



Women University, Swabi

TENDER NOTICE No. WUS/Proc/2025-26/1

Sealed bids are invited from well-established/reputed firms/suppliers/Contractors registered with Sale tax, Income tax and KPRA department on **Single Stage Two Envelop Procedure** for the following job.

S.#	Name of Jobs	Procurement Method	QTY	Issuance of Bidding Documents	Pre-Bid Meeting	Bid Submission Date and Time	Technical Bid Opening Date and Time
01	Award of Contract for renting out of Canteen	Single Stage Two Envelop Procedure	Detail given in bidding documents	August 13,2025	August 21, 2025 11:00 AM	August 29, 2025 1:30 PM	August 29, 2025 02:00 PM Committee Room, Kotha Campus

1. Bidding documents along with terms and conditions can be downloaded from University websites, www.wus.edu.pk, and www.kppra.gov.pk and can also be obtained from Procurement office during working days (Monday to Friday) from 08:00 AM to 04:00 PM.
2. Tender document must accompany Demand Draft of Rs. 2000/- as a tender processing fee in favor of Women University, Swabi (Non-Refundable).
3. Earnest Money of the tender will be 2% of the total bid cost in shape of CDR in favor of Women University Swabi.
4. Women University, Swabi reserve the right to accept/reject any one or all the tender based on valid reason.

Procurement Officer
Women University, Swabi, Topi Road, Main Campus Kotha,
District, Swabi, Khyber Pakhtunkhwa
Tel. No. 0938- 281889 Email: procurement@wus.edu.pk

TENDER DOCUMENTS

FOR AWARD OF CONTRACT FOR RENTING OUT OF CANTEENS

(Please insert (√) in the box)

S #	Facility	Location	Purpose	(√)
01	Canteen	Women University, Swabi Kotha Campus	University Canteen	
02	Canteen	Women University, Swabi Guloo Dheri Campus.	University Canteen	

SINGLE STAGE, TWO ENVELOPE BIDDING PROCEDURE

Pre-Bid Meeting Date: August 21, 2025 at 11:00 AM

Bids Submission Date: August 29, 2025 at 01:30 PM

Bids Opening Date: August 29 , 2025 at 02:00 PM

Check list		
S.no	Attach Documents with Technical bid	✓ / ✗
1	Valid NTN/STRN Certificates has been enclosed in technical bid	
2	ATL Active Tax Payer Certificate online print attached	
3	Signed and Stamped Tender document has been enclosed in technical bid	
4	Non-black listed certificate has been enclosed in technical bid	
5	CDR has been enclosed in financial bid.	
6	KPRA Registration Certificate has been enclosed in technical Bid	
7	Bid processing fee Rs.2000/- has been enclosed in technical bid	

(Single-Stage, Two Envelope Procedure)

1. General

- a. **“Women University, Swabi.”** reserves the rights to accept or reject any or all bids with solid reason as per KPPRA’s & PPRA’s rules.
- b. Any bid without earnest money will not be accepted.
- c. Conditional/incomplete bid will not be accepted.
- d. Any addition/deletion/modification of any clause of these conditions/bidding documents is not acceptable and lead to rejection of the bid.
- e. By submitting the bid, the bidder/firm declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned in this bidding document.
- f. The prices quoted must be valid for at least 180 days from the date of tender opening.
- g. Telephonic/Emailed/faxed/telegraphic quotations will not be entertained.
- h. Bid received after closing date/time will not be entertained.
- i. In case of Public holidays, tender opening time/date will be considered as the next working day.
- j. The bid must accompany the following. Failing which shall lead to disqualification.
- k. Tender number, tender title, facility for which the bidder / contractor is applying, date and time of its opening shall be clearly written at the face of envelop.
- l. Firm/Bidder registration certificate with the Federal/Provincial Government.
- m. The firm/bidder shall clearly provide the proof of Registration for GST and NTN on their printed letterheads (for firms only).
- n. Valid NTN Certificates.
- o. Valid registration certificate with KPRA (KP Revenue Authority), where applicable.
- p. Certificate to the effect that the Firm/Bidder never been blacklisted by any Government/Semi Government Organization/Agency/autonomous body/private sector organization anywhere in Pakistan (submission of undertaking on legal stamp paper).
- q. **The bidder may apply for one or for (both Campuses) Canteens but the bidder shall submit separate call deposit for each.**
- r. **The bidder shall clearly mention the location of the Canteen for which the bidder is purchasing / submitting bidding documents.**
- s. Bidders with previous such experience of running any such facilities at Govt. Semi Govt. and Autonomous bodies shall be preferred. However, bidder must submit a satisfactory certificate along

with experience certificate duly signed by the concerned Authority

The firm / Bidder must provide/submit bank statement for the last 02 Year.

2. Scope of Supply

- a. Women University, Swabi (hereinafter referred to as WUS) invites requests/proposals for Canteens.

3. Bid Price

The bidder will mention his bid price in his offer. The quoted prices shall be:

- a. Best/final/fixed and valid until completion of all obligation under the contract i.e. not subject to variation/escalation etc.
- b. Shall be in Pak Rupees
- c. Inclusive of all taxes, duties, levies, insurance, freight, etc.
- d. Taxes levied by the Government (if any), shall be deducted from the bidder as per rules.

4. Earnest Money/Bid Security

The bidder firm/vendor shall furnish the bid security (Earnest Money) as under:

- a. No bid will be accepted without earnest money.
- b. Denominated in Pakistani Rupees.
- c. Must be attached with financial proposal, failing which shall cause rejection of bid.
- d. In the form of Call Deposit Receipt (CDR) in the name of **“Women University Swabi”**.
- e. The Earnest Money will be returned on written request to the unsuccessful bidders.

The bid security shall be forfeited by WUS, on the occurrence of any/all following conditions.

- a. If the bidding firm/bidder withdraws the bid during the period of tender/bid validity.
- b. If the bidding firm/bidder does not accept the corrections of his total tender/bidding price.
- c. If the bidding firm/bidder, having been notified of the acceptance of the tender by WUS during the period of bid/tender validity, fails or refuses to furnish the Performance Guarantee (if required), in accordance with the tender document.
- d. An amount equal to 2 % of the total quoted for 01 year rent shall be deposited by the Tenant as bid security in form of Demand Draft in the favor of **Women University, Swabi** which will be retained up to the expiry of contract period. The security so deposited shall be refunded in full or after adjustment as the case may be.
- e. **Performance guarantee:** A total of 10% performance guarantee shall be retained till expiration of the contract. That shall comprise 2% earnest money and 8% of the total bid that shall be deposited by the successful Tenant before signing an agreement. (as per Annex “A”).

4. Bid/Tender Validity

The bid shall have a minimum validity period of One Hundred and Eighty **(180)** days from the date of opening of bids. The WUS may solicit the bidding firm/vendor's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. If the bidding firm/vendor agrees to permit extension for validity period of the tender, the validity period of the bid security shall also be suitable extended. The bidding firm/vendor may refuse extension of validity period of the bid validity, without forfeiting the bid security.

5. Signing of Bids

The bidding firm/vendor must sign and stamp all pages of the tender documents.

6. Rejection/Acceptance of the Bids

The WUS shall have the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The authority shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.

The tender/bids shall be rejected if:

- a. The offered items/services do not meet the technical specification of required items/services.
- b. The bidder submits incomplete/partial/conditional/alternative/late documents.
- c. Bid is not submitted completely for the required object.
- d. Bid security/Earnest Money is not submitted.
- e. It is subjected to interlineations/cuttings/corrections/erasures/overwriting.
- f. The bidding firm/vendor refuses to accept corrected Total Tender Price.
- g. The bidding firm/vendor tries to influence the tender evaluation/contract award by unsolicited advice/clarifications and any personal approach at any stage of the tender.
- h. The bidding firm/vendor engages in corrupt or fraudulent practices in competing for the contract award.
- i. The bidding firm/vendor fails to meet all the requirement of tender eligibility/qualification criteria.
- j. The bidding firm/vendor has been blacklisted by any public or private sector organization.
- k. The bidding firm/vendor has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services.
- l. The bidding firm/vendor has mentioned any financial implications in the financial proposal that is in contradiction to this document and Government rules and regulations.
- m. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

- n. The bidding firm/vendor submit any financial conditions as part of its bid which are not in conformity with tender document.
- o. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility related requirements.
- p. Not providing Sample (if required/mentioned in tender documents).
- q. Not performing demonstration (if required/mentioned in tender documents).

7. Award Criteria

Technically qualified and successful bidding firm/vendor will be evaluated in the light of all pre-conditions, necessary requisites and shall be selected on Highest cost quoted as per rules and fulfilling all codal formalities.

8. Variation in scope of Work

WUS shall have the right, at his exclusive discretion, to increase/decrease the quantity/quality/form of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. WUS reserves the right to remove any item or service executed which is not accordance with the tender/item specification or to order Tenant to provide according to tender/item specification. In case of non- compliance by the Tenant, WUS shall remove such items/services and will be re-executed through other arrangements at the sole risk, cost, and responsibility of the Tenant.

9. Taxes

- a. The Tenant shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/sales tax to the concerned authorities of income tax and sales tax department, Government of Pakistan.
- b. All government taxes shall be deducted at source (if applicable) according to the relevant rules.

10. Responsibility Against Damages/Ownership of Canteen

The Tenant shall be responsible for whole/any damage caused to the Canteen by any natural or unnatural accident. The Tenant shall replace the same.

11. Documentation

The bidder shall furnish, as part of its tender offer, documents establishing the bidder's eligibility to participate in the tender and its qualifications to perform the Contract. The documentary evidence of the bidder' qualifications to perform the Contract, shall be established by **Women University, Swabi**, satisfies that the Tenant is eligible as per the criteria outlined in the Eligibility Criteria at **Para 1** above.

12. Preliminary Scrutiny

The University will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University may, at its discretion waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserve the right for such waivers.

TERMS AND CONDITIONS OF THE TENDER

1. Eligibility Criteria

- a. Bidder should have at least 03 years' satisfactory experience of providing Canteens.(Please enclose Proof)
- b. Bidder should not have defaulted on any bank/financial institute loans in the past. There should not be any statutory dues and disputed liability.
- c. The Tenant will employ adequate number of staff (should be of 18 years & above age in order to avoid / discourage child labor) in order to maintain efficiency to standard desired by the “**Women University Swabi**”.

2. Documentation

The bidder shall furnish, as part of its tender offer, documents establishing the bidder's eligibility to participate in the tender and its qualifications to perform the Contract. The documentary evidence of the vendors' qualifications to perform the Contract, shall be established by **Women University, Swabi** satisfies that the vendor is eligible as per the criteria outlined in the Eligibility Criteria at **Para 1** above.

3. Earnest Money Deposit

An amount equal to 2 % of the total contract (see ANNEX “A”) shall be deposited by the Tenant as bid security in form of Demand Draft in the name of **Women University, Swabi** which will be retained up to the expiry of contract period. The security so deposited shall be refunded in full or after adjustment as the case may be.

4. Performance guarantee:

The successful Tenant shall deposit 8% of the total bid as performance guarantee. The performance guarantee shall be retained till expiration of the Contract.

5. Preliminary Scrutiny

The University will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University may, at its discretion

waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserve the right for such waivers.

6. Clarification of Offers

To assist in the scrutiny, evaluation, and comparison of offers, University may, at its discretion, ask some or all Tenants for clarification of their offers. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the bidder may be required to give presentation on the proposed offer.

7. Technical inspection and Performance Evaluation

University reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by short listed bidders on the given evaluation Proforma & percentage of weightage already assigned. This may also include site visit of the current engagement of the bidders.

8. Verification

The University reserves the right to verify any or all statements made by the Tenant (s) in the tender document and to inspect the vendor's facilities, if necessary, to establish its satisfaction about the vendor's capacity to perform the job.

9. Short listing of Bidders

The University will create a list of qualified bidders and offers of only these bidders will be opened. After opening the qualified offer of the short-listed bidders, if there is a discrepancy between word and figures, the amount indicated in words will prevail.

10. Resolution of Disputes

The University and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days, from the commencement of such informal negotiations, University and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. **The Vice Chancellor, Women University Swabi.**, shall appoint a sole Arbitrator for the dispute who will not be related to the contract and whose decision shall be final and binding and cannot be challenged in any court of law.

11. Duration of Contract

Initially the contract will be for a period of **(01) Years**. However, there will be six (06) months probationary period, if allottees fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.

Contract can be extended by mutual agreement. Management reserves the right to **terminate** the contract at any time on **one-month prior notice**. However, the Tenant will give **03-months'** notice in writing if he/she desires to vacate the Canteens before the expiry of the contract. If extension is allowed **by the university**, **10%** increase in Monthly rent fee of previous year is applicable.

12. Income Taxes shall be deducted at source as per rules.**13. Penalty**

Quality Control/Food Committee will be nominated by **Women University, Swabi** to inspect and oversee functioning of Canteens (in addition to food regulatory authorities) with a view to ensures hygiene and sufficient service in the Canteen. In case there are repeated failures or lacuna noticed by the Committee due to failure of Tenant, the Convener/ Chairman of the Committee can impose a fine up to Rs. 10,000/- at one time to be recoverable from Tenant by issuing a Challan.

14. Rent

The Monthly Rent not less than as proposed in financial model of the successful bidder shall increase by **10% annually**; Rent / Charges must be deposited in advance by the Tenant. If **the Tenant fails to deposit the Rent until 5th of every month a fine of Rs.500/ per day** will be charged till the deposit of the Rent. However, after **15th of the month, the Competent Authority may like to cancel the agreement which will be the sole discretion of the University Authority**.

15. Subletting

The Tenant will not be allowed to sublet the Canteen to any other firm(s) / person(s) or Tenant(s). This act leads to prompt disqualification of the contract.

16. Rate

The rates of food items will be approved by the Competent Authority recommended by the committee concern, and the service provider will be bound to sell the food items on the approved rates. The service provider will also sign an undertaking on stamp paper of Rs: 100/- to assure his bindings towards the rates of items to be sold at Canteen/Cafeteria. The approved rates will be displayed at the Canteen/Cafeteria by fixing a fit board for information of customers.

17. Govt. Employees

The Govt. or “**Women University Swabi.**” employees are not allowed to participate in Tenders.

18. Political gatherings

The allotted Canteen / Coffee shall not be allowed to be utilized for any political gatherings. Doing so could lead to termination of contract with Tenant.

19. Other Issues

The University shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff, and students in their personal capacity, which will be wholly to the risk of the Tenant.

“**Women University Swabi.**” reserves the rights to accept or reject any or all bids without assigning any reason as per KPPRA’s & PPRA’s rules.

PROPOSAL FORMAT FOR CANTEENS

Potential firms/companies are advised to prepare proposal in line with following mandatory format and sent in sealed envelope.

Section-I	BRIEF PROFILE OF FIRM/COMPANY: Legal Ownership (Whether the bidder is Sole proprietary firm or partnership business concern) Year of establishment Organizational Structure of the Company/Firm (whether it is a private, public sector, public private limited firm registered under the prevalent Government laws). Copy of registration documents is required. Detail of Business Volume (number of business points & addresses within Peshawar/Mardan / Swabi /Nowshehra and other cities in Pakistan. NTN/GST registration certificate. Name, address, telephone, fax numbers and email address etc. of the participating firms.	Mandatory
Section-2	PROFESSIONAL STAFF: Complete list of Professional Staff including Managerial and Operational / Working Staff including their Bio-data. (for services only female staff will be provided) at least 20 professional staff	Mandatory
Section -3	COOKING FACILITIES: Complete list of Professional Cooking Utensils/ Kitchen Appliances & Peripherals. Complete cooking utensils.	Mandatory
Section -4	FINANCIAL SOUNDNESS: Last one year bank statement of the firm/company OR Current Bank Statement. At least 2.5 million revenue per year	Mandatory

Section -5	EXPERTISE: For Canteens Bakery/ Ice cream vendors etc. List and variety of Pakistani foods to be offered including fast food items List and variety of Chinese foods to be offered including fast food items List and variety of Continental foods to be offered including fast food items Any other food style	Mandatory
Section -6	LEGAL INTEGRITY OF FIRM: Affidavit on legal paper of appropriate value (duly attested from notary public) that the company/individual is neither black-listed nor in litigation with any of its public sector client.	Mandatory
Section -7	EXPERIENCE: List of executed/in hand similar contracts in public sector/government/private offices since establishment of firm/individual along with copies of contract/agreement/work order etc. This shall cover the detail of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the job was carried out.	Mandatory

No proposals from firm/authorized agent will be entertained, if:-

- a. Received without required documents/information or found incomplete.
- b. Received later than the date and time fixed for proposal submission
- c. The proposal is unsigned/ unstamped
- d. Proposal is signed/ stamped by the unauthorized agent instead of owner.
- e. The proposal is from a party which is black listed, by public sector organization.
- f. The proposal is received by telephone/telex/fax/telegram.

SELECTION CRITERIA

Phase I: -EVALUATION OF FIRMS:

At first, proposal of Firms/Hotels/Restaurant//Tenants/Canteen shall be evaluated based on the mandatory requirements mentioned in “Part-B” of this document and responsive substance provided by applicant firms thereto in terms of completion of mandatory documentation.

Scoring

Technical (70)

Financial (30)

Total= Technical (70) +Financial (30) = 100

TENDER NO.WUS/Proc/2025-26/1 AWARD OF CONTRACT FOR RENTING OUT OF CANTEEN FOR WOMEN UNIVERSITY SWABI			
Bid Evaluation			
TECHNICAL EVALUATION CRITERIA			
S. No.	Item Name and Description	Marks	Max. Marks
1	Past Performance/ Experience of the Bidder (Firm Reg. along with GST/NTN)	-	5
1.1	3 - 5-years' experience	3	-
1.2	Above 5 years' experience	5	-
2	Relevant Experience	-	5
2.1	3 – 5 year experience	3	-
2.2	Above 5 year experience	5	
3	KP Food Safety and Halal Food authority Certificate provided by the bidder/Firm	10	10
4	Financial Position/ Status	-	25
4.1	Sales Tax return and Income Tax Return for last two years 2.5 marks for each year (Income Tax +Sales Tax)	05	
4.3	Bank Certificate and closing balance of Rs. 01 million for bidders who apply for canteen at the time of submitting of bid documents. Attach bank statement.	10	-
4.4	Annual Turn Over (Min 2 million), in last two each year for canteen firms/Bidders/ (Attach Bank Statement of LAST two Years (05 marks for each year)	10	-
5	Reliability Satisfactory reports from clients will be required to award points, each 1 report = 03 marks, and above 3 report 10 Marks (Please attach client's satisfactory report)	10	
6	Physical Survey, Interview and Inspection of Services Quality and Professional Standard (If deem fit) On-spot/Physical visit at business points/ locations (hotels/cafeterias/canteens will be made to evaluate following key factors; Quality, taste and versatility of food items Hygienic Standard Serving Standard Professional Expertise of Staff Level of Business Soundness	15	
TOTAL		-	70

Marks Distribution/weight age (Technical Bid Marks weight age = 70% Financial Bid Marks weight age = 30%)
(FINAL REMARKS (Technically if score 60 or more, that is "Qualify" and if score of bidder is below 60 that is "Not Qualify"). In other words Qualifying Marks will be 60% Marks in the technical bid. Financial Bid marks = 30

1. The firms / bidders that obtain 60% of the total marks i.e (42 Marks) out of 70, scoring firms will stand pre-qualified/eligible for financial bid competition stage.
2. Applications of blacklisted vendors shall not be considered.
3. Women University, Swabi shall disqualify firm(s), at any stage; if it finds that the information submitted for qualification was either significantly inaccurate or incomplete.

FINANCIAL BIDDING AND AWARD OF CONTRACT

Save as otherwise provided, the criteria for final selection to award of contract will be based upon the following method: -

- a. Competitive bidding of firms on prescribed "Financial Bid Form". The winner (Technical & Financial) will be awarded contract.
- b. Women University, Swabi on the terms & conditions specified in the contract agreement and any integral parts of contract/agreement thereof to this document provides draft TORs of contract agreement.

ANNEX “A”

FINANCIAL MODEL

Rent Decided by Committee/Competent Authority	No's of Canteen/ Cabin	Campus	Rate Offered by Service Provider/ company	Term of Contract
Minimum Rs. 30,000/- per Month for Canteen at Kotha Campus Women University, Swabi	01	Kotha Campus		For One (01) Year
Minimum Rs. 30,000/- per Month for Canteen at Guloo Dheri Campus.	01	Guloo Dheri Campus		For One (01) Year

MONITORING AND QUALITY ASSURANCE

The University's Food Committee shall conduct surprised rounds of Canteens area in order to monitor cleanliness and hygiene. The service provider shall not obstruct these rounds of University Committee.

Violation	Fine (Amount in PKR)
Selling items in excess of agreed rate	5,000/-
Litter or spillage in sitting area	5,000/-
Litter or spillage in cooking area	5,000/-
Improper storage of items	5,000/-
Missing equipment	2,000 per week
Unclean uniforms/improper trimming of hair or nails	200 per employee
Unclean dishes or utensils	2000/-
Unavailability of supervisor	2000/-

ANNEX “B”

S. #	List of Items to be Served	Weight	Quality	Rate (Rs.)
	Tea & Beverages			
1	Tea Mix by Stove	110 ml	Market good quality Milk	40
2	Tea - (Tea Bag)	110 ml	<ul style="list-style-type: none"> - Everyday Powder Milk/Nestle or equivalent - Tapal/Lipton or equivalent 	30
3	Kashmiri Tea		Market good quality Milk	50
4	Green Tea (Tea Bag)	110 ml	Tapal/Lipton or equivalent	20
5	Cold Drinks (Chilled)			
	a. Pepsi, 7up, Dew, Miranda or equivalent	250 ml	Glass bottles	Retail Price
	b. Pepsi, 7up, Dew, Miranda or equivalent	200 / 300 ml	Can	Retail Price
	c. Pepsi, 7up, Dew, Miranda or equivalent	345 ml	Disposable	Retail Price
	d. Pepsi, 7up, Dew, Miranda or equivalent	1.5 ltr	Disposable	Retail Price
6	Juices			
	a. Slice (Chilled) or equivalent	200 ml	As per Market Standard	Retail Price
	b. Nestle or equivalent (Chilled –All flavor)	200 ml		Retail Price
	c. Pakola Milk or equivalent (Chilled – All flavor)	250 ml		Retail Price
7	Milk Shake Mango, Banana, Apple, Strawberry	250/ 300 ml		Retail Price
8	Mineral Water (Aquafina) or equivalent – Chilled	250 / 300 ml		Retail Price
9	Mineral Water (Aquafina) or equivalent – Chilled	1.5 ltr		Retail Price

	Refreshment/Fast Food			
1.	Chicken Burger(with french fries, salad & sauce)	120gm	With Fresh/Frozen Meat (Any good brand), Ketchup Sachet (Shangrilla/Shezan or equivalent), Mayonnaise (Youngs/Sufi/Shangrilla or equivalent) with Tissue	150
2.	Beef Burger (with french fries, salad & sauce)	120gm	With Fresh/Frozen Meat (Any good brand), Ketchup Sachet (Shangrilla/Shezan or equivalent), Mayonnaise (Youngs/Sufi/Shangrilla or equivalent) with Tissue	200
3.	Zinger Burger (with french fries, salad & sauce)	200gm	With Fresh/Frozen Meat (Any good brand), Ketchup Sachet (Shangrilla/Shezan or equivalent) , Mayonnaise (Youngs/Sufi/Shangrilla or equivalent) with Tissue	150
4.	Egg Sandwich	140gm	Ketchup Sachet (Shangrilla/Shezan or equivalent), Mayonnaise (Youngs/Sufi/Shangrilla or equivalent) with Tissue	40

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5.	Chicken Club Sandwich	140gm	Fresh/Frozen Meat (Any good brand), Ketchup Sachet (Shangrilla/Shezan or equivalent), Mayonnaise (Youngs/Sufi/Shangrilla or equivalent) with Tissue	60
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6.	Aaloo/Channa Samosa (in Paper Plate with tomato ketchup)	80-100 gm	All items should be prepared with fresh meat/ vegetables/ fruits/spices/dairy product or other ingredients and fresh oil high quality refined cooking oil e.g. soya supreme or equivalent	20
7.	Chicken Samosa (in Paper Plate with tomato ketchup)	60gm		30
8.	Spring Roll/Chinese Roll (in Paper Plate with tomato ketchup)	90gm		30
9.	Chicken Paratha Roll (Paper Plate with tomato ketchup)	110gm		80
10.	Chicken Patties (in Paper Plate with tomato ketchup)	110gm		80
11.	Vegetable Patties (in Paper Plate with tomato ketchup)	80gm		30
12.	Chana Chat	120gm		80
13.	Dahi Baray (Sweet & Sour)	120gm		90
14.	French Fries (with good quality ketchup)	100 gm		60
15.	Pizza Slice/Mini Pizza	As per standard		150
16.	Pastry (all flavors)	As per standard		50
17.	Donuts	As per standard		50
18.	Brownie	As per standard		40
19.	Lemon Tart	As per standard		30
20.	Chocolate Tart	As per standard		60
21.	Chicken Mini Croissant	As per standard		30
22.	Chocolate Cup Cake	As per standard		40

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23.	Biscuits (All type)	Ticky Pack, Half Roll & Snack Pack	All Brands	Retail Price
24.	Ice Cream Single scoop	All sizes	Walls/Igloo/Omore or equivalent	Retail Price
25.	Peshawari Ice Cream Different Flavor's i-e Chocolate/kulfa/pistha/Mango/Strawberry	Per cup standard Size	Prepared with good milk and Powder	100

	Lunch			
1	Chicken Biryani (with and without Aaloo)	250gm	10 piece of Chicken in a KG – Fresh/Frozen Meat (Any good brand) Rice: Sela/Basmati with Good Quality of Ingredients	130
2	Beef Biryani (with and without Aaloo)	250gm	10 piece of Beef in aKG – Fresh/Frozen Meat (Any good brand) Rice: Sela/Basmati with Good Quality of Ingredients	140
3	Chicken Pulao	250gm	10 piece of Chicken in a KG – Fresh/Frozen Meat (Any good brand) Rice: Sela/Basmati with Good Quality of Ingredients	130
4	Beef Pulao/Kabli Pulao	250gm	10 piece of Beef in a KG – Fresh/Frozen Meat (Any good brand) Rice: Sela/Basmati with Good Quality of Ingredients	160

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5	Chicken Karahi / Qorma / any Chicken Curry	250 gm	10 piece of Chicken in a KG – Fresh/Frozen Meat (Any good brand) with Good Quality of Ingredients	200
6	Haleem Chawal	250gm	Fresh Rice and good quality ingredients	130
7	Plain Rice	150 gm	Rice: Sela/Basmati	80
8	Daal Chawal	250 gm	Rice: Sela/Basmati with Good Quality of Ingredients	90
9	Mix Vegetable	250 gm	Fresh Vegetables with Good Quality of Ingredients	80
10	Chapati/ Roti	100 gram	Good Quality Floor	15
11	Vegetable Bryani	250gm	Rice: Sela/Basmati with Good Quality of Ingredients	100
12	Daal Channa	200 gram	Ponam or equivalent with Good Quality of Ingredients	80
13	Daal Mong	200 gm	Ponam or equivalent with Good Quality of Ingredients	80
14	Daal Mash	200 gm	Ponam or equivalent with Good Quality of Ingredients	130
15	Aaloo Qeema	200 gm	Fresh/Frozen Meat (Any good brand) with Good Quality of Ingredients	130
16	Aaloo Macroni	200gm	with Good Quality of Ingredients	90
17	Aaloo Gosht	250gm	Fresh/Frozen Meat (Any good brand) with Good Quality of Ingredients	150
18	Chicken liver	200gm	Fresh/Frozen Meat (Any good brand) with Good Quality of Ingredients	100

19	Cow liver	200gm	Fresh/Frozen Meat (Any good brand) with Good Quality of Ingredients	130
20	Chicken Achar Gosht	250 gm	Fresh/Frozen Meat (Any good brand) with Good Quality of Ingredients	130
21	Qeema Palak	200gm	Qeema of Fresh/Frozen Meat with Good Quality of Ingredients	120
22	Aalo Paratha	Standard size	Good Quality Floor	70
23	China/ Raho Fish (Fried)	250 gram	Fresh/Frozen Fish with Good Quality of Ingredients	200
24	Masher Fish (Fried)	250 gm	Fresh/Frozen Fish with Good Quality of Ingredients	250
15	Paratha	Standard Size	Fresh/Frozen (Any good brand) with Good Quality of Floor	40
16	Fried Egg	Good Quality	Fresh eggs	40

The Offered rate must not be higher than market rate and may be less than market rate

(Signature & Official Seal)

UNDERTAKING

(STAMP PAPER OF RS; 150)

I/We do hereby undertake that undersigned must abide by the rates prescribed by the University and shall sell all the items as per rate list provided by the University which will be either on the Local Market Rate or nearly comparable.

In case of noncompliance of any term & conditions related to rate list, I/We completely understand and abide that University reserves rights to cancel our contract agreement without any prior notice.

Signature Company/Service provider: _____

Name: _____

Father Name: _____

CNIC No.: _____

Address: _____

WITNESS-1:

Signature: _____

Name: _____

Father Name: _____

CNIC No: _____

Address: _____

WITNESS-2:

Signature: _____

Name: _____

Father Name: _____

CNIC No: _____

Address: _____

Note: copies of CNIC must be attached.

SPECIMEN AGREEMENT

ANNEX “B”

1. **CONTRACT PERIOD:** -

- a. Initially the contract will be for a period of **(01) Years**, which commence from the date of execution of contract. However, there will be six (06) months probationary period (which will be started from the date of execution of contract), if allottees fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.
- b. Contract can be extended by mutual agreement. Management reserves the right to **terminate** the contract at any time on **one-month prior notice**. However, the Tenant will give **03-months'** notice in writing if he/she desires to vacate the Canteens before the expiry of the contract.
- c. If extension is allowed **by the University**, **10%** increase in Monthly rent fee of previous year is applicable.

2. **RENT:** -

- a. The Monthly Rent not less than as proposed in financial model of the successful bidder shall increase by **10% annually**.
- b. Rent / Charges must be deposited in advance by the Tenant. If **the Tenant fails to deposit the Rent until 5th of every month a fine of Rs.500/ per day** will be charged till the deposit of the Rent.
- c. However, after **15th of the month, the Competent Authority may like to cancel the agreement which will be the sole discretion of the University Authority**.

3. **RATE LIST:** -

- a. 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 would constantly monitor quality and price of the items provided.
- b. The rates of food items will be approved by the University Authority recommended by the committee concern, and the service provider will be bound to sell the food items on the approved rates. The service provider will also sign an undertaking on stamp paper of Rs: 100/- to assure his bindings towards the rates of items to be sold at Canteen. The approved rates will be displayed at the Canteen by fixing a fit board for information of customers.

4. **UTILITY CHARGES / OTHER TAXES:** -

- a. The Electricity/Gas/water consumption charges as per actual consumption would be payable by the Tenant.
- b. Income Taxes may be deducted at source as per rules.

5. The contractor shall be responsible for provision of following equipment/furniture at Women University, Swabi Campuses to operate its canteen:

- a. 1xDeep Freezer & 1xRefrigerator.
- b. Stoves/Cooking Range.
- c. 1xMicro-wave Oven.
- d. Glass showcase/counter/stands for display of items.
- e. Crockery, utensils etc.
- f. Table, chairs, furniture etc.
- g. Any other item necessary for canteen.

6. **CLEANLINESS / QUALITY OF THE FOOD & SURROUNDING AREA:** -

- a. The cleanliness and hygiene of the Canteen area including its surroundings will be the sole responsibility of the Tenant. The Tenant will also ensure that the manpower engaged will maintain requisite standards of personal hygiene. All the Canteen staff including the stewards/bearers will wear distinct uniform. All the staff employed by the Tenant will be required to provide medical fitness certificate from time to time. The concern committee can impose a fine upto Rs. 10,000/- upon any complaint regarding cleanliness
- b. It will be the responsibility of the Tenant for removal and proper disposal of waste material, garbage etc. from the Canteen to outside the boundaries of the University.
- c. The Tenant shall keep adequate stock of materials/food ingredients of acceptable standard.

7. **BUILDING:** -

Women University, Swabi shall provide Building only and the Tenant shall setup Canteens for himself according to the mentioned dimensions.

8. **RULES & REGULATION: -**

The Tenant will be bound to comply with the rules and regulations sent by the University Authorities.

- a. The contractor shall operate the Cafeteria/ Mess during working days/public holidays or as per the schedule provided by the concerned department/ Registrar Office & as per the University policy. However, it must be opened for faculty and admin staff during vacations/semester breaks.
- b. The Contractor shall operate the Mess at Women University Swabi at predetermined rate list along with weekly menu.
- c. That the Contractor will pay monthly rent **Rs. _____** applicable on **1st week of each month** in advance to Women University Swabi.
- d. The Contractor will provide the list of working staff (Cook, Service boys, Cleaning Staff and Counter persons) along with their CNIC copies. The Contractor will depute the Female staff to deal with the students at Cafeteria/Mess.
- e. The contractor is liable to get the University pass made for him/her and his/her staff.
- f. Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- g. The contractor shall be responsible for the **conduct and behavior** of his staff. The staff/service provider female should keep themselves neat and clean and wear proper uniform along with cap and badge name. The staff appointed should have the basic knowledge of personal hygiene, use of gloves and safe & clean methods of food handling.
- h. The University's Canteen Management Committee shall visit periodically to check and inspect the hygiene of kitchen, quality of food ingredients; oil etc. and contractor will be bound to follow the recommendations and guidelines of the committee.
- i. Whenever the management feels that the quality and quantity of the edible items are not provided according to specifications as mentioned in the Price List schedule, the management reserves the right to terminate the contract at any time on 30 days' notice to contractor.
- j. Contractor will be responsible for any damages to the university premises if any damages is caused by him. If such damage is done by students, the contractor is bound to report immediately to Registrar/Directorate of Student Affairs.
- k. That University's Management shall not be responsible in any way for the safety of the articles belonging to the Contractor. The contractor himself is responsible for the safety of his articles belonging to him.
- l. In case of failing to fulfill any of the obligations of the contract at any time during the contract period, action deemed fit including termination of contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Management against the contractor.
- m. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of contract 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 Women University, Swabi 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 words which shall be final, conclusive and shall be binding on the parties hereto.
- n. The Contractor has to display the approved Rate List duly signed by the University's Canteen Management Committee.
- o. Contractor will ensure that no **"Stock Out"** of any item from the displayed **Menu List**
- p. The Contractor will not enhance the rates of items and will not revise food items

quantity/volume approved by the University Canteen Management Committee unless specified by the committee in writing.

q. For any new items which are not included in pricelist, University's Canteen Management Committee and contractor will mutually decide the rates of such new items.

r. Fresh oil/refined cooking oil e.g. soya supreme or equivalent shall be used for cooking. No recycling of any cooked items is allowed.

s. That the Contractor shall pay bill for the electricity on monthly basis as per sub meter consumption of units reflected at Sub meter which is to be charged at the Tariff rate paid by WU to PESCO.

9. **CANTEEN EMPLOYEES:** -

a. Tenants are bound to employ (Male/Female) persons of good character and submit the record of all employees to the University Administration.

b. The Tenant or any of his employees will not reside in the University at night.

10. **RESOLUTION OF DISPUTES:** -

The University and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days, from the commencement of such informal negotiations, University and the Tenant have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. **The Vice Chancellor, Women University, Swabi.**, shall appoint a sole Arbitrator for the dispute who will not be related to the contract and whose decision shall be final and binding and cannot be challenged in any court of law.

1. **PENALTY:** -

a. The Quality Control/Food Committee will inspect and oversee functioning of Canteen (in addition to food regulatory authorities) with a view to ensure hygiene and sufficient service in the Canteen.

b. In case there are repeated failures or lacuna noticed by the Committee due to failure of Tenant, the Committee can impose a fine up to Rs. 10,000/- at one time to be recoverable from Tenant by issuing a Challan. (As per Annex "B")

2. **SUBLETTING:** -

The Tenant will not be allowed to sublet the Canteen to any other firm(s) / person(s) or Tenant(s). This act leads to prompt disqualification of the contract.

3. **SETUP OF CANTEENS :** -

The successful bidder shall completely setup within 30 days of the award on the Contract and commence business failing which the earnest money will be forfeited along cancellation of agreement. Furthermore, the successful bidder will be deal as per KPPRA's and PPRA's rules.

4. **OTHERS / MISCELLANEOUS:** -

a. The successful bidder shall provide items as per list mentioned in tender documents. Further the successful bidder shall provide only take-away services and will never set up any sitting areas around the Canteen.

b. The contractor will report immediately to Directorate of Student Affairs and Welfare about any political gathering/activities i.e. Poster, Panaflex, etc. in the cafeteria / Mess premises. Doing so could lead to termination of contract.

c. The University shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff, and students in their personal capacity, which will be wholly to the risk of the Tenant.

d. The Contractor will abide by all the above clauses of the agreement & the instructions which will be issued from time to time by the University Management, in case of the failure / violation, the minor / major penalty may be imposed recommended by the University's Canteen

Management Committee and by the approval of Competent Authority accordingly.

- e. Any other condition that Women University, Swabi deem necessary can be included at the time of execution of contract.

