

AUCTION NOTICE

Tender No.: Misc-175	Auction for Setting Up & Running Food Services Points at Khwaja Fareed University of Engineering & IT, Rahim Yar Khan
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Auction for Setting up & running food services points at Khwaja Fareed University of Engineering & IT, Rahim Yar Khan will be held in the office of the Director Procurement on 05-03-2020 under the following eligibility criteria and instructions to participate in auction.

Eligibility Criteria:

The interested firms/parties/companies must fulfill the following criteria to participate in auction:

- 1) Should have minimum 10 years previous working experience of running food services points with Govt/Semi Govt/Autonomous organizations.
- 2) Should have active license of registration with Punjab Food Authority
- 3) Should have valid NTN and STRN and active tax payer of FBR
- 4) Should have active registration with Punjab Revenue Authority
- 5) Should have recent Bank Statement showing 5 to 10 million available credit in account
- 6) An affidavit on Rs 100/- Stamp Paper issued after date of publishing of auction notice which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in auction.

Instructions to participate:

- 1) Interested eligible firms may get the detail terms & conditions document from the date of publication in print media on submission of a written request on company's letter head from office of the Director Procurement Khwaja Fareed University of Engineering & IT, Rahim Yar Khan. Request must be accompanied with Fee of Rs.5,000/- non-refundable in form of Pay Order/Demand Draft.
- 2) A copy of the terms & conditions document is available for information and can be downloaded from the websites www.kfueit.edu.pk or www.ppra.punjab.gov.pk. In case the terms & conditions document are downloaded from websites, the required cost of the terms & conditions document shall be paid at the time of submission of document.
- 3) Auction process of University food points will start from Rs. 300,000/- per month fixed by the competent authority.
- 4) Sealed documents along with terms and condition document signed by firm must reach the office of Director Procurement on or before **05-03-2020** at **11:00 am**. Auction will start at **02:30 pm** after scrutiny of documents submitted against eligibility criteria. **Only eligible firms will be allowed to sit in auction process.**
- 5) A sum of Rs. 50,000/ as an Earnest Money in the form of Bank Draft in favor of KFUEIT, RYK is required to be submitted on 05-03-2020 at 11:00 AM, which will be returned to the unsuccessful bidder at the end of auction process and to the successful bidder after award of contract.
- 6) Successful firm will have to deposit the performance guarantee equal to 5% performance security of one year estimated rent within **ten days** of auction in the form of Bank Draft in favor of KFUEIT, RYK otherwise, the offer shall be treated as cancelled and earnest money shall be forfeited in favor of the University Treasury.

Director Procurement

Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan

Tel: 068-5882460 Email: dp@kfueit.edu.pk

TERMS AND CONDITIONS FOR AUCTION OF UNIVERSITY FOOD POINTS AT KFUEIT, RYK

1. In consideration of the terms and conditions herein set forth, the Khwaja Fareed University of Engineering & IT, Rahim Yar Khan may grant the firm the exclusive privilege to run the food service points at his own cost, to the satisfaction of the competent authority.
2. The successful firm will be required to submit **5% performance security of one year** estimated rent for food service points i.e. in the form of demand draft, pay order, and call deposit etc. payable to the Khwaja Fareed University of Engineering & IT, Rahim Yar Khan. (Cash, cheque or money order shall not be acceptable).
3. The University shall provide the building/infrastructure for food service points and rest of arrangements will be made by contractor for which space will be allocated by Competent Authority.
4. The successful firm may purchase the already available assets (Furniture, Cutlery, crockery, glassware, refrigerator, microwave ovens, deep freezers, utensils, napkins, table cloth, additional fittings, machines, tools or any other equipment available for sale) from previously working contractor/firm operating food service points in University with mutual understanding between the contractors/firms at current market value of utilized assets prevailed at the time of purchase.
- 5. The bidder shall provide:**
 - a) Catering facilities in the food service points through sufficient strength of bearers, attendants and other workers.
 - b) Cutlery, crockery, glassware, refrigerator, microwave ovens, deep freezers, utensils, napkins, table cloth, additional fittings, machines, tools or any other equipment required for catering services.
 - c) Menu on negotiable / market compatible prices will be offered after consultations with University Canteen Committee and approval of competent authority.
 - d) Wholesome food and other stuff prepared from fresh and pure milk, cooking oil or vegetable ghee of well reputed manufactures or as approved by Punjab Food Authority will be used.
6. All fittings (sanitary, electric and gas), furniture and fixture will be provided by the contractor/firm and shall be recorded in a proper inventory register. The contractor/firm shall be responsible for safe use of such items and shall, at his own cost, arrange periodical repairs etc. and bring such repairs in the notice of the competent authority. List of inventories shall be given to Convener Estate Committee KFUEIT, Rahim Yar Khan.
7. In case of loss, breakage etc. the contractor/firm shall have to carry out necessary repairs and / or replacement within two weeks. In case of failure the competent authority of University shall have the powers to carry out such repairs and / or replacement and the amount shall be recovered from the contractor/firm.
8. The contractor/firm shall be responsible to keep the food service points neat, clean and tidy at his own cost.
9. The basic utilities i.e. electricity, Sui gas and water will be provided with the approval of competent authority at actual cost basis to be charged from contractor/firm.
10. The decision of the Committee regarding recommendation for award of a contract shall be final and

shall not be challenged anywhere including the courts of law. However, the contractor / firm may register their complaints may be to the competent authority of Khwaja Fareed University of Engineering & IT, Rahim Yar Khan.

11. The successful firm will pay the monthly basis rent in advance to the Treasurer Office, KFUEIT in the form of Bank Draft in favor of Khwaja Fareed University of Engineering & IT, Rahim Yar Khan in addition to the relevant taxes. All taxes will be applicable as per Govt. of Pakistan and as per Punjab Province Rule. Copy of submitted monthly basis rent will be submitted to Estate Department, KFUEIT, Rahim Yar Khan.
12. If the successful firm fails to deposit the monthly rent until 10th of the relevant month a fine of Rs. 1,000/-per day will be charged till the deposit of the rent. However, after 25th of the month, the case will be forwarded to competent authority for decision. The decision taken by the competent authority will be implemented.
13. The contract shall be for a period of 01 calendar year, renewable by mutual agreement (with 10% annual increase) subject to satisfactory performance of firm and acceptance of performance from competent authority for another one year or through fresh contract as the competent authority may deem fit. The contract can be cancelled / terminated by giving 30 days' notice by either side.
14. The minimum rates and best standards approved by the competent authority of Khwaja Fareed University of Engineering & IT, Rahim Yar Khan shall be applicable. The firm shall be bound to provide the services to the customers at good quality and the rates not higher than those agreed and notified. These rates can be revised once during a year subject to the approval of competent authority.
15. The firm shall not let, sublet or assign, whether by way of sub-contract or otherwise, his interest in the contract to any other person or body, in whole or in part and shall not share or transfer to any person or body the catering management of the food service points. Any act of the firm in contravention of these terms and conditions shall be null and void and shall constitute breach of the contract in such case the University reserves the right to take any action that it may deem fit. The presence of the successful contractor/firm shall be mandatory at the concerned cafeteria / canteen during contract period.
16. The contractor/firm shall not do or commit to do or allow anybody else to do anything that may adversely affect or impair the property, reputation or interest of the University.
17. On the expiry of the contract, on successful completion of the term or otherwise, as the case may be, the firm shall handover already available assets (Furniture, Cutlery, crockery, glassware, refrigerator, microwave ovens, deep freezers, utensils, napkins, table cloth, additional fittings, machines, tools or any other equipment available for sale) to the new successful contractor/firm with mutual agreement in between them.
18. After the expiry of contract, contractor/firm will not dismantle anything from the building and will properly hand over the building to the competent authority.
19. The contractor/firm shall not use the food service points for residential purposes.
20. The contractor/firm shall display approved rates inside and outside the food service points etc.
21. The bakery items must be obtained from approved bakers or their pick points (stationed in the

- vicinity), approved by the Punjab Food Control Authority.
22. The firm shall employ only such employees who are experienced. The contractor/firm will ensure that the staff engaged shall observe highest standards of courtesy, manners and professionalism while dealing with visitors and customers of the food service points at KFUEIT.
 23. The contractor/firm shall employ only such staff which have good character and be well behaved and skillful in their business. The staff employed shall conform to such direction as may be issued by KFUEIT in respect of time, stay and the points or routes of entry to and exit from the premises and in respect of the use of toilets and washrooms. The food service points manager shall also have assurance of good character of all person employed by him verified by the police to the satisfaction of KFUEIT before the employment.
 24. The contractor/firm shall immediately remove any employee from the Premises if any employee misbehaves, causes nuisance, or is considered to be undesirable by KFUEIT representative. KFUEIT shall be at liberty to request the contractor/firm to replace or change any employee or other staff within 48 hours' time, if needed, so upon which request contractor shall forthwith replace such employee or staff.
 25. The contractor/firm shall ensure that no child labor is involved in the employment.
 26. The contractor/firm, for the purpose of fulfilling his obligations, may deploy persons as employees, servers, cooks, etc., who are medically fit with no contagious diseases, who will wear prescribed uniform, who shall have good character and be fit for work in KFUEIT where high quality public service is expected.
 27. The contractor/firm shall submit the names and credentials of his employees duly certified by the local police to KFUEIT for approval for the sake of security of KFUEIT. KFUEIT reserves the right of approval or rejection of any such engagements. Replacement of employees of the contractor/firm shall be done by following similar formalities by the contractor/firm.
 28. The contractor/firm hereby undertakes to take utmost caution to prevent spillage of oil or other hazardous chemicals in the building. The contractor/firm shall provide suitable bins/trays at appropriate places for collection of such spill, and shall dispose the collected spillage properly to avoid fire hazard or danger or unhygienic condition of the premises.
 29. The contractor/firm will have to strictly ensure of the health & safety requirement as per recommendation of the Punjab Food Control Authority. That very high standard of hygiene and cleanliness shall be observed in running of the kitchen of food service points, etc.
 30. In case of any food poisoning / contamination, the contractor/firm will be held fully responsible and he will bear all the expenses caused on treatment of individual. Moreover, the contractor/firm will ensure that hazardous or inflammable or toxic materials are not stored in the food service points premises.
 31. That the contractor/firm will get all his workers medically examined periodically from approved medical practitioner i.e. MBBS recognized by Pakistan medical Council, to be free from communicable diseases.
 32. The competent authority may visit the food service points periodically if the contractor/firm found

- in violation of the rules of KFUEIT & the Punjab Food Control Authority rules, penalty will be imposed on the contractor/firm & strict action will be taken against the contractor/firm, as decided by the competent authority.
33. The contractor/firm shall install, at his own cost, an adequate number of Fire Extinguishers [of weight/capacity as per standard norms for a food service points] and ensure that they are in fully functional condition at all times.
 34. The contractor/firm shall use approved gas cylinder. The contractor/firm shall use electronic cash register/billing machine at the sale points to issue cash payment receipts to each customer at payment counters.
 35. All items, especially packed items, shall be sold out by the contractor on list provided by the Food Committee of KFUEIT approved by competent authority. In case of any report found regarding charging of higher amounts than the market price, contractor/firm will be fined/penalized accordingly.
 36. Quality of food must be ensured as per standards of Food Department, Govt. of Punjab and random visits of Food Department / committee may also be arranged to check the quality of food.
 37. If because of any strike or lockout either in KFUEIT or in the Local area, the contractor/firm may not able to function or his business may be affected, KFUEIT shall not be liable for any loss, which the contractor/firm may suffer in such an event.
 38. The contractor/firm shall not facilitate/allow or hold any political or union activities or their meetings in the food service points.
 39. The existing contractor/firm at KFUEIT should attach a NOC, issued by competent authority with their documents; otherwise, document will not be accepted. The applications of those contractors/firms who are defaulters / disputed of KFUEIT would not be considered.
 40. In case of violation of any term and condition, the agreement will be cancelled and performance guarantee will be forfeited. In case of any withdrawal after award of contractor/firm, the security shall be forfeited.
 41. Neither party shall be deemed to be in breach of this agreement if failure to comply with the requirement of this agreement is due to circumstances beyond the control of the University.
 42. In order to serve food to faculty / staff of KFUEIT, a separate table / space will be reserved by the manager of food service points especially for female. Strict compliance in this regard must be ensured.
 43. The successful contractor/firm shall be required to enter into the contract agreement with university within 7 days of the award of contract or within such extended period as may be specified by university.
 44. The employee (s) of KFUEIT, Rahim Yar Khan are not allowed to participate in Auction directly or indirectly. In case of involvement they will be held responsible and strict action will be taken against them as per rule.

CHECK LIST OF DOCUMENTS TO BE ATTACHED

Place tick (☐) if document is attached and cross (X) if not attached. All below-mentioned conditions/documents are compulsory to be provided in order to participate in Auction. All such applications shall be rejected, if any one of below-mentioned conditions is not fulfilled.

Sr.	Document Details	Attachment status	Page no
(A) Mandatory Information/Documents			
1	Name of Party		
2	Address with Telephone/Mobile no.		
3	Copy of CNIC – (No. _____)		
4	Copy of National Tax No. (NTN): (No. _____)		
5	GST/PST Number Required whatever is applicable		
6	Application Fee in form of CDR/Pay Order (original)		
7	Sum of Rs. 50,000/- as an Earnest money in form of Bank Draft		
8	Punjab Food Authority Registration Certificate: Category ----- (if applicable)		
9	Signature of the bidder or his authorized signatory on each page of the auction document as acceptance of the terms and conditions contained in the document.		
10	Undertaking that contractor is not blacklisted from any government organization on 100 Rs Stamp paper		
11	Bank Statement showing transaction details of 5-10 million.		
12	Experience certificate (at least 10 years) and service performance certificates issued by the organizations. Only award letters are not acceptable.		
13	Professional tax certificate copy 2019-2020		
14	Company/firm registration certificate		
15	Documentary evidence in support of the following: (i) Number of years of having experience of running food services points with Govt/Semi Govt/Autonomous organizations. (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing such services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated. (iii) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.		

UNDERTAKING (ON JUDICIAL STATEMENT)

I (bidder) have read all the instructions/terms and conditions carefully, filled all the required parts of documents and attached all the documentary evidences and also do hereby confirm that

1. The firm shall abide by all the instructions/terms and conditions of the agreement and in addition, the other conditions, rules and regulations of KFUEIT.
2. The firm is neither blacklisted by any government organization in Pakistan nor pursued any case in the court against this University.
3. The information given in the application form and document is correct. In case any of this information proved incorrect, KFUEIT reserved the right to reject the bid besides forfeiting the bid security and may initiate suitable legal action which may include blacklisting of the bidder.

Signature: _____

Name and Designation of bidder: _____

CNIC no: _____

Stamp: _____

Address with Tel No: _____

Witness:

Signature: _____

Name and Designation of bidder: _____

CNIC no: _____

Stamp: _____

Address with Tel No: _____

Bidder Profile

Firm Name	
Entity of Firm	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other
Nature of Business	
Addresses / Branches	
Telephone / Fax	
Email	
Date & Place of Registration	
Company's NTN / Sales Tax Reg. No.	NTN _____ S.T.N./PST _____
Owner's Detail	Name: _____ CNIC _____ Address _____
No. of Employees	
Year of Establishment	
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____
Bank Details	Bank: _____ A/c # _____

SIGNATURE