

Dow University of Health Sciences



Bidding Documents

Single Stage – Single Envelope Procedure

As per Rule 46 (1) of SPPRA, 2010 (Amended up to date)

NIT No: DUHS/W&S/2024/1299

Published Date: 09th November, 2024

**RUNNING OF GIRLS CANTEEN ON A RENTAL BASIS AT
DOW MEDICAL COLLEGE (DMC) CAMPUS DUHS KARACHI.
(REF NO: DUHS/W&S-NIT/163)**

NOTICE INVITING TENDER (NIT)



OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

Baba-e-Urdu Road, Karachi-74200 Pakistan.
Tel: 9215754-57 Ext: 5814 Website: www.duhs.edu.pk

No. DUHS/W&S/2024/1299

Dated: November 8, 2024

TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University that invites e-bids through E-Pak Acquisition & Disposable System (EPADS) from well-reputed Companies / Bidders/firms having registration with the Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax for following works.

S. NO.	NAME OF WORK	METHOD OF PROCUREMENT
1.	(RE-TENDER) SUPPLY, FIXING, INSTALLATION & COMMISSIONING OF (132KW & 102KW) GRID TIED SOLAR SYSTEM AT (DDIC, DMC CAMPUS) & (DBPS, QHA CAMPUS), DUHS, KARACHI. (REF NO: DUHS/W&S-NIT/160)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
2.	(RE-TENDER) HIRING OF MOBILE APPLICATION DEVELOPMENT SERVICES. (REF NO: DUHS/W&S-NIT/161)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
3.	(RE-TENDER) HIRING OF AGENCY FOR EMPLOYMENT VERIFICATION. (REF NO: DUHS/W&S-NIT/162)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
4.	RUNNING OF GIRLS CANTEN ON A RENTAL BASIS AT DOW MEDICAL COLLEGE (DMC) CAMPUS DUHS KARACHI. (REF NO: DUHS/W&S-NIT/163)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
Tender Fee:	Rs. 7,000/- (Seven Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.	
Security:	Bid Security and Performance Security as mentioned in the bidding document.	

E-Bidding documents as per detailed terms and conditions, specifications and requirements are available for the registered bidders on Sindh Public Procurement Regulatory Authority's EPADS at <https://portalsindh.eprocure.gov.pk/#/> and University website <https://duhs.edu.pk> on the payment noted above (non-refundable) on any working day except the day of opening of tenders.

The electronics bids must be submitted using EPADS before closing time **02-12-2024** at 11.00 Hrs. Manual bids, shall not be accepted. Electronic Bids will be opened on **02-12-2024** at 11.30 Hrs., The tender fee (non-refundable) and earnest money of total bid (refundable) in the form of a Pay Order or Demand Draft issued by a Scheduled Bank of Pakistan in favor of Dow University of Health Sciences, Karachi should be submitted at the 5th Floor of Administration Block DMC Campus near Civil Hospital before the deadline for submission of Electronic Bids through EPADS.

In case of any unforeseen situation resulting in the closure of the office on the date of opening or if Government declares Holiday the tenders shall be submitted/opened on the next working day at the same time & venue. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended upto date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under "Rule-25" of said Rules.

For any query for e-bidding, contact the Office of the undersigned (DMC Campus), 5th Floor Administration Block, Baba-e-Urdu Road near Civil Hospital Karachi.

DIRECTOR
Works & Services
Dow University of Health Sciences, Karachi

BID DATA SHEET

1.	Name of Procuring Agency:	Dow University of Health Sciences, Karachi (DUHS)
2.	Bidding Procedure:	Single Stage –Single Envelope Procedure
3.	Name of Contract:	Running of Girls Canteen on a Rental Basis at Dow Medical College (DMC) Campus DUHS Karachi. (REF NO: DUHS/W&S-NIT/163)
4.	Tender fee:	Rs. 10,000/- (Ten Thousand Rupees Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
5.	Submission of Tender fee & Bid Security Address:	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 th Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. Phone No. 021-38771000 Extension 5820
6.	Language of the Bid:	English
7.	Amount of Bid Security	5% of Total Annual Rent offered in the form of a Pay Order or Call Deposit, in favor of the Dow University of Health Sciences, Karachi.
8.	Bid Validity Period:	90 days
9.	Tender Purchasing date:	As Per NIT
10.	Deadline for bid submission:	As Per NIT (Online through EPADs at https://eprocure.gov.pk/)
11.	Date, Time and Place of Bid opening:	As Per NIT (Online through EPADs at https://eprocure.gov.pk/)
12.	Alternate / Conditional Bid	Not Allowed
13.	Joint Venture / Consortium Bid:	Not Allowed
14.	Period of Contract:	Initially the Contract shall be for a period of Two (02) years however after every 12 months from the date of signing of the contract, the rent will be increased by 10% . And contract may be renewable for another year on the basis of satisfactory performance from the date of License.
15.	Amount of Performance Security:	10% of Total Annual Rent offered in the form of a Pay Order or Call Deposit, in favor of the Dow University of Health Sciences, Karachi.

1. ELIGIBILITY CRITERIA (MANDATORY REQUIREMENTS):

Responsive Bidder is required to submit the following documents with their bid.

S.No	Mandatory Eligibility Criteria & List of documents to be attached:
1	Scanned copy of Tender Purchase Receipt / Pay Order.
2	Scanned Copy of the Pay order / Bank Draft of Bid Security (5% of Total Annual Rent offered.) should be attached with the technical Profile. (Original bid security should be submitted at DUHS before the deadline of bid opening.)
3	Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions.
4	Bidder's Copy of NTN / Income Tax Registration Certificate.
5	Copy of NTN / Income Tax Registration Certificate, Sales Tax Registration Certificate, Companies Must be available on 'List of Active Taxpayers' of FBR (for Income Tax & GST) and SRB (For Sales Tax) websites.
6	At least 03 years' experience as a Contractor Running Canteen of any reputed Organization.
7	List of 02 similar assignments completed /ongoing experience as a contractor running canteen of any reputed organization, during the last 05 years. Provide documentary evidence e.g. Work order, Agreements etc.
8	Bid Form / Financial Proposal Response to be filled by the contractor as per Annexure – A.
9	Average Annual Turnover during the last 03 financial years up to the closing of last fiscal year should not be less than Rs 0.5 Million (As per Income Tax Returns / Audited Statements of Accounts / bank statements must be provided) as per Annexure – B.
10	Affidavit on stamp paper duly notarized to the effect that: (i) The bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government. (ii) The bidder is not awarded any punishment from any Court of Law. (iii) The bidder has submitted the correct and complete information along with the bid/offer. If any Document/information is found forged/engineered /fake/bogus at any stage, the bidder may be Declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.
11	Valid Registration Certificate of Sindh Food Authority.

2. SELECTION CRITERIA

- I. Eligible / Qualified Bidders who fulfilled the Mandatory Criteria and will offer the highest monthly Rent will be selected recommended for award of contract.
- II. Contract will be awarded who offer higher monthly rent on terms & conditions mentioned in the bidding documents.
- III. In case of extension in canteen contract for further one year rent will be increased by **10%**.

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**BID FORM / FINANCIAL PROPOSAL RESPONSE
TO BE FILLED BY THE CONTRACTOR**

Name of the Company / Contractor: _____

Date of Establishment: _____

Corporate Status: _____

Owner / Proprietor / MD / CE Name: _____

CNIC No. _____

Mailing Address: _____

Contact No (s). _____

Cell No(s). _____

Email Address: _____

NTN No. _____

SST No. _____

Bank Name & Account No. _____

Monthly Rent Offered **Amount in Figure Rs.** _____

Amount in Word _____

Company's Stamp	Signature

DECLARATION OF ANNUAL TURNOVER
(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

1) I/we hereby declare that, our firm's Annual Turnover is as follow (As per Income Tax Returns & Audit Reports attached):

F.Y ONE	F. Y. TWO	F. Y. THREE
PKR_____	PKR_____	PKR_____

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last 3 years Supported by copy ITR/STR of Last 03 (three) years.

Yours sincerely

Authorized Signature [In full and initials]: Name and Title of Authorized

Signatory: Name of Bidder:

Stamp / Seal:

Encl: As above

TERMS AND CONDITIONS

1. The contractor will bring/provide the following Items:
 - a. Deep Freezer Refrigerator;
 - b. Cooking Range;
 - c. Micro-wave Oven;
 - d. Chips fryer Machine with Chip Cutter;
 - e. Glass showcase for display of items;
 - f. Crockery & Cutlery

2. The University will provide the following facilities:
 - a. Furniture & Fixture
 - b. Gas connection
 - c. Electricity connection
 - d. Water connection

3. The contractor will be responsible for repair maintenance of Furniture and fixtures if any damage is caused by them. Any damage to the Equipment.

4. The canteen will be kept open from 08:00 AM to 4:30 PM the whole week (except Sunday as per University policy).

5. Performance Security will be refunded on the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.

6. The contractor will maintain the quality of food and services up to the satisfaction of the management However, a penalty up to a minimum Rs. 3,000 and a maximum 5,000 per complaint will be imposed subject to verification by the Management.

7. The contract will be for a period of One Year, It can be extended by mutual agreement. Management reserves the right to terminate the contract at any time on 07 days' notice. However, the contractor will give one month's notice in writing if the desires to vacate the canteen before the expiry of the contract Agreement Annex 'A'.

8. At least three dishes shall be cooked daily (i) Daal (ii) Meat (iii) Rice

9. Edible Oil of better quality will be used for cooking. No recycling of any cooked items is allowed.

- 10. The contractor will ensure that no "Stock Out" of any item from the displayed Menu List**

- 11. Fresh Milk will be used for Tea**

12. Management and Contractor can mutually decide rates of items. However the prices of items should be equivalent to market price
13. The service boys will be neat and clean and will wear proper uniform and badge name.
14. Contractor will be responsible for cleaning, dusting, and washing of kitchen, canteen and furniture of the canteen.
15. Contractor will be responsible for keeping the entire canteen and kitchen premises neat and clean. A penalty of Rs. 1,000/- will be charged if any complaint will be noted during the surprise visit of the management.
16. The contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
17. The University's Management Committee shall visit periodically to check and inspect the hygiene of the kitchen, quality of food ingredients, edible oil, etc and contractor will be bound to follow the recommendations and guidelines of the committee.
18. The Contractor will provide the list of staff along with CNIC Nos and complete details working in canteen and also use identity cards.
20. That the Licensee shall pay rent as per Appendix-B on the 1st week of each month in advance to the Licensor including water charges and use of premises.
21. The Licensee shall pay the total cost of electricity consumed, water & conservancy & sui gas bills.
22. That the Licensor shall not be responsible in any way for the safety of the articles belonging to the Licensee. In case of proven students/employee act, the damages shall be responsibility of Licensor.
23. By the terms / conditions of the premises, inventory of electric water and gas fitting shall be prepared by the Licensor which shall be verified by the Licensee.
24. That any shortage or loss found at any later stage of checking shall be made good by the Licensee or in case of revocation of this act before its expiry all fittings shall be handed back by the Licensee to the Licensor in good condition, consideration being given only to genuine wear and tear
25. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of License or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Registrar of the DUHS, Karachi, for arbitration in the manner provided by the law relating to arbitration for the time being enforced. After such investigation as the Registrar deems fit, he shall deliver his award which shall be final, conclusive, and shall be binding on the parties hereto.
26. That the Licensee shall not use the canteen space and infrastructure for marketing of any product without getting approval from the licensor.
27. The Licensee will report immediately the Registrar about any political and religious activities i.e. Posters, panaflex, etc. in canteen's premises.
28. The contractor is liable to get the University pass made for him/her and the canteen staff renewable every three months.

29. The Licensee is responsible for ensuring the display of the approved Rate List as issued of the Licensor/ University Authority. The punishment may be imposed if the licensee fails to identify the display of the same during any surprise visit. The Licensee is responsible for placing an electronic Scale on the counter to confirm the weight of items mentioned in the food list.
30. The Licensee will abide by all the above clauses of the agreement & the instruction, which will be issued from time to time by the Licensor, in case of failure/violation, the minor/major penalty may be imposed accordingly.
31. The contractor must submit the Contract agreement along with E-Stamp duty of 0.35% of contract value.

Company's Stamp	Signature

DEED OF LICENSE / CONTRACT AGREEMENT FORM

This Deed of License is made at Karachi on _____ to be effective from _____ between the Dow University of Health Sciences, through the Registrar (Licensor) duly empowered to execute the license, hereinafter called the LICENSER, which term shall include SUCCESOR and assigns the Dow University of Health Sciences, Karachi of One Part and CNIC _____ Resident hereinafter referred to as the Licensee which term shall include the EXECUTOR, legal heirs, Administrator and assigns of the OTHERPART.

WITNESS AS UNDER:

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

NOW, THEREFORE, THUS INDENTURE WITNESSETH UNDER:

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

1. (a) That the Licensee shall provide fresh and good, quality Meal / Light snacks prepared with edible oil i.e. Meezan Oil or equal brand, to the Students and Employees of the Dow University of Health Sciences, Karachi. However, if any item is required to be included in the list, prior approval from the management is essential.

1. (b) That the Licensee shall maintain the items/assets in good order already provided by the Licensor in the Canteen. The Licensee will be responsible for repairs of broken furniture provided that damage is not caused by the students/employee. The Licensee is bound to give information in writing to Licensor, at the same time of any incident resulting in damage to University property.

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

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

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

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

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

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

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

4. (b) The licensee shall operate the canteen during working days between **08:00 AM to 10:00 PM.** or as per policy of university. The canteen shall remain closed on Sunday and Public holidays except when required by licenser. It may however, not be applicable for Student

Resident Canteen and as these canteens will be operative on weekends to facilitate the hostel residents and postgraduate students.

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

5.(b) That the Licensee shall pay rent **Rs. _____** /- each month in advance to the Licenser for use of premises and for permission to run the canteen,

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

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

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

8. That the Licensee shall furnish a pay order of **Rs _____** /- in favor of the Licenser for full and satisfactory performance of the terms and condition.

- a) That in the event of the conditions here of not being fulfilled by the Licensee, the licensor shall have the right to in-case Bank Guarantee and forfeit the amount thereof.
- b) That the Licensee shall have the right to take back the Bank Guarantee after the successful and satisfactory completion of the license in the above mentioned clause.
9. That the Licensee shall be liable to make good all damages and losses of the property belonging to the Licensor, provided however that the damages are not caused by the students / employee, which shall have to be adjudged through proper evidence.
10. That the Committee or authorized officer shall be empowered to **impose a fine** minimum of Rs. 3,000/- (Rupees Three Thousand only) and maximum of Rs. 5,000/- (Rupees Five Thousands only) for breach of any clause of contract. This Licensee shall also be liable to be fined for UN whole – some or stale or recycled food being served or the Canteen being kept unhygienic.
11. By the terms / conditions of the premises, inventory of electric, water, and gas fitting shall be prepared by the Licensor which shall be verified by the Licensee and signed by him.
12. That any shortage or loss found at any later stage of checking shall be made good by the Licensee or in case of revocation of this act before its expiry all fittings shall be handed back by the Licensee to the Licensor in good condition, consideration being given only to genuine wear and tear.
13. In case of any dispute, the matter shall be referred to the Registrar, licensor and his decision will be final and binding on the Licensee.
14. That whenever the Licensor feels that the quality and quantity of the edible items are not provided according to specifications as mentioned in the schedule, Licensor will be entitled to **cancel the contract** giving one month notice to the Licensee.
15. The licensee shall not **sublet** or assign the license or use the space provided for running the canteen for purposes other than running a canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
16. In case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of the contract/ black listing of the firm/ forfeiting of the security money shall be taken against the licensee.
17. Whenever, **new items** are introduced prior approval of the quality, quantity and price shall be obtained by the Licensee.

18. The licensee shall bear all the expenses for running the canteen and the Office shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen during discharging their duty.
19. That the licensee is liable to get the **University pass** made for him/ her and canteen staff renewable after every three months.
20. The licensee shall **display the rate** of all such articles preferably near the counter. All articles sold in the canteen by the licensee shall be in accordance with the market price and licensee will not be allowed to charge any extra payment / amount other than the market price. In case of revision / enhancement of the charges for any edible item the prior permission is required.
21. A **complaint book** to record complaints, and this book shall be open to inspection by persons duly authorized by licensor. The licensee shall inform licensor of the action taken by him/her in respect of complaints recorded in the book and shall carry out such directions as may be given to him/her from time to time, the licensee is responsible to place electronic scale on the counter to confine the weight of items mentioned in the list.
22. The Licensee will abide all the above clauses of the agreement and the instruction, which will be issued from time to time by the licensor, in case of failure/violation, minor/major penalty may be imposed accordingly.
23. That the Contractor should ensure his/ her **presence** at the Canteen. If he/ she intends to leave the canteen premises he/ she will require to intimate the nominated officer of the University.
24. All DUHS Campuses are “**NO SMOKING ZONE**”, hence sale and use of tobacco is prohibited.
25. Licensee of Girls Canteens should have only **female attendants** at the serving counters.
26. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of License or any other questions, matters, or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reasons, shall be referred to the Registrar of the DUHS University, Karachi, for arbitration in the manner provided by the law relating to arbitration for the time being enforced. After such investigation as the Registrar deems fit, he shall deliver his award which shall be final, conclusive and shall be binding on the parties hereto.
27. The Licensee shall provide their services during programs or Events (if required) on mutual Consent of both parties.

28. **Underage worker** (below the age of 18 year) cannot be permitted to work at any canteen in the University.
29. **Waste disposal** should be after segregation of items as advised by University Administration. The cleaning of all shops and surrounding area can be carried out on daily basis.
30. The licensee is liable to abide/follow the directions/instructions of University Administration time to time.

Signature
Canteen Contractor
(Licensee)

Signature **Registrar**
Dow University of Health Sciences
DUHS,
Karachi

Witness No. 1

Name _____

CNIC No. _____

Signature _____

Witness No.2

Name _____

CNIC No. _____

Signature _____