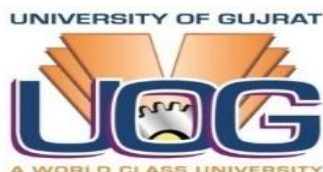


Bidding Document –
Outsourcing of GIRLS AND BOYS
HOSTELS CANTEENS at HAFIZ
HAYAT Campus, University of
Gujrat (March 2025)

UNIVERSITY OF GUJRAT



BIDDING DOCUMENTS

“OUTSOURCING OF GIRLS AND BOYS HOSTELS CANTEENS, AT HAFIZ HAYAT CAMPUS, UNIVERSITY OF GUJRAT”

Tender No. UOG/DP/2024-25/FBS/06
Tender Opening Date: 27-March-2025

Documents Issue To: - _____ on _____

University of Gujrat
Hafiz Hayat Campus, Jalalpur Jattan Road Gujrat
director.purchase@uog.edu.pk , Ph: 053-3643167,117,195

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SECTION-I: INVITATION TO BIDS (ITB)

TENDER NOTICE

OUTSOURCING OF GIRLS AND BOYS HOSTELS CANTEENS AT HAFIZ HAYAT CAMPUS, UNIVERSITY OF GUJRAT

IFB/Tender No. UOG/DP/2024-25/FBS/06

University of Gujrat invites sealed bids from reputable firms, registered with relevant Registration Authorities and Tax Department for Income Tax / PST / GST purpose with **active taxpayer profile** and having adequate experience for below mentioned service. Bids shall be received / processed on **Single Stage Two Envelope** bidding procedure.

Sr.	Description (Outsourcing of Canteens) at HH Campus University of Gujrat	Annual Rent (Exclusive of All Taxes)	2% Bid Security
1	Boys Hostel Canteen	1,200,000/-	24,000/-
2	Girls Hostel Canteen	600,000/-	12,000/-

Documents are immediately available w.e.f. the date of publication and can be downloaded from websites of University of Gujrat (www.uog.edu.pk) and PPRA (ppra.punjab.gov.pk) (www.punjab.eprocure.gov.pk). For participation, bidding documents can also be obtained during office hours on submission of a written request on company's letterhead.

Technical Bids must be accompanied by a **Bid Security** (in the form of CDR/Demand Draft/Pay Order), in favor of **Treasurer, University of Gujrat**.

Sealed bids (prepared in conformity with instructions of bidding documents) must reach through **E-PROCUREMENT** (<http://www.punjab.eprocure.gov.pk>) to the office of the Director Purchase, no later than **10:00AM ON 27-03-2025**.

Bids shall be opened on the same day **at 10:30AM** in the presence of bidders or their representatives, who may choose to be present, having a valid authority letter from their respective organization.

The highest price (rent), exclusive of all taxes, offered by the evaluated bidder participating in the Financial Bid for the outsourcing of Canteen services at Hafiz Hayat Campus, University of Gujrat, will be accepted

University shall not be responsible for delays & non-delivery caused by courier firms/post office etc. regarding issuance of bidding document & receiving of bids etc. In the case of an official holiday on the day of submission, the next day will be treated as closing date.

The University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules 2014.

Director Purchase
Admin Block Hafiz Hayat Campus,
University of Gujrat
Ph: 053-3643112, Ext 117,195

Section-II: Instructions to Bidders (ITB)

2.1. Introduction

University of Gujrat requires the bidders to submit their bids, for **Outsourcing of GIRLS AND BOYS HOSTELS CANTEENS at HAFIZ HAYAT Campus**, as mentioned below;

Sr. No.	Canteen	Description
Package-1	Boys Hostel	Steel Structure in place, Extension required/ possible
Package-2	Girls Hostel	Constructed Building available for Canteen

Note: - All the procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014 (as amended). In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014 (as amended), the later shall prevail.

2.1.1 Scope of Bid	The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids from Bidders for "Outsourcing of Boys & Girls Hostel Canteen Services at HH CAMPUS University of Gujrat" as specified in Section-IV, Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.
2.1.2 Source of Funds	University of Gujrat (Client)
2.1.3 Eligible Bidders	i. This invitation of Bids is open to all bidders, provided they fulfill the minimum qualification criteria as mentioned in Tender documents. ii. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide services for the preparation of specifications, and other documents to be used for the procurement of the services to be procured under this Invitation to Bid. iii. Bidders shall not be under a declaration of blacklisting by any Government department/autonomous bodies/ other

	Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA). iv. Bidders shall not have a conflict of interest. Any Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they: a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide services for the preparation of the specifications and other documents to be used for the procurement of the Security services, to be purchased under this Invitation for Bids. b) have controlling shareholders in common; or c) receive or have received any direct or indirect subsidy from any of them; or d) have the same legal representative for purposes of this Bid; or e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or f) Submit more than one Bid in this Bidding process. v. A Bidder may be ineligible if – (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent; (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; (d) the Bidder is convicted, by a final judgment, of any offence
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	involving professional conduct; (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014. xii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively. xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
2.1.4. Cost of Bidding	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
2.1.5. One person one bid	As per Rule 36A of Punjab Procurement Rules 2014 updated till date, a Bidder shall submit only one Bid in the same bidding process, individually.
2.1.6. Work Plan/ Deployment/ Scope of Services	The Bidder shall be responsible for the provision of bids as per Scope of services/ work plan/ deployment plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

a. THE BIDDING DOCUMENTS

2.2.1. Content of Bidding Documents	i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include: (a) Invitation to Bids (b) Instructions to Bidders (ITB) (c) Scope of Services
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	(d) Bid Data Sheet (e) General Conditions of Contract (GCC) (f) Special Conditions of Contract (SCC) (g) Schedule of Requirements (h) Bid Form (i) General Information Form (j) Affidavit (k) Bid Security Form (l) Technical Bid Form (m) Contract Form (n) Financial Bid Form / Price Schedule (o) Performance Guarantee Form (p) Check List ii) The Bidder is required to examine all instructions, forms, terms and conditions, and scope of services in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid. iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in ITB 2.2.1 (i) above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence. iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.
2.2.2. Clarification of Bidding Documents	i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the

	Procuring Agency's response (including an explanation of the query but without identifying the source) will be sent to all prospective Bidders that have received the Bidding documents. ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the BDS. iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids, as prescribed in ITB 2.2.2 (i), above. iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 2.2.3.
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2.2.3. Amendment of Bidding Documents	i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14. ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them. iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda. iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication. v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the similar manner , so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.
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2.3 PREPARATION OF BID

2.3.1. Language of Bid	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.
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2.3.2. Bid Form	The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents.
2.3.3. Bid Prices	The Bidder shall submit proposed offered rent (price), exclusive of all applicable taxes, on Form 8.8. The successful bidder will be responsible for the payment of all applicable taxes, including income tax, which shall be remitted to the University, acting as a tax withholding agent, on an annual, advance basis. i) Prices indicated on the Price Schedule (rent) shall be in PKR. ii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4 below will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered. iii) Price (rent) quoted by the Bidder will be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected.
2.3.4. Bid Currencies	Prices shall be quoted in PKR unless otherwise specified in the Bid Data Sheet.
2.3.5. Documents Establishing Bidder's Eligibility and Qualification	i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted. ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3. iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction: (a) that the Bidder has the financial, technical capability necessary to perform the contract; (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
2.3.6. Bid	i) The Bidder shall furnish, as part of its Bid, a Bid security in

Security	the amount specified in the Bid Data Sheet. ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii). iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms: (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for 180 Days. iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive. v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under: <i>"38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later: provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency".</i> vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2. vii) The Bid security may be forfeited: a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or b. in the case of a successful Bidder, if the Bidder: i. fails to sign the contract in accordance with ITB Clause 2.6.3; or ii. fails to furnish Performance Guarantee in
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	accordance with ITB Clause 2.6.2; or is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14. iii. In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.
2.3.7. Period of Validity of Bids	i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive. ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.
2.3.8. Format and Signing of Bid	i) The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid. ii) Any interlineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.
2.3.9. Minimum Wage rates/all applicable taxes	The Bidders must adhere to the most recent minimum wage rate (notified by Labour & Human Resource Department), all applicable taxes (imposed by FBR/PRA/GST/any other government organization) and contributions (PESSI, EOBI) for financial bid date.

2.4 SUBMISSION OF BIDS

2.4.1 Sealing and Marking of Bids	i) The mode of procurement is Single Stage---Two Envelopes. The Bid shall be submitted in sealed envelope, comprising two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. ii) which shall: a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE 10:30 AM ON 27-03-2025" iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late". iv) If all the envelopes are not sealed and marked as required by ITB Clause 2.4.1, the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening. Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-38 of PPR-2014, which shall have precedence.
2.4.2 Deadline for Submission of Bids	i) Bids must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet. ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
2.4.3. Late Bids	i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and

	returned unopened to the Bidder. ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
2.4.4. Modification and Withdrawal of Bids	Not allowed.

2.5. OPENING AND EVALUATION OF BIDS

2.5.1. Opening of Bids by the Procuring Agency	i) The Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the time of their opening, as specified in BDS. ii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) Any other details as the Procuring Agency may consider appropriate. iii) Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. iv) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid. v) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to 2.4.3 (i). vi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and the Bidders'
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	representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders. vii) A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
2.5.2 Confidentiality	i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14. ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid. iii) Notwithstanding ITB Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.
2.5.3. Clarification of Bids	i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered. ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted. iii) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination	i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order. ii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 2.3.7), Applicable Law (GCC Clause 22) Taxes and Duties (GCC Clause 24) & mandatory Registrations/ Renewals will be deemed to be a material deviation. iii) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity. iv) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: a) meets the eligibility criteria defined in ITB 2.1.3; b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) has been properly signed; d) is accompanied by the required securities; and e) Is substantially responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
2.5.5. Examination of Terms and Conditions; Technical Evaluation	i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation. ii) The Procuring Agency shall evaluate the technical

	aspects of the Bid submitted to confirm that all requirements specified in Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation. iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.
2.5.6. Correction of Errors	i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors. ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.7.
2.5.7. Conversion to Single Currency	Not applicable

2.5.8. Post-qualification & Evaluation of Bids	i) The Procuring Agency will technically evaluate and compare the substantially responsive Bids, as per the Evaluation Criteria in the BDS. ii) The financial evaluation of a Bid will be on the basis of form of Price (Rent) Schedules/ Financial Bid Form to be decided by the Procuring Agency, exclusive of all prevailing taxes, duties, fees along with observance of minimum wages, contributions of PESSI, EOBI, etc.
2.5.9. Contacting the Procuring Agency	i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has any grievance, they will do so in writing. ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.
2.5.10. Grievance Redressal	Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. AWARD OF CONTRACT

2.6.1. Notification of Award	i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted. ii) The notification of award will constitute the formation of the Contract. iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.
2.6.2. Performance Guarantee	i) Within Ten (10) Days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the

	Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents. ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.
2.6.3. Signing of Contract/ Issuance of Outsourcing Order	i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties. ii) Under rule-63 of PPR-14, within Three Days (03) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
2.6.4. Award Criteria	Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
2.6.5. Procuring Agency's Right to Vary Area/ Quantities at Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the area /quantum of <i>services</i> originally specified in the Schedule of Requirements without any change in other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).
2.6.6. Procuring Agency's Right	i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance

to Accept or Reject All Bids	of any Bid or proposal, without thereby incurring any liability towards the Bidders. ii) The Bidders shall be promptly informed about the rejection of the Bids, if any iii) The Procuring Agency 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.
2.6.7. Re-Bidding	If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.
2.6.8. Corrupt or Fraudulent Practices	i) The Procuring Agency requires that Bidders observe the highest standard of ethics during the procurement and execution of contracts. “Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows: “(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following: i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party; ii. collusive practice by arrangement between two or more

	parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain; iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process." ii. Blacklisting & Debarment: Blacklisted firms, companies, and / or individuals by name, whether nationally or specifically by the University of Gujrat, and those found involved in "Corrupt Practices" are not allowed to participate in bidding process.
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Section IV. SCOPE OF SERVICES

1. Scope of Service

The scope and description of the canteen services are as follows:

- i. Operation of the existing canteen facilities **(for girls' hostel)** within the designated area provided by the University, maintaining the current structure and layout without alteration / expansion, etc., during the whole contract period. Any extension in physical infrastructure may be allowed by the University on written request by the successful bidder at his / her own cost.
- ii. Preferably female staff shall manage and serve the girls hostel canteen.
- iii. Provision and maintenance of any additional necessary operational equipment, furniture, and utensils to ensure the canteen's full functionality, at the contractor's sole cost and without any liability on the University.
- iv. Operating kitchens and canteen to ensure preparation of three meals a day as well as snacks and beverages during designated timings.
- v. Provision of MRP items as per Market Retail Price. Non-MRP item pricing will be determined by the Chairperson Hall Council as needed.
- vi. Ensure highest levels of hygiene and cleanliness in line with guidelines notified by the Punjab Food Authority in order to ensure safe and healthy food is provided to staff and Students of University.
- vii. At the end of the Contract Period, the canteen building is to be returned to the University in a properly maintained and operational condition.
- viii. The scope of services for the provision of food in the canteen shall be as per the finalized by the Chairperson Hall Council and to be provided by the successful bidder.

2. Terms of Reference

- The Contractor shall remit the monthly canteen building rent and any incurred penalties to the designated University branch by the 10th of each month. Payments must be made via electronic payment challan generated from the University website or through other payment methods as approved by the University Treasurer.
- The contractor shall be responsible for providing a copy of each folio of the payment receipt to the relevant University quarters, specifically including the Treasurer and Estate Care departments, and shall maintain the original receipt for their own records.

- Minimum monthly rent for University of Gujrat Canteen is given below.

Sr. No.	Outsourcing of Canteen Services	Minimum Monthly Rent Exclusive of Taxes (Rs)
Package-1	Boys Hostel Canteen	100,000/-
Package-2	Girls Hostel Canteen	50,000/-

- The Contractor will ensure registrations with Punjab Food Authority within 02 Months of signing of contract, failure to which department reserves the right to terminate the contract. All necessary formalities for registration with Punjab Food Authority shall be fulfilled by the Contractor.
- The Contractor is responsible to follow / maintain the standards of Punjab Food Authority.
- Upon termination of the contract, the renovation made as fix fixture to the building (Shelf and structure fixed/fitted permanently on walls and floor of the building) will not be removed by the contractor.
- The contractor will carry out immediate repairs/replacement of any items of furniture/finishes/surface and fittings in the canteen at his own cost, which may be damaged/decayed during the operation of canteen.
- The contractor shall ensure suitable arrangements for daily disposal in polythene garbage bags of all discarded foodstuff, serving material, leftovers and its depositing in the garbage point outside the University of Gujrat premises to maintain proper neat and clean environment.
- The contractor shall be responsible for waste management of canteen, maintenance of wash rooms and cooking area.
- The contractor is strictly prohibited from engaging in any negotiations with third-party entities regarding brand agreements or similar arrangements on behalf of the University.
- The University maintains the unrestricted right to obtain catering and event services for any University event, without obligation to use the contractor's services.
- The contractor's seating arrangements for its canteen operations shall be strictly confined to the designated area provided by the University.
- The Contractor shall be bound to provide the Bio-data of employees, record of medical checkup & vaccination to meet the regulatory requirements.
- The Contractor will manage sufficient Human Resource / Staff.
- No child labor will be allowed.
- The Contractor shall arrange fine quality crockery & furniture at his/her own level.
- The use of Silver crockery is prohibited.

- The Contractor shall not make any alteration/damage to canteen building and type of damage made to electric appliances/water supply system/Sanitary fitting/Sewerage System irrespective of any cause.
- The Contractor shall pay the Utility Bills on Commercial Tariff i.e. Sui Gas, Electricity & Water on monthly basis as per the reading of the meters installed and shall submit the copy of cleared bill to the In-charge Maintenance, University of Gujrat.
- The Contractor shall not sell prohibited items of any kind as Notified by the Government.
- The contractor shall ensure use of branded ingredients for preparation of food and high quality Cooking Oil, Tea and spices etc. as per Punjab Food Authority.
- All food items must be fresh.
- The Contractor shall not use Canteen Building for any Immoral and Unlawful activities.
- **The Contractor** shall also submit the **Character Certificate & Police Verification and Undertaking of Non-Blacklisting** in any Public/Private department on Judicial Stamp Paper of **Rs.100** duly attested & stamped by Notary public.
- **The Contractor** shall be bound to observe the Food Standards, Hygienic conditions and cleanliness measures. The periodic inspection shall be carried out and any slackness can lead to the fine or cancellation of the contract.
- The Contractor shall not be entitled to any rebate/ relief in rent / contract extension on any ground whatsoever, including but not limited to, periods of reduced operations or university closures, or any other unforeseen circumstances.

2.1. Operations and Maintenance:

These are general canteen services which will be provided on all days and depending upon the workload the staff will be expected to operate in multiple shifts

- 2.1.1. The Contractor shall provide and render the entire kitchen & canteen services through fully equipped kitchen and stores comprising of procurement of raw materials.
- 2.1.2. The Contractor should maintain proper sanitation and cleanliness in food preparation, service and Service areas and use fresh food and raw materials in preparation of foods.
- 2.1.3. All procurement in terms of raw material, vegetables, grocery, dairy, bakery products, cleaning agents etc. to run the kitchen and canteen services would be arranged and paid for directly by the Contractor.
- 2.1.4. All transportation and vehicle costs required for the Contractor's

- operations, and all applicable taxes, shall be borne by the Contractor.
- 2.1.5. The Contractor's supervisors shall maintain a daily awareness of its employees and in specific areas paying particular attention to the signs and symptoms of communicable diseases that can be transmitted by food products.
 - 2.1.6. Annual medical checkup of all staff to be done by The Contractor at its own cost, and submit a copy of test results/ certificates to the University of Gujrat's focal person (No staff facing such contagious ailment shall be hired).
 - 2.1.7. In case of loss to any University of Gujrat installation/property due to activities of the Contractor staff, the cost of the same shall be recovered from the contractor.
 - 2.1.8. Ensuring the general safety and fire safety of the space and accommodation provided by the University of Gujrat shall be the responsibility of the service Contractor.

2.2. Utilities and billing

- 2.2.1. The Contractor shall be provided utilities (gas bills, electricity bills, and water bills) for proper functioning of canteen.
- 2.2.2. The Contractor shall install a sub meter at his own expense with the electricity and water connection of University of Gujrat, and shall be responsible for utility bills for canteen building.
- 2.2.3. Maintaining backup options such as LPG cylinders, UPS etc. shall be responsibility of the Contractor.

3. Monitoring and Quality Assurance

- 3.1.1. The Contractor shall display rate list of all items on prominent places.
- 3.1.2. The notified committee of respective University of Gujrat shall conduct daily rounds of kitchen and canteen area in order to monitor quality & price along with cleanliness and hygiene. The Contractor shall not obstruct daily rounds of University of Gujrat committee.
- 3.1.3. In case the contractor is not meeting the required standards fines shall be imposed by the notified committee of respective University of Gujrat.
- 3.1.4. Procuring Agency / University of Gujrat may send any food sample for testing in laboratory in order to ascertain quality.
- 3.1.5. University of Gujrat and the Contractor shall mutually agree upon mechanism, to regularly test food taste, at the time of commencement of services. Both parties shall ensure that neither of the parties has to bear substantial expenditure to setup this taste monitoring mechanism

- 3.1.6. The Contractor will not be allowed to sublet canteen to any third party and any such activity by the Contractor shall result in forfeiture of performance guarantee and termination of contract.
- 3.1.7. The contractor found to have engaged in any relationship of an intimate nature with a student, faculty member, or staff member shall result in forfeiture of performance guarantee and immediate contract termination
- 3.1.8. The contractor is bound to exclusively sell brand items specified within existing University agreements, sourcing them solely from authorized distributors, and shall not substitute or procure equivalent products from unauthorized sources.

SECTION-IV: BID DATA SHEET

4.1. BID DATA SHEET (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section-II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	University of Gujrat. "Outsourcing of GIRLS AND BOYS HOSTELS CANTEENS at HAFIZ HAYAT Campus" The contract shall be for one year. Only one extension for one year may be granted solely at the University's discretion. The contractor acknowledges and agrees that they possess no right to contract extension under any circumstances and shall not initiate legal proceedings in any court for the purpose of seeking such extension
2.	2.1.2	Financial year for the operations of the Procuring Agency: 2024-25 NAME OF EXECUTING INSTITUTION: <i>University of Gujrat</i> NAME AND IDENTIFICATION NUMBER OF THE CONTRACT: "Outsourcing of GIRLS AND BOYS HOSTELS CANTEENS at HAFIZ HAYAT Campus" REFERENCE NO. IFB NO. UOG/DP/2024-25/FBS/06
3.	2.1.3(iv)	Joint Venture / Consortium is not permissible.
B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is Director Purchase, Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.
8.	2.3.8	The Bidder shall submit Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	<i>English</i>
10	2.3.4	The price quoted shall be in PKR.

11.	2.3.4 & 2.3.9	<i>In case of change in minimum wage rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorata basis, as Notified by the Government.</i>
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D.		Preparation and Submission of Bids	
13.	2.1.3 & 2.5.8	Technical Evaluation Criteria (Knockdown Criteria) The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as non-responsive .	
		Sr. No	Description
		01	2% Bid Security must be attached.
		02	Bidder should be a firm/Company or a sole proprietor
		03	The Bidder must have active National Tax Number (NTN) and General Sales Tax (GST) Number with documentary proof.
		04	Bidder (firms, companies, and individuals by name) who is barred / blacklisted or disqualified either by any Government Ministry / Division/ Department / Agency / Authority / Organization would not be eligible to submit the bid. The Bidder shall submit an undertaking in this regard.
		05	The bidder must have relevant experience of providing canteen / food preparation business for consumers. The bidder will attach documentary proof i.e. contract / purchase order to substantiate its claim.
		06	The bidder must have no litigation history in terms of stay order at any institution where services have been provided by the bidder. The bidder will submit an undertaking in this regard.
		07	The copy of Bidding Document shall be duly signed, stamped on each page and submitted by the bidder.
		08	A clearance certificate from contractor's most recent previous organization confirming satisfactory performance, completion of contractual obligations, and the absence of any financial defaults. In the event, the previous organization is a university, the clearance certificate must be issued by the Registrar; for all other entities, it must be issued by the most senior administrative officer.

		Bidder will provide complete details of its food related business. i.e., Purchase Order / Contract / Client Satisfactory certificate / Focal person details etc. The procuring agency may require additional information or request visit of the site by its technical team, if deemed necessary.
14	2.1.1	Director Purchase, Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.
15	2.4.2	The deadline for Bid submission is 27-03-2025 till 10:00 AM.
16.	2.5.1	10:30 AM, 27th March 2025 and Director Purchase, Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.
17.	2.6.2	Amount of Performance Guarantee is 10% of the contract amount.
18.	2.3.6	Amount of Bid security is: 12,000 PKR (02 % of estimated price) for Girls Hostel Canteen and 24,000 PKR (02 % of estimated price) for Boys Hostel Canteen
19.	2.3.7	Bid validity period after opening of the Bid is: 120 Days
20.	2.3.8	Not Applicable
E.		Opening and Evaluation of Bids
21.	2.5.1	Director Purchase, Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat. 27th March 2025 at 10:30 AM.
22.	2.3.4	Not applicable
G.		Award of Contract
24.	2.6.5	The contract shall be for one year. Only one extension for one year may be granted solely at the University's discretion with 10% annual increase.
25.	2.6.2	The Performance Guarantee shall be: 10% of the Contract Amount
26.	2.6.2	The Performance Security (or guarantee) shall be in the form provided in the Bidding documents

Evaluation Criteria (Eligibility & Qualification)

Sr.	Evaluation Criteria (Eligibility)	Requirement
1	Bid Security (as mentioned in invitation for bids or BDS)	Mandatory
2	Company Profile / Registration with supporting documents	Mandatory
2	Copy of CNIC of Owner/Authority Person along with Authority Letter from the Bidder Company authorizing the relevant person to represent the company.	Mandatory
3	Income Tax / Sales Tax with Active Taxpayer (if required) profile status (Professional Tax Certificate for Year 2024-25)	Mandatory
4	Authorization/Dealership/Distributor Certificate	Mandatory
5	Affidavit on the stamp paper of Rs. 100/- to certify that - Bidder is not currently blacklisted by the Procuring Agency/PPRA. - The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules (PPRA – 14). - The provided information is correct.	Mandatory
6	Clearance certificate from most recent previous organization	Mandatory

- a. The proposals will be evaluated based on the submitted documents / evidences as per following two-step criteria.

Evaluation Criteria:

Sr. #	Performance Qualification	Marks	Maximum Marks
1	Professional Experience Certificate (relevant experience of similar sized organization)		30
	01 to 03 Years work experience	10	--
	04 to 06 Years work experience	20	--
	Above 06 Years work experience	30	--
2	Financial Position / Status		30
	Annual Turnover (for the Last / Previous Fiscal Year) If the total annual turnover indicated in annual bank statement/annual tax return of last year is;		--
	Annual Turnover equal to this Tender Cost	10	--
	Annual Turnover 1.5 times more than this Tender Cost	20	--
	Annual Turnover 2.0 times more than this Tender Cost	30	--
3	Income Tax Returns of previous 3 years (10 marks for each return)		30
4	Professional Qualification Certificate of Owner/Cook/Chef etc. (2 marks for each certificate/individual per year)		10
Qualifying Marks = 60			100

TECHNICAL EVALUATION PROCESS:

- a. **FINANCIAL BID OPENING:** - Financial Bid of those bidders shall be open whose technical bids are considered as qualified by the respective committee / office constituted by the Central Purchase Committee, UOG.
- b. **TECHNICAL ACCEPTANCE:** - Only the Bids securing minimum of 60% marks shall be declared technically accepted by the Evaluation Committee. s

- C. DOCUMENTARY PROOF:** - The bidder must provide verifiable documentary proof against all the mandatory requirements along with the Technical Proposal at the time of opening of the Technical bid(s).

Section-V: General Conditions of Contract

1. Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) "The Contract" means the agreement entered into between the Procuring Agency and the Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. (b) "The Contract Price" means the price payable to The Contractor under the Contract for the full and proper performance of its contractual obligations. (c) "The Goods" means all of the equipment, machinery, and/or other materials, which The Contractor is required to perform Canteen services under the Contract. (d) "The Services" means those services ancillary and related to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, maintenance & repair and other such obligations of The Contractor covered under the Contract. (e) "GCC" means the General Conditions of Contract contained in this section. (f) "SCC" means the Special Conditions of Contract. (g) "The Procuring Agency" means the University of Gujrat. (h) "The Procuring Agency's country" is the country named in SCC. (i) "The Contractor" means the Bidder or firm supplying the Services under this Contract. (j) "The Project Site," where applicable, means the place or places named in SCC. (k) "Day" means calendar day.
2. Application	2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin	3.1. All Services supplied under the Contract shall have their Origin in Pakistan.

4. Standards	4.1. The services supplied under this Contract shall conform to the standards mentioned in the Scope of Services.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	5.1. The Contractor shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by The Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as April be necessary for purposes of such performance. 5.2. The Contractor shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract. 5.3. Any document, other than the Contract itself, enumerated in GCC shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Contractor's performance under the Contract if so required by the Procuring Agency. 5.4. The Contractor shall permit the Procuring Agency to inspect the Contractor 's accounts and records relating to the performance of The Contractor and to have them audited by auditors appointed by the Procuring Agency.
6. Performance Guarantee	6.1. Within Ten (10) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet & ITB. 6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Contractor 's failure to complete its obligations under the Contract. 6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or (b) a cashier's or certified cheque or CDR.

	The performance guarantee will be discharged by the Procuring Agency and returned to The Contractor not later than thirty (30) days following the date of completion of the Contractor 's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
7. Incidental material	7.1. The Contractor April be required to provide any of the incidental material if any, specified in SCC.
8. Payment	8.1 The Contractor shall remit the monthly canteen building rent and any incurred penalties to the designated University branch by the 10th of each month. 8.2 Payments must be made via electronic payment challan generated from the University website or through other payment methods as approved by the University Treasurer. 8.3 The contractor shall be responsible for providing a copy of each folio of the payment receipt to the relevant University quarters, specifically including the Treasurer and Estate Care departments, and shall maintain the original receipt for their own records. 8.4 The successful bidder will be responsible for the payment of all applicable taxes, including income tax, which shall be remitted to the University, acting as a tax withholding agent, on an annual, advance basis.
9. Prices	9.1. Prices charged by The Contractor and Services performed under the Contract shall not vary from the prices quoted by The Contractor in its Bid, with the exception of any price adjustments authorized in SCC / BDS.
10. Change Orders	10.1. The Procuring Agency may at any time, by a written order given to the Contractor, make changes within the general scope of the Contract, only if required for the successful completion of the job. 10.2.If any such change causes an increase or decrease in the cost of, or the time required for, the Contractor's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by The Contractor for adjustment under this clause must be asserted within thirty (30) days from the date of the The Contractor 's receipt of the Procuring

	Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Contractor shall not assign the whole or any part of the contract to anybody else.
14. Delays in the Contractor's Performance	14.1. Performance of Services shall be made by The Contractor in accordance with the Schedule of Requirements/Work Plan/Deployment Plan as prescribed by the Procuring Agency in Section VII. 14.2. If at any time during performance of the Contract, The Contractor encounter conditions impeding timely performance of Services, The Contractor shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Contractor's time for performance, with or without fines and penalties. 14.3. Except as provided under GCC Clause 17, a delay by The Contractor in the performance of its contractual obligations shall render The Contractor liable to the imposition of fines and penalties.
15. Liquidated Damages	15.1. Subject to GCC Clause 17, if The Contractor fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the 10% of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.
16. Termination for Default	16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate this Contract in whole or in part: (a) if The Contractor fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;
17. Force Majeure	17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and

	16, The Contractor shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of The Contractor and not involving the Contractor 's fault or negligence and not foreseeable. Such events April include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Contractor , April agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure". 17.3.If a Force Majeure situation arises, The Contractor shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, The Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" April be decided through means given herein below.
18.Termination for Insolvency	18.1. The Procuring Agency April at any time terminate the Contract by giving written notice to The Contractor if The Contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
19. Termination for Convenience	19.1. The Procuring Agency, by written notice sent to the Contractor, April terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of The Contractor under the Contract is terminated, and the date upon which such termination becomes

	effective. 19.2. The Services that are complete (if applicable) within thirty (30) days after the Contractor 's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices.
20. Resolution of Disputes	20.1. After signing the contract, the Procuring Agency and The Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and The Contractor have been unable to resolve amicably a Contract dispute, either party April require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms April include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
21. Governing Language	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
23. Notices	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.
24. Taxes and Duties	24.1. The Contractor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Procuring Agency.

Section-VI. Special Conditions of Contract

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: University of Gujrat GCC 1.1

(h)—The Procuring Agency's country is: Pakistan

GCC 1.1 (i)—The Contractor is: _____

2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: 10% of the Contract Amount.

3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided in the GCC

4. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment made by The Contractor under this Contract shall be as per Scope of Services.

Payment April be made in Pak. Rupees.

5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted.

6. Liquidated Damages (GCC Clause 15)

As per GCC 15.1

In addition to that, details of Fines and Penalties are available in scope of services.

7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Contractor, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

8. Governing Language (GCC Clause 21)

GCC 21.1—The Governing Language shall be English

9. Applicable Law (GCC Clause 22)

GCC 22.1—The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

10. Notices (GCC Clause 23)

GCC 23.1—Procuring Agency's address for notice purposes: Director Purchase, Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.

The Contractor's address for notice purposes:_____

11. Duration of Contract (GCC Clause 25)

GCC 25.1 The contract shall come in to force from the date of signing of contract or date of commencement of services whichever is earlier. The Contract shall be valid for 12 months from the date of signing of the contract, which April be further extended for another 2 years with mutual agreement (Subject to satisfactory performance).

Section-VII. Schedule of Requirements

7.1 Schedule of Requirements

Sr.	Description	Working and mobilization schedule in days
1	OUTSOURCING OF GIRLS AND BOYS HOSTELS CANTEENS, AT HAFIZ HAYAT CAMPUS, UNIVERSITY OF GUJRAT	Within 07 days from issuance of award letter

Section-VIII: Forms

8.1 Bid Form

[To be signed & stamped by The Contractor and reproduced on the letter head. To be attached with the Financial Bid]

Date: _____

To

Director Purchase,
Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as April be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree that our Bid will be valid for a period of 120 Days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and April be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following: -

All documents required in the Bidding Documents

Financial bid includes the following: -

- a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.8**) to be reproduced on the letter head of the bidder duly signed and stamped.

- c) Original Bid Security Form (as per **form attached**) along with Original Bid Security (*Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque*) valid for 180 Days.
- d) *Any other document required by the procuring agency not inconsistent with PPR-14.*

We understand that you are not bound to accept the lowest or any Bid you April
receive. Dated this _____day of _____20_____.

[signature] [in the capacity of]
Duly authorized to sign Bid for and on behalf of _____

8.2. General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			Sales Tax Registration No	
PRA Tax No.				
No. of Employees			Company's Date of Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

8.3. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and April be verified by Employer, if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *Director Purchase, University of Gujrat* deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information April be requested and agrees to furnish any such information at the request of the *Project Management Unit, P&SH Department*. The undersigned further affirms on behalf of the firm that:

- (i) The firm has not been blacklisted by any Department.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document is found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) Bidder is neither blacklisted from any government department nor is any litigation pending in this regard...

[Name of the Contractor/ Bidder/ The Contractor] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.4. Performance Guarantee Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

To,

Director Purchase,
Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.

WHEREAS (Name _____ of _____ the Contractor/ _____ Service Provider) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "**Outsourcing of Canteen Services at HAFIZ HAYAT CAMPUS University of Gujrat**" procurement of the following:

1. Package NO. _____

(Here in after called "the Contract").

AND WHEREAS, it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Contractor a Guarantee;

THEREFORE, WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

Stamp & Signature of Bidder _____

8.5 Technical Bid Form

[To be attached with Technical Bid]

Sr. No.	Outsourcing of Canteen Services	Minimum Monthly Rent Exclusive of Taxes (Rs)	Annual Rent (Exclusive of All Taxes)
Package-1	Boys Hostel Canteen	100,000/-	1,200,000/-
Package-2	Girls Hostel Canteen	50,000/-	600,000/-

8.6. Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

THIS AGREEMENT made on the ____ day of _____ 20__ between *University of Gujrat* (hereinafter called "the Procuring Agency") on the one part and *[name of The Contractor]* of *[city and country of The Contractor]* (hereinafter called "the Contractor ") on the other part:

WHEREAS the Procuring Agency invited Bids for certain services, viz., *Outsourcing of GIRLS AND BOYS HOSTELS CANTEENS at HAFIZ HAYAT Campus* and has accepted a Bid by The Contractor for the provision of those services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Scope of Services;
 - (c) the General Conditions of Contract;
 - (d) the Special Conditions of Contract; and
 - (e) The Procuring Agency's Notification of Award.
 - (f) the Performance Bank Guarantee
 - (g) Complete Bidding document
 - (h) Any other document deemed necessary by the Procuring Agency.
3. In consideration of the payments to be made by the Procuring Agency to The Contractor as hereinafter mentioned, The Contractor hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/ Deployment Plan.
4. The Procuring Agency hereby covenants to pay The Contractor in consideration of the provision of services, the Contract Price or such other sum as April become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Contractor)

8.7. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

MINIMUM WAGE RATE SHOULD BE STRICTLY ADHERED

{Location, Date}

To:

Director Purchase

Admin Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, Gujrat.

We, the undersigned, offer to provide the services for Outsourcing of GIRLS AND BOYS HOSTELS CANTEENS at HAFIZ HAYAT Campus in accordance with your Bidding Document dated [Insert Date] and our Technical Bid.

Our attached Financial Bid(s) are hereby submitted as per bid form for the accumulative amount of Package/Package(s) {Indicate the corresponding amount(s) currency (ies)} {Insert amount(s) in words and figures}, *exclusive of all taxes*. Our Bid shall be binding upon us up to expiration of the validity period of the Bid.

No commissions or gratuities have been paid or are to be paid by us to agents or any third party relating to this Bid and Contract execution.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory:_____

In the capacity of: _____

Address: _____

E-mail: _____

8.8. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Sr. No.	Outsourcing of Canteen Services	Minimum Monthly Rent Exclusive of Taxes (Rs)	Proposed Monthly Rent (Rs) Exclusive of all applicable taxes
Package-1	Boys Hostel Canteen	100,000/-	
Package-2	Girls Hostel Canteen	50,000/-	

Total Bid value (against which a Bid shall be evaluated) in figure.

Total Bid value (against which a Bid shall be evaluated) in words.

Note:

The bidders are required to quote monthly rent greater than the minimum Monthly Rent per University of Gujrat. The bidder with maximum bid rate will be awarded with the contract of the respective concerned health facility.

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

Stamp & Signature of Bidder _____

8.9. Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the services]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that we *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound to *Director Purchase, University of Gujrat* (hereinafter called "the Procuring Agency") in the sum of Rs. _____ for which payment well and truly to be made to the said Procuring Agency. The Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 180 Days, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

**** The sequence of Technical Bid must be as per below mentioned table.**

Sr. No.	Mandatory requirements	Annexure
01	2% Bid Security Copy must be attached.	Flag-A
02	Bidder should be a firm/Company or a sole proprietor	Flag-B
03	The Bidder must have active National Tax Number (NTN) and General Sales Tax (GST) Number with documentary proof.	Flag-C
04	Bidder who is barred / blacklisted or disqualified either by any Government Ministry / Division/ Department / Agency / Authority / Organization would not be eligible to submit the bid. The Bidder shall submit an undertaking in this regard.	Flag-D
05	The bidder must have minimum experience of providing canteen services in 01 Institutes / Organizations having valid registration with PFA. The bidder will attach documentary proof i.e. contract / purchase order to substantiate its claim.	Flag-E
06	The bidder must have no litigation history in terms of stay order at any institution where services have been provided by the bidder. The bidder will submit an undertaking in this regard.	Flag-F
07	The copy of Bidding Document shall be duly signed, stamped on each page and submitted by the bidder.	Flag-G
08	Affidavit (as per bidding documents) on non-judicial Stamp Paper of Rs.100/- (i) The Bidder who is barred/ blacklisted or disqualified either by any Government/ Department / Agency / Authority. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) Bidder is neither blacklisted from any government department nor is any litigation pending in this regard. Affidavit for correction of information Form (as per form of Bidding Documents) on letterhead of the firm, duly signed and stamped.	Flag-H
09	Bid Form	Flag-I
10	General Information Form	Flag-J
11	Technical Bid Form	Flag-K

Stamp & Signature of Bidder _____

BIO DATA OF EMPLOYEES TO BE ENGAGED

Sr. No.	Name, Father Name and Address	Designation	Qualification & Experience (in Years)	CNIC No.	Contact No.
1)		Supervisor			
2)		Cook			
3)		Waiter			
4)		Waiter			
5)		Waiter			
6)		Waiter			

Note: Copies of their CNIC and other relevant information must be attached herewith.

**Signatures/of authorized
signatory with seal of the
firm/company**

DETAILS OF PAST EXPERIENCE

Sr. No.	No. of Organization/ Institute/ Department	Short description of work with year	Period of Services		
			From	To	Period
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
Total Experience (Years, Months and Days)					

Note: Verifiable Performance Certificates from the all Clients for each work mentioned above are mandatory to attach herewith, otherwise the experience will not be considered.