

Sr. No. _____
Price Rs. 5,000
(Non-Refundable)

Expression of Interest

NO. _____

Procurement of Services for Campus Cafeteria

**National University of Computer and Emerging Sciences,
Peshawar Campus**

For Information, Contact

Mr. Jawad Khan Sadozai

Incharge (Admin)

160 Industrial Estate, Jamrud Road, Peshawar

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Introduction

The National University of Computer & Emerging Sciences is a multi-campus private sector university set up under the Federal Charter granted by Ordinance No.XXIII of 2000, dated July 01, 2000, and is operating campuses at Karachi, Lahore, Islamabad, Peshawar, and Faisalabad.

Interested parties duly registered on Active Tax Payer List are invited to provide Expression of Interest (EOI) for operating of the campus cafeteria through advertisements appeared in print/electronic media.

1. Instruction to Bidders

1. Bidder must comply with conditions of Bidder Qualification Criteria defined in Annex-A.
2. Joint Venture, subcontracting and subletting by the bidder is not allowed. If any such activity is found at any stage, contract may be cancelled and security shall be forfeited.

2. Bid Submission

1. Process will be through Open Competitive Bidding.
2. The bid shall comprise a single envelope containing:
 1. Bidder Qualification Criteria
 2. Copy of valid NTN certificate
 3. Bid participating fee challan.
 4. A signed and sealed sub-envelope containing the bid (See Annex-B)
3. All participating bidders must submit their bids up to 12:00 AM on or before the date mentioned in advertisement.
4. Bids can be submitted in person or submitted by post before the deadline.

3. Bid Opening and Evaluation Criteria

1. Bids shall be opened on same day of bid submission deadline.
2. Bids will be opened publicly in presence of bidders or their representatives.
3. Financial proposals will be declared null and void if the sealed envelope is found to be tampered with by the procurement committee.
4. Bids will be evaluated on the basis of comparative statement.
5. Comparative statement will not be prepared before the deadline and would be created on the same day.

4. Contacting University for Clarifications & Queries

1. Contact may be made only to Mr. Jawad Khan Sadozai Incharge (Admin) at National University of Computer and Emerging Sciences, 160 Industrial Estate, Jamrud Road, Peshawar, OR by phone to: +92(0) 91 111 128 128 (Ext: 113), OR by Email: jawad.khan@nu.edu.pk
2. Bidder is not allowed to contact any other employee of the NUCES-FAST on matters related to the bid.
3. No contact will be made on any matter from the time of opening of bid, to the final decision of awarding committee. If the bidder wishes to bring new information to the notice of committee, it shall do so in writing.
4. Any effort by the bidder to influence NUCES-FAST in its decision on bid evaluation, bid comparison or contract award may result in rejection of bidder's bid.

5. Fee & Security

1. Bid fee of Rs 5,000 payable in shape of PO/DD/CDR/Cash must be attached with bid application.
2. Bid fee is non-refundable.
3. Upon successfully winning a contract award, an amount of Rs 100,000 will be deposited by the successful bidder as a security deposit with the university's account section. The amount will be refunded on closure of contract provided there are no damages to the university property and all bills are cleared.

ANNEXURE - A

Bidder Qualification Criteria Form

Bidder's Information

Company Name: _____
Company Address: _____
Name of Representative: _____
Phone # of Company Representative: _____
Email Address of Company Representative: _____
CNIC Number of Representative: _____

Government Certificates

Income Tax Number (Valid NTN): _____
Sales Tax Number: _____

Other Details:

1. Has the company been black listed by the government (yes/no) _____
2. Has the company participated in bidding at FAST-NUCES before? (yes/no) _____
If answer is yes, which service/product had been provided? _____
If answer is yes, give date of service provision. _____
3. How much experience (in years) does the company have in providing services of similar nature _____

By signing this Form, we hereby declare that all information provided above is correct by the best of our knowledge. We accept all terms and conditions of bidding document and the Procurement Contract as specified in the bidding document and the advertisement.

Signature of Authorized Person: _____

Name: _____

Designation: _____

Vendor Name: _____

Attachments needed:

- Valid Income Tax (NTN) Certificate / Valid Sales Tax Registration Certificate
- CNIC Copy
- Bid participating fee challan

ANNEXURE - B

BID Proposal to Be Submitted in Sealed Envelope

اشیاء	گرام	ریٹ	اشیاء	گرام	ریٹ	اشیاء	گرام	ریٹ
چکن بریانی			دال ماش			انڈہ املیٹ		
چکن پلاؤ			دال ماش فرائی			انڈہ برگر		
مٹر پلاؤ			لوبیہ			پکوڑے ۲۵۰ گرام		
آلو بریانی			لوبیہ فرائی			آلو سموسہ		
دال چاول			چنہ			ویجیٹیبیل سموسہ		
چکن ہانڈی			چنہ فرائی			سموسہ چاٹ بمعہ ۲ سموسے		
چکن قورسہ			مکرونی			دھی لہے		
چکن کڑائی			راستہ			فروٹ چاٹ		
اچار گوشت			سلاد فریش			چنا چاٹ		
آلو قبیہ			ملک ٹیک کیلا			ویجیٹیبیل رول		
سبزی			دودھ پتی فریش دودھ			آلورول		
آلو بیجیہ			پرائہ					
سبزی فرائی			انڈہ فرائی					

نوٹ:

1. کنٹریکٹر تمام برانڈیڈ اشیاء جیسا کہ ڈرنکس، جو سز، چپس، بسکٹ، پانی، وغیرہ ریٹیل قیمت پر فروخت کرنے کا پابند ہوگا۔
2. ایسی اشیاء جو کہ مندرجہ بالا لسٹ میں شامل نہیں ہیں، کنٹریکٹر آفس مینیجمنٹ کی منظوری کے بعد اوپن مارکیٹ ریٹ پر فروخت کرنے کا مجاز ہوگا۔
3. ایک آئٹم کے لئے صرف ایک رقم کا اندراج کریں اور تمام اشیاء کا ریٹ دینا لازمی ہے۔

Company Name: _____

Representative Name: _____

Mobile Number: _____

Signature of Authorized Person: _____

Date: _____

ANNEXURE - C

Specimen Cafeteria Contract

An agreement for award of Contract for operating Cafeteria is made on _____ between National University of Computer & Emerging Sciences Peshawar Campus (hereafter referred to as university) and Mr. _____ (hereafter referred to as Contractor) on the under-mentioned mutually agreed upon terms and conditions has been awarded in the presence of two witnesses: -

1. The Contract will remain active w.e.f _____ till _____. On successful completion of the Contract, it may be extended on mutual agreement. Both the parties will have right to terminate the agreement by giving one month notice to the other party in writing. However, University reserves the right to terminate the contract at any time if the contractor has failed to fulfill any of the conditions of this contract or that his performance is unsatisfactory. The Contractor will neither sublet the cafeteria contract to anyone else nor have any right or claim whatsoever (except refund of security) in case of leaving.
2. The contractor will pay Rs. 3000 per month as rent of Cafeteria's building and Rs.10,000 per month as electric charges latest by 10th of each month. Electricity will not be used for cooking and heating purposes.
3. An amount of Rs. 100,000 will be deposited by the Contractor as security deposit with the University's account section. The amount will be refunded on termination of Contract provided there is no damage to the property of the University and all bills are cleared.
4. Gas supply has been provided to the Cafeteria Kitchen in the Campus. The Contractor will pay monthly gas bill within the due date and provide original receipt to Account Section for record. Gas consumption for purpose of hostel and university needs will be deducted from bill as per reading.
5. The Contractor will provide up to 200 chairs for the dining hall as per agreed seating arrangement and he will be responsible for regular maintenance and repair. Provision of quality crockery and other utensils will be his responsibility.
6. Use of Cafeteria Hall is for multi purposes and the University will have the right to use it for any purpose for a short duration. The contractor will make the hall available whenever required/asked for any activity of the campus.
7. The Contractor shall maintain the hygienic environment for preparation of food and shall use products of renowned brands. Contractor will be responsible for keeping the entire cafeteria and kitchen premises neat and clean including cleaning, dusting, and washing of chairs / tables of canteen. He will ensure proper and regular sanitation and maintenance of cafeteria's building, washrooms and premises. The contractor will not carry out any kind of addition or alteration in the building. He will also provide service in the offices also.
8. Needed number of properly uniformed waiters and cooks as recommended by the Campus Food Committee, will be employed in Cafeteria by Contractor. No staff member will be allowed to stay in the cafeteria during night.

9. It will be responsibility of contractor to verify all personnel employed in the cafeteria from the concerned Police Station. Any person involved in any kind of police case shall not be employed by the Contractor. Names, photocopies of CNIC and photographs of all the staff working in the cafeteria will be provided to Admin Office. Only medically fit personnel will be employed in cafeteria.
10. The Contractor will be responsible for all activities that take place in the cafeteria. He will not carry out any kind of activity which constitute a cognizable offense and punishable under the law.
11. The University will not take responsibility for payment of items given on credit to any employee or students of the University.
12. Bills pertaining to the University duly supported with receipts / chits will be submitted on monthly basis and payment shall be made to the Contactor within 10 days.
13. The Contractor has agreed to provide food items as per agreed MENU and on approved rates. Menu and rates will NOT be changed without prior approval of the committee and brought to notice of campus director. Rates of additional items placed in cafeteria for sale will be approved mutually by both the parties.
14. This Contract will be applicable for activities in Cafeteria only. All other activities and functions (Like Convocation, Welcome/ Farewell parties and other functions) taking place on the campus will be treated separately /independently and Contract may be awarded to any person/party. Cafeteria Contractor will have NO right or objection on it. He may however, compete for award of such contract as per normal procedure of the campus.
15. Campus Food Committee will inspect/check operation of the cafeteria regularly. The Contract will be liable to termination in case of breach of above-mentioned terms and conditions. Gross misconduct or mismanagement on part of the contractor will warrant termination of contract within seven days. In such case, the Security Deposit shall be forfeited.
16. Cafeteria will be kept open as per the timings fixed by campus Food Committee from time to time. In case need arises, contractor will be obliged to keep cafeteria open even on closed holidays when asked by Campus Food Committee.
17. The Contractor should properly display daily menu on board for both cafeteria and mess items, or can circulate through E-mail after getting due approval from Campus Food Committee.
18. The Contractor shall not use Cafeteria Building for any unsocial, immoral and unlawful activities. He shall not sell prohibited items i.e. cigarettes, pan, naswar, gutka and any kind of narcotics/drugs.
19. The Contractor shall ensure use of branded ingredients for preparation of food and high-quality cooking oil, tea and spices. All food items must be fresh.
20. Any member of Campus Food Committee shall conduct surprised rounds of kitchen and cafeteria area in order to monitor quality of food, cleanliness and hygiene. The service provider shall not obstruct these rounds In case the contractor is not meeting the required standards fines shall be imposed.

21. The university will be indemnified from any government food authority inspection visits, which will be the sole responsibility of the cafeteria contractor alone to ensure compliance of government health and safety regulations.

FAST-NUCES

Cafeteria Contractor

Witness N0 1:

Witness No 2:
