

# INVITATION TO BID CAFETERIA AND FOOD STREET

## (Single Stage Two Envelope Procedure)

Federal Urdu University of Arts, Sciences & Technology Islamabad invites bids for Cafeteria and Food Street Services from eligible bidders who are registered or Active Taxpayers with FBR and experienced in above services and works.

2. Complete Set of Bidding Documents containing detailed terms & conditions can be obtained from Admin Gen Section of the University. It can be downloaded from PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) and FUUAST website ([www.fuuastisb.edu.pk](http://www.fuuastisb.edu.pk)). The tender processing fee is Rs.2,000/- (Non-refundable) which can be deposited in shape of CDR, Pay Order, Demand Draft in favor of Federal Urdu University Islamabad and to be attached with technical bid.

3. The Financial bid must accompany with bid security amount as mentioned in tender document (refundable to Non-qualified bidders) for cafeteria and food street services the bid price in favor of "Federal Urdu University Islamabad" in shape of CDR, Pay Order, Demand Draft.

4. Sealed Bids must be delivered on or before 05/03/2024 at 10:30 am. Bids will be opened the on same day i.e 05/03/2024 at 11:00 am. This advertisement is available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

5. Late bids and without tender fee shall not be entertained.

  
Additional Registrar  
Federal Urdu University of Arts, Sciences & Technology  
Old Kuri Road, Moza Moharian,  
**Islamabad**  
Tel: 051-9252860-4 (Ext 122)

*FUA 152-531*



**Federal Urdu University of Arts Science and Technology  
Islamabad**

**Tender Documents  
Cafeteria and Food Street Services**

Federal Urdu University of Arts Science and Technology (FUUAST), Islamabad invites sealed bids from well-established economically sound parties for the Provision of Cafeteria and Food Street Services at the University.

**Facilities from FUUAST:**

1. **1x hall measuring 652 sqft** covered area in building minimum rent **Rs. 50 per sqft** is available for highest bidder with annual increase of **10%**.
2. **1x hall measuring 652 sqft** covered area in building minimum rent **Rs. 50 per sqft** is available for highest bidder with annual increase of **10%**.
3. **1x Faculty hall measuring 637.5 sqft** covered area in building minimum rent **Rs. 50 per sqft** is available for highest bidder with annual increase of **10%**.
4. **1x kitchen measuring 637.5 sqft**, covered area in building minimum rent **Rs. 50 per sqft** is available for highest bidder with annual increase of **10%**.
5. **Serving Area measuring 751 sqft**, covered area in building minimum rent **Rs. 50 per sqft** is available for highest bidder with annual increase of **10%**.
6. **8 to 12 points** are to be build in the food street, each point measuring **12x14 sqft** minimum rent of **Rs. 50 per sqft** is available for highest bidder with annual increase of **10%**.
7. **Open space adjacent to covered area of the building** is available to build Food Street, which also includes tuck shop, photocopy shop, sports goods shop.
8. **Allied facilities e.g Electricity and Water** will be available.
9. **The contract will be awarded for a period of Four (4) years.** (Extendable on performance basis)

### **Liabilities of Bidder:**

- 1) All interested bidders should be registered with Income Tax and Sales Tax Department and must be an active tax filer.
- 2) The successful bidder will be required to deposited security Rs. **500,000/-** (refundable) in the shape of pay order/demand draft in favor of Director Accounts Federal Urdu University, Islamabad.
- 3) Contractor will construct/built the following shops and develop a food street and open sitting area on the land provided by the university. (Photocopy shop, tuck shop and sports item shop).
- 4) In addition to rent the bidder shall pay:-
  - i. Electricity charges as per actual consumption.
  - ii. Water charges for Students Service Center is 1% of total rent amount.
- 5) The successful bidder shall be responsible for all repair /maintenance, cleanliness, wear and tear at all times during the period of contract.

### **Technical Bids:**

- 1) Bidding Firms should be in business of catering / Cafeteria and Food Street for at least 3 years at University/ College / Corporate level serving at least 3000 customers daily.
- 2) The University may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any bidder who submitted a bid or proposal, the ground for its rejection of proposals, but is not required to justify those grounds.
- 3) Five percent (5%) of the estimated rent of the annual contract must be accompanied with the bid as earnest money (refundable to the unsuccessful bidders) in the form of Demand Draft / Pay Order / Call Deposit Receipt in favor of Director Accounts Federal Urdu University of Arts Science and Technology, Islamabad. Bid(s) without earnest money will not be considered. Bids with LESS earnest money will not be entertained. No Crossed-Cheque / Bank Challan / Cash or any other instrument other than Demand Draft / Pay Order / Call Deposit will be accepted.
- 5) Tender Documents are available on PPRA as well as on University website. Detailed Terms & Conditions / Tender documents can be downloaded from PPRA as well as from University website after uploading / publication of the tender notice.

- 6) All contractors will have to give a presentation as well as in written form the detail of their business experiences and:-
- I. Profile showing experience certificates, satisfactory performance in reputable institutions.
  - II. Layout plan/Interior decor of the sitting space available on ground floor and 1<sup>st</sup> floor.
  - III. Layout of kitchen including all fixtures.
  - IV. Layout plan of shops, Food Street and open area sitting.
  - V. Furnishing of the Students Service Centre including the heating and cooling arrangements.
  - VI. Menu for students and faculty (snacks, lunch/dinner menus, hot and cold beverages, soups, salads).
  - VII. Services (which will be provided to students and faculty)
  - VIII. Hygiene / Cleanliness measures.
  - IX. Manpower (type of manpower e.g Supervisor, Cashier, Waiters, Cook etc) and their strength.
  - X. The bidder shall provide sufficient information that he is financially sound by providing financial stability certificates from a scheduled bank.
  - XI. Total investment to be made by the bidder.

**Following criteria will be followed for evaluation of bids:**

a. Highest Bid for Rent	20 Marks
b. Experience	15 Marks
c. Evaluation by Committee	30 Marks
d. Investment Plan / Presentation / Quality	20 Marks
e. Lowest Rates of Eatables	15 Marks

**Financial Bids:**      Following will be financial bids from bidder:-

1. Cost of items / menu (snacks, lunch, dinner, hot & cold beverages, soups, salads)
2. Items rate 10 – 15 % lower than the market and should be realistic.
3. Monthly rent which will be paid by contractor.
4. Items rates must be quoted inclusive of GST.
5. The bidder shall provide sufficient information that he is financially sound by providing financial stability certificates from a scheduled bank.
6. Rental amount will have to be paid in advance each month. The rental amount will be increased by 10% per annum. The increase of 10% will be based on the rent of previous year.
7. Late deposit charges will be imposed @ 5% per month in case of delay in provision of rental amount i.e. after 10<sup>th</sup> of each month.

**Detail Terms & Conditions for Cafeteria and Food Street Services**

1. All interested bidders should be registered with Income Tax and Sales Tax Department and must be an active tax filer.
2. Bidding Firms should be in Business of catering / Cafeteria and Food Street for at least 3 years at university/college/corporate level serving at least 3000 customers daily.
3. Five percent (5%) of the estimated rent of the annual contract must be accompanied with the bid as earnest money (refundable to the unsuccessful bidders) in the form of Demand Draft / Pay Order / Call Deposit Receipt in favor of Treasurer Federal Urdu University of Arts Science and Technology, Islamabad. Bid(s) without earnest money will not be considered. Bids with LESS earnest money will not be entertained. No Crossed-Cheque / Bank Challan / Cash or any other instrument other than Demand Draft / Pay Order / Call Deposit will be accepted.
4. Bidding Firms should not have been black-listed and debarred by any government or civil department or semi-government organizations.
5. Bidding Firm should not have a litigation case going on with any government or civil department or semi-government department relating to its business. An Affidavit in this regard will be submitted by the Firm. If it is found at any stage that firm had made a wrong statement, the contract will be terminated and security fee will be confiscated.
6. Bidding Firm will have to provide bank statement for last one year to prove that it has a reasonable annual turnover and has bank balance to pay the security, rent and other utility charges of the Cafeteria and Food Street.

7. The Bidding Firm will furnish the details of services being provided in **last Three years** at University / College / Corporate level.
8. The short-listed firms will be required to physically get their establishment inspected by the University Administration / Canteen Committee. In addition, the bidding firms are likely to make a presentation before the University Administration regarding their capability for provision Cafeteria and Food Street Services.
9. The University reserves the right to cancel the contract at a notice of one month in case of violation of any stipulation of the contract or failure to pay the rent/utility charges in time or failure to pay any government taxes livable by the government/ semi-government authority or corporation.
10. **On Administration/ Efficiency Ground.** This termination can be based on any general administrative failure, inefficiency, failure to abide by the terms of the agreement, any complaints from the students/ staff regarding the quality of service or of food and drink served in the Cafeteria and Food Street, or the hygienic conditions in the Cafeteria and Food Street, or non-availability of required eatable items, or not opening the Cafeteria and Food Street on specified time, or non-availability of staff. All this shall be investigated and if found to be true, the university shall have the right to terminate this agreement. In case of termination/ cancellation of contract, the contractor shall be given a notice of one month. Cafeteria and Food Street will be functional from 8:30 am to 8:00 pm.
11. **Ethical Grounds.** The contractor and their employees will be responsible for decent behavior in their dealings with the students and staff. If the contractor or any employee is found indulging in any immoral or indecent activity, the contract will be terminated immediately with a notice of 15 days only with no compensation.
12. The selection of successful party / Firm will be made keeping in view the higher standard and previous experience; Therefore, it is not necessary that only the highest bidder is selected.
13. The selected party will have to deposit an amount equal to rent of **six** months as "Security against rent / utility charges. The security will be refunded on expiry / termination of the contract after adjusting the pending rent / utility charges / any other outstanding amount and after the inspection of the premises.
14. In addition to the rent, the selected party will pay "Advance Tax" @ 10% per annum of the total rent of the year.
15. The Selected party shall be bound to sign the contract agreement, payment of security money and occupation of Cafeteria building within **Fifteen (15)** day of issuance of Award Letter, and setting up the shops / Food Street within **Two (2)** months, otherwise, the University has the right to cancel the contract agreement.

16. The selected party will re-model / renovate / furnish the cafeteria and food street at its own expense. No amount will be paid by the University at the time of expiry / termination of contract agreement.
17. The Selected party shall ensure installation of proper gas connections in Cafeteria and Food Street from a registered/ renowned firm so as to ensure safety and protection of students / staff / faculty.
18. The Selected party shall be liable for all negligent or accidental damages caused by its employees to the Cafeteria and Food Street Building, its fittings and fixtures (including sanitary & electricity fittings), or any other university property. Proper Inventory of all such items of the Cafeteria and Food Street in possession of the selected party shall be signed by him/ her at the time of entry into Cafeteria/ handing over of the cafeteria. He/she shall maintain it proper functional and fit condition.
19. The rates of eatables / food items indicated in the Bid of successful party will be fixed, which will remain applicable for at least **Six (6) Months**. No increase in rates at own without approval of competent authorities will be acceptable. Rates will be reviewed after **Six (6)** months, if necessary.
20. The rates list of eatables / food items which will be provided by the selected party must be displayed at prominent places in Cafeteria and Food Street premises, duly signed by the Convener Canteen Committee/ members of Canteen Committee. Moreover, the Menu and the rates should be displayed on LED panel at the counter.
21. The Selected party will use good quality stuff and will not sell any item of food or drink which is anyway adulterated, spurious, impure, stale, unhealthy or unhygienic and not approved by the committee. For cooking purpose, the ghee/ cooking oil will be of good quality.
22. FUUAST administration shall have the authority, to inspect the Cafeteria and Food Street premises and to test the items of food and drink served in the Cafeteria and Food Street, without prior notice. If the Cafeteria and Food Street premises are found unclean or the food and drink is found to be adulterated, stale spurious, unclean, unhealthy, unhygienic or unfit for human consumption, the University shall have the right to terminate the contract. On three adverse reports from University Canteen Committee, the contract shall be liable to cancellation even before the expiry of the contract period. This is also application to the first three months and rest of the contractual period.
23. The selected party will employ sufficient staff for providing quick, clean and efficient services in the Cafeteria and Food Street so that the students / Faculty / staff do not wait unduly for the services.
24. All the members of the staff employed by the contractor shall from time to time be required to be medically examined by the medical officer and if anyone is found to be sick or suffering from contagious disease, the contractor shall at once remove such staff.

The contractor shall employ female staff for customer dealing and will provide them with suitable, clean uniforms. Male staff may be employed for the kitchen/ purchases, and other administrative duties. The Contractor will maintain proper record of the employees all the time and will be responsible for all their doings security wise.

25. The selected party shall make an endeavor to employ 15% female staff at the cafeteria and Food Street for smooth dealing with the university female students.
26. The selected party shall ensure that the staff employed at the Cafeteria and Food Street should not be below the age of 18 years. The staff employed at the Cafeteria and Food Street must be in possession of CNIC for security reasons.
27. The selected party shall ensure that the staff employed at the Cafeteria and Food Street does not misuse the camera or multimedia installed on the "Android Cell Phone" at the university premises due to social and security reasons.
28. The selected party shall ensure that the staff employed is medically fit and their medical fitness certificate are to be submitted to FUUAST Administration every six months.
29. The selected party shall ensure security clearance of Cafeteria and Food Street staff through concerned Police Station prior to their employment at the university Cafeteria and Food Street, and submit its report to FUUAST administration.
30. The selected party shall provide some suitable dress / uniform, with university logo and name of member to its staff, to differentiate them from the university staff / faculty / students.
31. The selected party shall ensure installation of Fire Fighting Equipment from a reputable company at Cafeteria and Food Street premises so that timely action is taken in case of fire incidence.
32. The selected party will pay the utility charges (Electricity / water) regularly. If the party fails to pay the utility charges for two months, the University reserves the right to terminate the contract and the outstanding charges will be adjusted from security deposit.
33. The agreement will be personal to the contractor and shall not be capable of being assigned, shared, sublet or otherwise disposed of and the contractor shall not grant or attempt to grant any rights in it.
34. The Selected party will keep the Cafeteria and Food Street premises in clean and well-maintained condition at his/ her expenditure. Kitchen, pantry hall should be kept clean, well maintained and renovated wherever necessary for his / her convenience after approval from the competent authority. However, no such amount spent / invested by the contractor will be claimed at any stage.

35. The selected party will provide list of all his / her employees or staff along-with copies of CNIC to the Security Office of the University giving their names and home addresses. The University, however, reserves the right to ask for removal of any of his/ her employees' staff within specified period without assigning any reason and decision of the university in this respect shall be final and binding.
36. The University may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
37. In case of the termination of the contract, pre-mature or otherwise, no compensation claim will be entrained by the University.
38. Any individual who is employee of FUUAST (permanent / contractual) will not take part in the Tender directly or indirectly.
39. All the disputes relating to or connected with the contract agreement whether arising during the agreement period or on its termination, shall be referred to the Vice Chancellor, Federal Urdu University of Arts Science and Technology, Islamabad or any person or University Canteen Committee nominated by her, whose decision therein shall be final and conclusive in all the manners and shall not be questioned in any court of law.
40. If the selected party wants to terminate the contract, he must have to give 03 months advance notice to the University.
41. After successful bidding, the selected party and FUUAST agreement process will be done by the FUUAST administration.
42. After the successful completion of the contract term, if the selected party is not willing to continue/ win bid for the next term, the depreciated amount of the installed equipment, will be paid by the new selected party.
43. The selected party will have to vacate any occupied space (Hall or Stall), if required by the FUUAST administration, and the rent of only the vacated space will not be charged for that particular time period.
44. The selected party will have to pay extra rent if new (Hall or Stall) is allocated to them, extra rent of the occupied space will be charged as per Sq.ft agreement.
45. The variety of eatables / items to be provided in the Cafeteria and Food Street is indicated in the lists attached as Annexure "A" & Annexure "B".

46. If the selected party / contractor intend to provide any additional food item(s), he / she should have to seek prior permission / approval from the University Canteen Committee along-with rates of such foods item(s).

Signature: \_\_\_\_\_  
Name of Bidder: \_\_\_\_\_  
CNIC No: \_\_\_\_\_  
Date: \_\_\_\_\_

  
Additional Registrar  
Federal Urdu University of Arts,  
Science & Technology  
Islamabad

## **Financial Proposal**

### List of food items

نمبر شمار	اشیاء	مقدار	مقررہ ریٹ
۱	پراٹھا	فی پراٹھا	
۲	آلو والا پراٹھا	فی پراٹھا	
۲	انڈہ فرائی	فی پلیٹ	
۳	انڈہ آلیٹ	فی پلیٹ	
۴	انڈہ ہاف فرائی	فی پلیٹ	
۵	چنا پلیٹ	ہاف پلیٹ، فل پلیٹ	
۶	دال مسور	ہاف پلیٹ، فل پلیٹ	
۷	دال مونگ	ہاف پلیٹ، فل پلیٹ	
۸	دال چنا	ہاف پلیٹ، فل پلیٹ	
۹	دال ماش	ہاف پلیٹ، فل پلیٹ	
۱۰	دال چاول	ہاف پلیٹ، فل پلیٹ	
۱۱	دال لوبیا	ہاف پلیٹ، فل پلیٹ	
۱۲	حلیم	ہاف پلیٹ، فل پلیٹ	
۱۳	انڈہ کاری	ہاف پلیٹ، فل پلیٹ	
۱۴	کڑی پکوڑہ	ہاف پلیٹ، فل پلیٹ	
۱۵	سبزی ہر قسم کی فی پلیٹ	ہاف پلیٹ، فل پلیٹ	
۱۶	چکن سالن	ہاف پلیٹ، فل پلیٹ	
۱۷	چکن کڑائی	ہاف پلیٹ، فل پلیٹ فی کلو، فی ہاف کلو	
۱۸	چکن و بیف تکہ	ہاف پلیٹ، فل پلیٹ	
۱۹	مٹن کڑائی	ہاف پلیٹ، فل پلیٹ فی کلو، فی ہاف کلو	
۲۰	چکن قورمہ	ہاف پلیٹ، فل پلیٹ	
۲۱	قیمہ بیف فی پلیٹ	ہاف پلیٹ، فل پلیٹ	
۲۲	بیف سالن فی پلیٹ	ہاف پلیٹ، فل پلیٹ	
۲۳	مٹن سالن فی پلیٹ	ہاف پلیٹ، فل پلیٹ	
۲۴	چکن بریانی	ہاف پلیٹ، فل پلیٹ	
۲۵	چنا پلاؤ	ہاف پلیٹ، فل پلیٹ	
۲۶	چکن پلاؤ	ہاف پلیٹ، فل پلیٹ	
۲۷	روٹی	فی عدد	
۲۸	نان	فی عدد	
۲۹	چائے کھلے دودھ کی	فی کپ	

۳۰	دودھ پتی چائے	فی کپ	
۳۱	چائے ڈز پوزیبل	فی کپ	
۳۲	گڑ والی چائے	فی کپ	
۳۳	کشمیری چائے	فی کپ	
۳۴	گرین چائے	فی کپ	
۳۵	کافی	فی کپ	
۳۶	کولڈ ڈرنک تمام قسم کی	لیٹر، ہاف لیٹر، تمام قسم کی ۳۵۰ ملی لیٹر بوتل	
۳۷	منرل واٹر عیسے	لیٹر، ہاف لیٹر بوتل	
۳۸	لسی	فی گلاس	

### List of Food Items

نمبر شمار	اشياء	مقدار	مقررہ ریٹ
۱	چنے چاٹ تمام اشیاء کے ساتھ	فل پلیٹ	
۲	ڈنگر چپس	فی پلیٹ	
۳	پکوڑے	پاؤ، آدھا پاؤ	
۴	سموسہ آلو	فی عدد	
۵	سموسہ بنری والا	فی عدد	
۶	سموسہ رول بنری والا	فی عدد	
۷	سموسہ رول چکن والا	فی عدد	
۸	سموسہ رول آلو والا	فی عدد	
۹	چھوٹا سموسہ	فی عدد	
۱۰	دہی بھلے	فی پلیٹ	
۱۱	چکن سموسہ	فی عدد	
۱۲	شورما	بڑا	
۱۳	بیکری والے بسکٹ	پاؤ	
۱۴	فروٹ کیک	فی عدد	
۱۵	پیسٹری	فی عدد	
۱۶	فروٹ چاٹ	فی پلیٹ	
۱۷	کریم فروٹ چاٹ	فی پلیٹ	
۱۸	کریم رول	فی عدد	
۱۹	جلیبی	فی کلو	

### List of Food Items

نمبر شمار	اشياء	مقدار	مقررہ ریٹ
۱	چکن رول پراٹھا	فی عدد	
۲	چکن شوارما	فی عدد	
۳	انڈہ برگر	فی عدد	
۴	سادہ برگر کباب والا	فی عدد	
۵	انڈہ شامی سینڈویچ	فی عدد	
۶	مکس چائے	فی عدد	
۷	فرنیچ فرائز	فی عدد	
۸	دہی	فی کلو	
۹	لسی	فی گلاس	
۱۰	زنگر برگر	فی عدد	
۱۱	پیزا	فی عدد چھوٹا بڑا	
۱۲	کون آئس کریم	چھوٹی بڑی	
۱۳	قلندہ فالودہ	فی پیالہ	
۱۴	گول گپے	فی درجن	
۱۵	آئس کریم	ون سکوپ	

### Fresh Juice Items

نمبر شمار	اشياء	مقدار	مقررہ ریٹ
۱	سیب جوس	فی گلاس	
۲	کیلا جوس	فی گلاس	
۳	آم جوس	فی گلاس	
۴	نارنگی جوس	فی گلاس	
۵	کمس جوس	فی گلاس	
۶	اسٹابری جوس	فی گلاس	
۷	گاجر جوس	فی گلاس	
۸	انار جوس	فی گلاس	
۹	ملک شیک ہر قسم کا	فی گلاس	
۱۰	پائن اپیل جوس	فی گلاس	
۱۱	آرو جوس	فی گلاس	
۱۲	چیکو شیک	فی گلاس	
۱۳	آئس کریم شیک	فی گلاس	
۱۴	مالٹا موسمی جوس	فی گلاس	

### List of Food Items

نمبر شمار	اشياء	مقدار	مقررہ ریٹ
۱	بسکٹ تمام برانڈز کے	تکی پیکٹ، ہاف پیکٹ	
۲	Lays Chips	چھوٹا پیکٹ، بڑا پیکٹ	
۳	Kukuray	چھوٹا پیکٹ، بڑا پیکٹ	
۴	ٹافیا تمام برانڈز	فی عدد	
۵	چاکلیٹ تمام برانڈز کے	چھوٹا بڑا فی عدد	
۶	کولڈ ڈرنکس تمام برانڈز	ایک لیٹر، ہاف لیٹر، 345 ml	
۷	جوس ڈبہ پیک تمام برانڈز	ایک لیٹر، ہاف لیٹر، چھوٹا پیکٹ	
۸	نمکو تمام برانڈز کی	چھوٹا پیکٹ، بڑا پیکٹ	
۹	منرل واٹر ٹیبلے	ایک لیٹر، ہاف لیٹر	

Rate as per list required Photocopy Shop

S. No	Items	Rate
01	Photocopy 1 Side	
02	Photocopy 2 Side	
03	Print	
04	Double Side Print	
05	Color Print	
06	Tape Binding	
07	Spiral Binding	
08	Thesis Binding	
09	Lamination	
10	Pasport Size Photo	
11	All Stationery Items	