



19NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
PROCUREMENT CELL

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“Say No to Corruption”

Director Procurement

No. DP/RG-125207/6763/ 1485
March 06, 2019

Notice Inviting Tender

NEDUET invites sealed bids on single stage one envelope procedure from firms having registration with Income Tax and Sindh Revenue Board to carry out following:

S#	Tender / Number	Tender Schedule – Date and Time				Tender Fee Rs
		Issue / Sale		Submission	Opening	
		From	To			
1	Running of Canteens on rental at NEDUET, Main Campus, LEJ Campus, and CITY Campus Tender No. PC/NED/CSA/ CANTEEN/6763/19	08.03.2019	25.03.2019	26.03.2019 10:00 A.M	26.03.2019 10:30 A.M	1,000/-

Eligibility Criteria

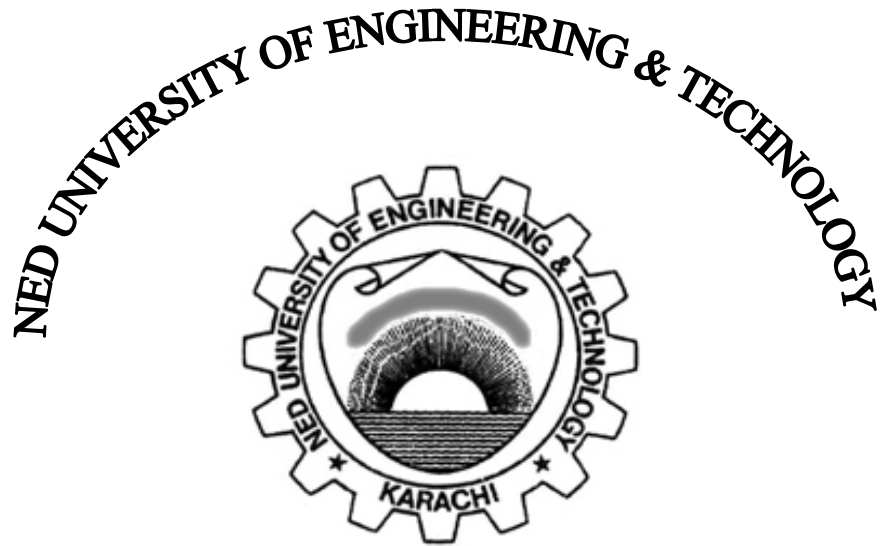
- The bidder must have at least 3 years of experience as a contractor at University level
- Details of turn-over (Including in terms of Rupees) of at least last three years that average turnover of last three years should not be less than Rs. one million, as per online annual returns submitted to FBR.
- Registration with FBR & SRB and must have valid professional Tax Certificate.

Tender Fee and Bid Security @ 5% of total Annual Rent offered in shape of Payorder should be in favor of Director Finance. Bidding documents can be obtained and shall be submitted in the office of ADP – II as per above schedule. Bidders are requested to give their Best and Final Price as “No Negotiations” is permitted. Bidding Documents containing detailed terms and conditions are available at Websites www.neduet.edu.pk.


Director Procurement

ISSUED ON: _____

ISSUED TO: _____



**“RUNNING OF CANTEEN ON RENTAL BASIS
AT NEDUET MAIN CAMPUS, LEJ CAMPUS
AND CITY CAMPUS”**

TENDER NO. PC/NED/CSA/CANTEEN/6763/19

Procurement Cell

BIDDING DATA

- (a) **Name & Address of the Procuring Agency:** NED University of Engineering & Technology,
University Road,
Karachi.
- (b) **Brief Description of Works:** Running of Canteens on Rental basis at NEDUET, Main Campus, and LEJ Campus & CITY Campus.
- (c) **Amount of Bid Security** 5% of Total Annual Rent offered.
- (d) **Security Deposit** 10% of Total Annual Rent offered.
- (e) **Period of Bid Validity** 90 days
- (f) **Deadline of submission of Bids Along with time:** As notified in NIT
- (g) **Venue, Date & Time of Bid Opening:** As notified in NIT
- (h) **Time for Completion from written order of Commence:** 12 Months (One Year)
- (i) **Stamp Duty:** 0.35% or notified by the Gov. of Sindh, will be paid by successful bidder as stamp duty.
- (j) **Eligibility Criteria**
- (i) 03 years experience as a contractor at University Level.
 - (ii) Turn-over of at least last three years that average turnover of last three years should not be less than Rs one million.
 - (iii) Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax Registration with the Sindh Revenue Board (SRB) for procurement of services
 - (iv) An Affidavit on Stamp Paper that the firm has never been Blacklisted
 - (v) Contract will be awarded who offer higher monthly rent on terms & conditions mentioned in the bidding documents
 - (vi) In case of extension in canteen contract for further one year rent will be increased by 10%.

(k) **Selection Criteria**

Eligible / Qualified Bidders who will offer the highest monthly Rent will be selected / recommended for award of contract. The detail of canteens as under:

1. Food Centre for Girls
2. Humanities Corner Canteen
3. Teaching Staff Centre
4. NEDEA Canteen
5. GCR Canteen
6. Student Resident Canteen
7. LEJ Campus Tuck Shop
8. City Campus Canteen

(l) **Other Terms & Conditions:**

(a) Under following conditions bid can be rejected;

- | | |
|---|--|
| (i) Conditional and telegraphic bids/tenders. | (viii) Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s)/paper(s) of bidding documents are missing that can be downloaded from the official website of this University and SPPRA, and also can be obtained from the office of the ADP-2 in Procurement Cell, NEDUET, Karachi. Bid(s) with incomplete bidding documents will straightaway be rejected. |
| (ii) Bids not accompanied by bid security of 5% Total Annual Rent offered. | |
| (iii) Bids received after specified date and time. | |
| (iv) Bid must be signed, named & stamped by the authorized person of the firm / Companies along with authorized letter. | |
| (v) The bid(s) shall be rejected if bidder offers more than one Canteen in one bidding document. Hence, separate bidding documents are required for each Canteen. | |
| (vi) Blacklisted firms/companies | (ix) Bidders are required to provide their valid E-mail Ids and Contact numbers(s) for effective and timely communication. |
| (vii) If bid quoted without government taxes and duties etc. | |

(m) **Responsive Bidder is required to submit following documents with their bid:**

- | | |
|---|--|
| (i) List of similar assignments completed in the Universities. | (iv) Copy of CNIC / Establishment of Firm / Company etc. |
| (ii) Financial Statement and income tax returns for the last 03 years as FBR records. | (v) Proof of Registration of NTN and SRB. |
| (iii) Affidavit that firm has never been blacklisted. | |

- (n) For any query and clarification about this tender bidder may contact the Controller Student Affairs of this University in working hours.

Director Procurement

**Central Canteen Management Committee
NED University of Engineering & Technology**

Proforma to be filled by the Contract

Name of Canteen Applied for: _____

Name of the Company / Contractor: _____

Date of Establishment: _____

Corporate Status: _____

**Owner / Proprietor / MD / CE
Name:** _____

CNIC No. _____

Mailing Address: _____

Contact No (s). _____

Cell No(s). _____

Email Address: _____

NTN No. _____

SST No. _____

Bank Name & Account No. _____

**Item Rate list for Canteen.
List Attached. Annex 'B'** _____ **AGREED**

Monthly Rent Offered **Rs in Figure** _____

Rs in Word _____

Company's Stamp	Signature

Terms and Condition

Name / Title of Canteen_____

1. Contractor will bring / provide the following Items:
 - a. Deep Freezer Refrigerator;
 - b. Cooking Range;
 - c. Micro-wave Oven;
 - d. Chips fryer Machine with Chip Cutter;
 - e. Glass showcase for display of items;
 - f. Crockery & Cutlery
2. The University will provide the following facilities:
 - a. Furniture & Fixture
 - b. Gas
 - c. Electricity
 - d. Water
3. Contractor will be responsible for repair maintenance of Furniture & Fixtures if any damage caused by them. Any damage to the Equipment.
4. Canteen will be kept open from 08:00 AM to 4.30 PM whole week (except Saturday & Sunday as per University policy). It may however, not be applicable for Student Resident Canteen and Teaching Staff Canteen.
5. Security Deposit will remain the Institute as Security Deposit and will be refunded on the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.
6. The contractor will maintain quality of food and services up-to the satisfaction of the management However, a penalty up-to minimum Rs. 3,000 and maximum 5,000 per complaint will be imposed subject to the verification by the Management.
7. The contract will be for a period of One Year, It can be extended by mutual agreement. Management reserves the right to terminate the contract at any time on 07 days notice. However, the contractor will give one month notice in writing if the desires to vacate the canteen before the expiry of the contract Agreement Annex 'A'.

Company's Stamp	Signature

8. At least three dishes shall be cooked daily (i) Daal (ii) Meat (iii) Rice
9. Edible Oil of better quality will be used for cooking. No recycling of any cooked items allowed.
10. Contractor will ensure that no “**Stock Out**” of any item from the displayed **Menu List**
11. Fresh Milk will be used for **Tea**
12. Management and Contractor will mutually decide rates of items, which are not included in price list.
13. The service boys will be neat and clean and will wear proper uniform and badge name.
14. Contractor will be responsible for cleaning, dusting, and washing of kitchen, canteen and furniture of the canteen.
15. Contractor will be responsible for keeping the entire canteen and kitchen premises neat and clean. A penalty of Rs. 1,000/- will be charged if any complaint will be noted during the surprise visit of the management.
16. The contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
17. The University’s Canteen Management Committee shall visit periodically to check and inspect the hygiene of kitchen, quality of food ingredients, edible oil etc and contractor will contractor will be bound to follow the recommendations and guidelines of the committee.
18. The Contractor will provide the list of staff along with CNIC Nos and complete details working in canteen and also use identity cards.
19. The proposed canteen items price list is attached of as **Annex – B**.
20. That the licensee shall not enhance the rate and revise food item quantity/volume approved by the Licenser unless the NEDUET approve in writing the enhanced.
20. That the Licensee shall pay rent as per Appendix-B on 1st week of each month in advance to the Licenser including water charges and use of premises.
21. The Licensee shall pay 25% to the Director Finance of total cost of electricity consumed and 50 monthly amount t o be charged at the Tariff Rate paid by NED to SSGC / MMBTU consumed within due date of payment of utilities companies as per Services Deptt estimates/billing.

Company’s Stamp	Signature

22. That the Licensor shall not be responsible in any way for the safety of the articles belonging o the Licensee. In case of proven students / employee act, the damages shall be responsibility of Licensor.
23. By the terms / conditions of the premises, inventory of electric water and gas fitting shall be prepared by the Licensor which shall be verified by the Licensee and signed by him.
24. That any shortage or loss found at any later stage of checking shall be made good by the Licensee or in case of revocation of this act before its expiry all fittings shall be handed back by the Licensee to the Licensor in good condition, consideration being given only to genuine wear and tear
25. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of License or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Vice Chancellor of the NEDUET, Karachi, for arbitration the in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his award which shall be final, conclusive and shall be binding on he parties hereto.
26. That the Licensee shall be exempted from payment of rent during the period of long vacation (More than 15 days) and Holy month of Ramadhan when the canteen will remain closed for business. However the same period shall be counted towards the contract period. It may not be applicable for Student Resident Canteen, where Iftar & Sehri with dinner will be served by the Resident Canteen.
27. That the Licensee shall not use the canteen space and infrastructure for marketing of any product without getting approval from licensor.
28. That the Licensee will report immediately to DR (S&G) about any political and and religious activities i.e. Poster, panaflex, etc in his canteen.
29. That the contractor is liable to get the University pass made for him/her and canteen staff renewable after every three months.
30. The Licensee is responsible to ensure the display of approved Rate List as issued of the Licensor/ University Authority. The punishment may be imposed if the licensee failed to identify the display of the same during any surprise visit. The Licensee is responsible to place electronic Scale on the counter to confirm the weight of items mentioned in the food list.
31. The Licensee will abide all the above clauses of the agreement & the instruction, which will be issued from time to time by the Licensor, in case of the failure / violation, the minor / major penalty may be imposed accordingly.

Company's Stamp	Signature

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

DEED OF LICENSE / AGREEMENT

This Deed of License is made at Karachi on _____ to be effective from _____ between the NED University of Engineering & Technology, through the Registrar and Central Canteen Management Committee (Licensor) duly empowered to execute the license, hereinafter called the LICENSER, which term shall include SUCCESSOR and assigns the NED University of Engineering & Technology, Karachi of One Part and _____, C.N.I.C.#. _____ Resident of _____, hereinafter referred to as the Licensee which term shall include the EXECUTOR, legal heirs, Administrator and assigns of the OTHER PART.

WITNESS AS UNDER:

Whereas the licensor is agreed to permit the licensee to run the _____ of the NEDUET, Karachi on the terms and conditions hereinafter appearing. The applicant should have experience of running the canteen in a Govt / Semi Govt reputed Private Organization. Suitable documentary evidence to be submitted along with the application. The licensee shall not use the name of the NEDUET in business dealing with other persons or traders.

NOW THEREFORE, THUS INDETURE WITNESSETH UNDER:

Contract shall be for a period of one year at the first Instance with effect from the date of signing of contract, renewable for another year from the date of License. The contract may be terminated without assigning any reason by licensor, by giving one week notice or by the Licensee on one month notice.

1. (a) That the Licensee shall provide fresh and good, quality Meal / Light snacks prepared with edible oil i.e. Meezan Oil or equal brand, to the Students and Employees of the NED University of Engineering & Technology, Karachi in accordance to the rates and specification approved by the Licensor in the Schedule (Appendix-B). The Security Deposit & Monthly Rent are indicated in Appendix-B. However if any item is required to be included in the approved list, prior approval from the committee is essential.

1. (b) That the Licensee shall maintain the items / assets in good order already provided by the Licensor in the Canteen. The Licensee will be responsible for repairs of broken

furniture provided that damage is not caused by the students / employee. The Licensee is bound to give information in writing to Licensor, at the same time of any incident resulting in damage to University property.

1. **(c)** That the Licensee shall provide Refrigerator, Deep Freezers and Oven at his / her own cost and keeps them neat and cleans in the Canteen for storing.

2. **(a)** That the Licensee shall arrange good standard type of crockery and cutlery in the premises of Canteen at his/her own cost and its use in the Canteen shall be subject to the approval of the Authorized Committee, as to their suitability and hygienic condition.

2. **(b)** The licensee will be responsible for **cleanliness** of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same. The licensee selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.

3.**(a)** The licensee shall be personally responsible for the **conduct and behavior** of his staff. The personnel appointed by the licensee must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene, use of gloves and safe & clean methods of food handling. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.

3. **(b)** That the licensee shall be responsible for maintaining **cleanliness** in the area surrounded of canteen

4. **(a)** That the Licensee shall arrange at his/her own cost, trained and well behaved servants, waiters, cleaners and other Canteen staff, shall provide white liveries for them while they are on duty in the canteen. The liveries shall always be kept clean. The employees of licensee may be required to provide fitness certificate from any reputable hospital within couple of weeks after assigning the contract and shall be subject to

periodical checkups during the period of their engagement. The following members of the working Team will be provided by the Licensee for Canteen service.

S. #.	List of Workers.	Nos.
1.	Waiters	
2.	Counter Service	
3.	Cooks	

4. (b) The licensee shall operate the canteen during working days between **08:00 AM to 10:00 PM**. The canteen shall remain closed on Saturday and Sunday and Public holidays except when required by licensor. It may however, not be applicable for Student Resident Canteen and Staff Center as both these canteens will be operative on weekends to facilitates the hostel residents and postgraduate students.

5. (a) That the Licensee shall pay rent as per Appendix-B on 1st week of each month in advance to the Licensor including water charges and use of premises and for permission to run the canteen, changeable time to time by the Licensor.

5. (b) That the Licensee shall pay rent **Rs. _____/-** each month in advance to the Licensor for use of premises and for permission to run the canteen, changeable time to time by the Licensor (while Rs.5000/- (Rupees Five Thousands only will be charged for additional window extension / outlet.

6. The Licensee shall pay 25% of total units of electricity consumed and 50% monthly amount to be charged at the Tariff Rate paid by NED to SSGC / MMBTU consumed within due date of payment of utilities companies.

7. The Licensee will deposit a fixed amount as a security deposit (mentioned in Annexure II), for this amount towards security against the equipment provided by licensor in the canteen or any other loss, tear and acts of outside criminal interference, or material causes and riots etc. It will be recovered by licensor from the security deposit, depending on the extent and nature of loss. Otherwise, the security deposit will be refunded to the licensee on completion of Contract. The security deposit will bear no interest.

8. The licensee shall use only good quality raw materials in preparation of eatables in the approved list. The Oil, Ghee, Cereals etc. He will keep a minimum of one week stock of these items in the Canteen. The licensee shall keep the canteen premises clean and hygienic and

shall make his own engagement for clearance of canteen waste material/garbage on day to day basis. The licensee keeps all eatable in fly-proof and dust proof containers. In case of any food poisoning/Contamination the licensee will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination. There shall be no compromise on the **quality and the prescribed quantity of food** supplied by the licensee and if any such incidence or food adulteration is found, action deemed fit, including termination of the contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Competent Authority. Licensor nominees reserve the right to take samples of the edibles/ raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality, no substandard / expired food items i.e. oil, ketchup, bread, chicken/meal, juice, cold drinks confection items etc. shall not be sold at any canteen, fresh juices should be prepared with fresh and best quality of fruits only.

9. That the Licensor shall not be responsible in any way for the safety of the articles belonging to the Licensee. In case of students / employee act, the damages shall be responsibility of Licensor.

10. That the Licensee shall furnish a pay order of **Rs. _____/-** in favour of the Licensor for full and satisfactory performance of the terms and condition.

a) That in the event of the conditions here of not being fulfilled by the Licensee, the licensor shall have the right to in-case Bank Guarantee and forfeit the amount thereof.

b) That the Licensee shall have the right to take back the Bank Guarantee after the successful and satisfactory completion of the license in the above mentioned clause.

11. That the Licensee shall be liable to make good all damages and losses of the property belonging to the Licensor, provided however that the damages are not caused by the students / employee, which shall have to be adjudged through proper evidence.

12. That the Committee or authorized officer shall be empowered to **impose a fine** minimum of Rs. 3,000/- (Rupees Three Thousand only) and maximum of Rs. 5,000/- (Rupees Five Thousands only) for breach of any clause of contract. This Licensee shall also be liable to be fined for UN whole – some or stale or recycled food being served or the Canteen being kept unhygienic.

13. By the terms / conditions of the premises, inventory of electric, water and gas fitting shall be prepared by the Licensor which shall be verified by the Licensee and signed by him.

14. That any shortage or loss found at any later stage of checking shall be made good by the Licensee or in case of revocation of this act before its expiry all fittings shall be handed back by the Licensee to the Licensor in good condition, consideration being given only to genuine wear and tear.

15. In case of any dispute the matter shall be referred to the Registrar, licensor and his decision will be final and binding on the Licensee.

16. That the Licensee shall be exempted from payment of rent during the period of long vacations (More than 15 days) and Holy month of Ramadan when the canteen will remain closed for business. However the same period shall be counted towards the contract period. It may not be applicable for **Student Resident Canteen**, where Iftar & Sehri with dinner will be served by the Resident Canteen.

17. That whenever the Licensor feels that the quality and quantity of the edible items are not provided according to specifications as mentioned in the schedule, Licensor will be entitled to **cancel the contract** giving one month notice to the Licensee.

18. The licensee shall not **sublet** or assign the license or use the space provided for running the canteen for purposes other than running a canteen and shall not allow anybody or 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 nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.

19. In case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of the contract/ black listing of the firm/ forfeiting of the security money shall be taken against the licensee.

20. Whenever, **new items** are introduced prior approval of the quality, quantity and price shall be obtained by the Licensee.

21. The licensee shall bear all the expenses for running the canteen and the Office shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen during discharging their duty.

22. That the licensee is liable to get the **University pass** made for him/ her and canteen staff renewable after every three months.
23. The licensee shall **display the rate** of all such articles preferably near the counter. All articles sold in the canteen by the licensee shall be in accordance with the approved rates and licensee will not be allowed to charge any extra payment / amount other than the approved Rate List. In case of revision / enhancement of the charges for any edible item the prior permission is required.
24. A **complaint book** to record complaints, and this book shall be open to inspection by persons duly authorized by licensor. The licensee shall inform licensor of the action taken by him/her in respect of complaints recorded in the book and shall carry out such directions as may be given to him/her from time to time, the licensee is responsible to place electronic scale on the counter to confine the weight of items mentioned in the list.
25. The Licensee will abide all the above clauses of the agreement and the instruction, which will be issued time to time by the licensor, in case of failure / violation, minor / major penalty may be imposed accordingly.
26. That the Contractor should ensure his/ her **presence** at the Canteen. If he/ she intends to leave the canteen premises he/ she will require to intimate the nominated officer of the University.
27. The licensee shall also provide room service facilities and articles should be served within reasonable time to the officers/staff at their work place/room as and when called for.
28. Licensor shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to officers, students and staff in their personal capacity, which will be wholly to the risk of the licensee.
29. All NED Campuses are “**NO SMOKING ZONE**”, hence sale and use of tobacco is prohibited.
30. Licensee of Girls Canteens should have only **female attendants** at the serving counters.
31. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of License or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to

some other reasons, shall be referred to the Vice Chancellor of the NED University of Engineering and Technology, Karachi, for arbitration in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his award which shall be final, conclusive and shall be binding on the parties hereto.

33. Underage worker (below the age of 18 year) cannot be permitted to work at any canteen in the University.

34. Waste disposal should be after segregation of items as advised by University Administration. The cleaning of all shops and surrounding area can be carried out on daily basis.

35. The licensee is liable to abide/follow the directions/instructions of University Administration time to time.

Signature
Canteen Contractor
(Licensee)

Signature
Registrar
NED UET, Karachi
(Licensor)

Witness No. 1

Name _____

CNIC No. _____

Signature _____

Witness No.2

Name _____

CNIC No. _____

Signature _____

NED University of Engineering & Technology, Karachi

Item Rate List for Canteens Tender 2019

S.No.	Items	Unit	New Recommended Rates (Rs)
1	Chicken Biryani	375 gms (75 gms chicken piece and 300 gms rice)	70
2	Chicken Curry	375 gms (75 gms chicken piece and 200 gms gravy)	50
3	Tea by stove	150 ml	15
4	Samosa Chicken	50 gms	10
5	Samosa Potato	50 gms	10
6	Eggs. Sandwich	With two large slices	25
7	Chicken Sandwich	With two large slices	30
8	Zinger Chicken Burger	Served with French fries, ketchup and Coleslay	100
9	Beef Burger	Served with French fries, ketchup and Coleslay	50
10	Daal Burger	-----	30
11	Dall Curry	300 gms	30
12	Vegetable Curry	300 gms	30
13	Egg. Cholay	300 gms	40
14	Nan Tandoori	150 gms	8
15	Chicken Paratha Roll	75 gms of chicken chunks and paratha	40
16	French Fries	200 gms	20
17	Paratha	150 gms	15
18	Omelet	-----	20
19	Milk Shake	250 ml	50
20	Fresh Juice	250 ml	50
21	Channa Chatt (Disposable)	250 gms	35
22	Puri with Channa and Aaloo ka Salan	-----	15