 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 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 Awardee.
33. The university and successful bidder may mutually agree to expand the cafeteria at Raiwind road campus with 50% rent of the Main Campus (If required by the University).
34. Holy Month of Ramadan and University notified summer/winter student vacations will not be charged.
35. **Type of Open Competitive Bidding:**
  1. As per Rule 38 (1) of PPRA Punjab Rules 2014, "Single Stage One 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.

**36. Mandatory Requirements:**

1. Valid License / Registration Certificate issued from Punjab Food Authority
2. Minimum 02 work orders received in the past to run the Cafeteria in Public/Private Sector College / Universities.
3. Registration Certificate of Income Tax and PRA
4. Active Tax Payer of Income Tax and PRA
5. 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	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 Rs.</b>	<b>Item</b>	<b>Price Rs.</b>
<b>Breakfast Items</b>			
Aaloo Paratha (250g)	100	Paratha (150g) + Omelet	150
Bread Slice	15	(02) Naan + Chana	150
<b>Lunch Items</b>			
Chicken Biryani (300g)	200	Daal Chana (200g)	120
Chicken Qourma (150g)	150	Saada Chana (200g)	100
Anda + Chana (200g)	150	Chicken Haleem (200g)	150
Chicken Pulao (300g)	160	Curry Pakora (300g)	100
Daal Mash (200g)	100	Chicken Chinese Pulao (300g)	170
<b>Others</b>			
Samosa with Ketchup/Raita (75g)	50	Dahi Bhalay (200g)	150
Fruit Chat, Chana Chat (200g)	150	Russian Salad, Fruit Salad (200g)	150
Burger+ Chicken Burger	120+200	Basin Naan(150gm)	120
Chicken Kabab(200gm)	70	Aalo Kabab(200gm)	50

Shawarma (200gm)	100	Juices	As per Market Price
Tea (150ml)	50	Coffee(150ml)	100
Fresh Juice (Apple, Strawberry)(180ml)	150	Milk Shake(180ml)	120
Ice Cream	As per Market Price	Club Sandwich	170
Naan(150gm)	25	Roti(100gm)	16

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	