



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

INVITATION TO THE BID

Bids are invited for bidding Document for Operating **Cafeteria & Fresh Juice Shop, Photocopier, Stationary & General Store at GCWU Sialkot (Fatima Jinnah Campus & Imam Bibi Campus)** From PRA and Income Tax Registered Firms.

TERMS AND CONDITIONS FOR OPERATING CAFETERIA & FRESH JUICE SHOP, PHOTOCOPIER, STATIONARY & GENERAL STORE AT GCWU SIALKOT

1. In consideration of the terms and conditions herein set forth, the GC Women University Sialkot may grant the bidder the exclusive privilege to run the Cafeteria, at his own cost, to the satisfaction of the university authorities or university rules.
2. The successful bidder will be required to submit **10% performance security of two years or till the contract period** estimated rent for particular location cafeteria i.e. in the form of call deposit receipt (CDR) payable to the Treasurer, GC Women University Sialkot. (Cash, Cheque or money order shall not be acceptable) which is extended able up to two years as per extension of contract agreement.
3. **The bidder shall provide:**
 - a) Catering facilities in the cafeteria through sufficient strength of bearers, attendants and other workers. However, this will necessarily be a self-service catering.
 - b) Cutlery, crockery, glassware, refrigerator, microwave ovens, deep freezers, utensils, napkins, table cloth, additional fittings, machines, tools, furniture/sheds for sitting area, or any other equipment required for catering services.
 - c) Menu on negotiable / market compatible prices will be offered after consultations / approval with GCWUS authorities (initial list of such items attached which can be modified accordingly as per direction of the competent authority).
 - d) Wholesome food and other stuff prepared from fresh and pure milk, cooking oil or vegetable ghee of well reputed manufactures.
4. All fittings (sanitary, electric and gas), furniture and fixture of the cafeteria will be provided by the contractor and shall be recorded in a proper inventory register. The contractor shall be responsible for safe use of such items and shall, at his own cost, arrange periodical repairs etc. and bring such repairs in the notice of the GCWUS authorities. List of inventory shall be given to Directorate of Administration & Coordination.
5. In case of loss, breakage etc. the contractor shall have to carry out necessary repairs and / or replacement within two weeks. In case of failure the University shall have the powers to carry out such repairs and / or replacement and the amount shall be recovered from the contractor.
6. The contractor shall be responsible to keep the cafeteria neat, clean and tidy at his own cost.
7. The University shall, further, provide basic utilities i.e. electricity, Sui gas and water at actual cost basis.
8. The decision of the Committee regarding award of a contract shall be final and shall not be challenged anywhere including the courts of law. However, the bidder / vendor may register their complaints may be to the competent authority of GC Women University Sialkot.
9. The bidder will pay the license fee (quarterly basis rent) in advance in the relevant account of the Bank of GC Women University Sialkot in addition to the relevant taxes in form of cross cheque to be paid by the University in the relevant account. All taxes will be applicable as per Govt. of Pakistan and as per Punjab Province Rule.
10. If the bidder fails to deposit the quarterly rent until 15th of the relevant month a fine of Rs. 1000/- per day will be charged till the deposit of the rent. However, after 25th of the month, the Competent Authority may like to cancel the contract. (It will be the



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

sole discretion of the University Authority).

11. The contract shall be for a period of two years extendable upto one years (with 10% annual increase), renewable by mutual agreement subject to satisfactory performance of vender for another two years through fresh contract as the University may deem fit. The first four months of the contract shall be probationary period, during which the contract can be cancelled/ terminated by giving 30 days' notice by either side.
12. The minimum rates and best standards approved by the competent authority of GC Women University Sialkot shall be applicable. The bidder shall be bound to provide the services to the customers at good quality and the rates not higher than those agreed and notified. These rates can be revised once during a year either on request of the contractor or at the initiative of the GCWUS authorities subject to the approval of competent authority.
13. The bidder shall not let, sublet or assign, whether by way of sub-contract or otherwise, his interest in the contract to any other person or body, in whole or in part and shall not share or transfer to any person or body the catering management of the canteen. Any act of the bidder in contravention of these terms and conditions shall be null and void and shall constitute breach of the contract in such case the University reserves the right to take any action that it may deem fit.
14. The presence of the successful bidder shall be mandatory at the concerned cafeteria during contract period.
15. The bidder shall not do or commit to do or allow anybody else to do anything that may adversely affect or impair the property, reputation or interest of the University.
16. On the expiry of the contract, on successful completion of the term or otherwise, as the case may be, the bidder shall hand over the building and fixtures (if any) – in agreement with the inventory record within fifteen days of such expiry. Before such handing over, the contractor shall at his own cost make good of all loses to such inventory items that may have occurred while those have been in his possession/control.
17. After the expiry of contract, bidder will not dismantle anything from the building and will properly hand over the University authority.
18. The contractor shall display approved rates inside and outside the cafeteria etc.
19. The bidder shall employ only such employees who are experienced. The Contractor will ensure that the staff engaged shall observe highest standards of courtesy, manners and professionalism while dealing with visitors and customers of the Cafeteria at GCWUS.
20. The bidder shall employ only such staff which have good character and be well behaved and skillful in their business. The staff employed shall conform to such direction as may be issued by GCWUS in respect of time, stay and the points or routes of entry to and exit from the premises and in respect of the use of toilets and washrooms.
21. The Contractor shall immediately remove any employee from the Premises if any employee misbehaves, causes nuisance, or is considered to be undesirable by GCWUS representative. GCWUS shall be at liberty to request the Contractor to replace or change any employee or other staff within 48 hours' time, if needed, so upon which request contractor shall forthwith replace such employee or staff.
22. The bidder shall ensure that no child labor is involved in the employment.
23. The bidder, for the purpose of fulfilling his obligations, may deploy persons as employees, servers, cooks, etc., who are medically fit with no contagious diseases, who will wear prescribed uniform, who shall have good character and be fit for work in GCWUS (Cafeteria) where high quality public service is expected.
24. The contractor shall submit the names and credentials of his employees duly certified by the local police to GCWUS for approval for the sake of security of GCWUS. GCWUS reserves the right of approval or rejection of any such engagements.
25. Replacement of employees of the Contractor shall be done by following similar formalities by the bidder.
26. The University shall have the right to require the contractor to vacate the canteen premises by serving one (01) month's prior written notice. However, in the event of any illegal, unlawful, or prohibited



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

- activity being found or reported on the University premises, the University shall have the right to terminate the contract with immediate effect and require the contractor to vacate the premises forthwith, without any prior notice.
27. The items proposed to be offered for sale in the cafeteria and other designated facilities shall be finalized in consultation with and with the approval of the Price Control Committee and the Cafeteria Auction Committee of the University. The contractor shall not introduce or sell any item without prior approval of the competent University authority.
 28. Security clearance from the Police Department and the Special Branch shall be mandatory for all bidders. The security status of technically qualified bidder shall be verified from the concerned security agencies prior to the auction procedure.
 29. The Contractor hereby undertakes to take utmost caution to prevent spillage of oil or other hazardous chemicals in the building. In the event total prevention is not possible without incurring extraordinary expense, the Contractor shall provide suitable bins/trays at appropriate places for collection of such spill, and shall dispose the collected spillage properly to avoid fire hazard or danger or unhygienic condition of the premises.
 30. The Contractor will have to strictly ensure of the health & safety requirement as per recommendation of the Punjab Food Control Authority. That very high standard of hygiene and cleanliness shall be observed in running of the kitchen of canteen, etc.
 31. The GCWUS Authority / Representative / Government Officials will visit the cafeteria etc. periodically if the Contractor found in violation of the rules of GCWUS & the Punjab Food Control Authority rules, penalty will be imposed on the contractor & strict action will be taken against the Contractor, as decided by the competent authority.
 32. The Contractor shall install, at his own cost, an adequate number of Fire Extinguishers [of weight/capacity as per standard norms for a cafeteria and ensure that they are in fully functional condition at all times.
 33. The contractor shall use approved gas cylinder.
 34. All items, especially packed items, shall be sold out by the contractor on list provided by the Canteen Committee of GC Women University Sialkot. In case of any report found regarding charging of higher amounts than the market price, contractor will be fined/penalized accordingly.
 35. Quality of food must be ensured as per standards of Food Department, Govt. of Punjab and random visits of Food Department / committee may also be arranged to check the quality of food.
 36. That the contractor shall not facilitate/allow or hold any political or union activities or their meetings in the cafeteria/canteen.
 37. That in case of violation of any term and condition, the agreement will be cancelled and security will be forfeited.
 38. Offer validity should be for 120 days from the date of opening of the financial bid.
 39. In case of any withdrawal after award of tender, the security shall be forfeited.
 40. Neither party shall be deemed to be in breach of this agreement if failure to comply with the requirement of this agreement is due to circumstances beyond the control of the university.
 41. In order to serve food to faculty / staff of GCWUS, a separate table / space will be reserved by the manager of cafeteria etc. especially for female. Strict compliance in this regard must be ensured.
 42. Participation, directly or indirectly, by a University employee, their blood relative, or any nominee, proxy, representative, or person acting on their behalf is strictly prohibited. Any such bid shall be rejected or, if discovered subsequently, the auction/lease shall be cancelled and the bid security/security deposit forfeited.
 43. University employees, their spouses, parents, children, siblings, and any person acting directly or indirectly on their behalf shall be ineligible to participate in the auction. Any bid found to be in violation of this condition shall be rejected or, if detected after the auction or execution of the agreement, the University may cancel the allotment/lease, forfeit the bid security/security deposit, and take any other action permissible under the applicable laws, rules, and the terms and conditions of the auction.



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

44. Each bidder shall submit an affidavit on stamp paper declaring that neither the bidder nor any person on whose behalf the bid is submitted is disqualified under these terms. Any false declaration shall constitute sufficient ground for rejection of the bid, cancellation of the lease, and forfeiture of the bid security/security deposit.
45. The successful bidder shall be required to deposit an amount equivalent to three (03) months' rent, calculated on the basis of the total accepted bid, in advance. The advance amount shall be deposited on the same day of the bidding process, within the prescribed banking hours. Failure to deposit the required advance within the stipulated time shall result in cancellation of the bid, and the contract may be offered to the next responsive bidder.

Definitions

46. "Purchaser" means Government College Women University Sialkot, Katchehry Road Sialkot.
47. "GCWUS" means Government College Women University, Sialkot.
48. "Bidder / Tenderer" means the Firm/ Company/ Supplier/ Distributer that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
49. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
50. "Contractor/ The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
51. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
52. "Goods" means equipment, machinery, and/ or other materials which the Contractor is required to supply to the Purchaser under the Contract.
53. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
54. "PPRA" means Punjab Procurement Regulatory Authority.

TENDER ELIGIBILITY

Eligible Bidder is one who:

- has valid registration certificates for Income Tax, Sales Tax and PRA;
- has valid license from Punjab Food Authority
- has 5 years' experience of Public sector HEIs.
- is an active Income Tax Payer and Punjab Sale Tax;
- has got the Technical Staff to execute the work;
- conforms to the clause of "Responsiveness of Bid" given in this tender document;
- has not been blacklisted.

NOTE: Attested Photocopies of all the relevant certificates should be attached and original should be presented to Cafeteria Auction Committee on the day of opening of bids.

Signature of the Bidder: _____



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

INSTRUCTIONS FOR BIDDERS

1. The bidder will provide at least has 5 years' experience of Public sector HEIs where he / she has rendered service.
2. Undertaking of the bidder for acceptance of the terms and conditions mentioned in the tender documents on the official pad of his/her registered firm.
3. Bidder will provide an undertaking that he/she has neither been blacklisted and nor involved in the litigation with any Government, Semi Government or Private institution(s).
4. The bidder will also provide a verification certificate from Police certifying that no FIR had ever been lodged against him/her.
5. The bidder will provide uninterrupted services throughout the year in GCWUS Cafeteria, for students, staff, visitors etc.
6. The Bidder shall bear all the costs associated with the preparation and submission of its bid. University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.
7. The bidder is expected to examine all instructions, forms, terms and conditions etc of the Bidding Documents. Failure to furnish all information required by the Bidding documents in any respect result in the rejection of bid.
8. Any erasures or overwriting shall be rejected.
9. Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.
10. Bidders have to submit the Bid Security @ 5% of the particular point / location i.e. cafeteria in form of CDR with the technical bid.
11. Bids must be submitted not later than the specified date and time mentioned in the Bid documents/advertisement.
12. All the bids will be opened at on the date, time and location mentioned in advertisement/Tender document in the presence of bidder or their authorized representatives.
13. The period for award of contract shall be for two years extendable upto one year on the basis subjected to satisfactory performance with 10% annual increase (1 x increment after completion of First Year and 1 x increment after two years upon extension).
14. The price in the bid document shall be quoted in Pak rupees only.
15. Only the services are to be provided at the pre-approved rates by the Canteen Committee of the University.
16. The successful bidder shall be required to enter into the contract agreement with university within 7 days of the award of tender or within such extended period as may be specified by university.
17. The employee(s) of GC Women University Sialkot are not allowed to participate in Tenders directly or indirectly.
18. The pre-qualified bidders shall be invited to participate in the auction process after completion of due scrutiny and obtaining the requisite security clearance from the concerned departments/authorities.
19. The successful bidder shall be provided with the building structure only; however, it shall be the bidder's sole responsibility to arrange all operational requirements, including but not limited to seating arrangements, furniture, and any other equipment necessary for the operation of the Cafeteria & Fresh Juice Shop, Photocopier, Stationary & General Store at GC Women University, Sialkot (Fatima Jinnah Campus and Imam Bibi Campus).



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

20. The Draft Contract Agreement, attached as **Annexure-F** of the Bidding Documents, forms an integral part of the bid. The successful bidder shall be bound to adhere to the Terms and Conditions stipulated therein, which shall not be subject to alteration at any subsequent stage.

22. INSTRUCTIONS TO THE BIDDERS

- It will be clearly understood that the Terms and Conditions mentioned in bidding notice and this document are intended to be strictly enforced.
- Bidders must ensure that they submit all the required documents indicated in the Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/ pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- Mode of Advertisement:**

The advertisement is being placed on the university website and Social Media Pages while successful bidders will call for auction who's technically qualified and security will be cleared of remaining.

BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Government College Women University Sialkot, Katchehry Road Sialkot		
2	Name of Tender	OPERATING CAFETERIA & FRESH JUICE SHOP, PHOTOCOPIER, STATIONARY & GENERAL STORE AT GCWU SIALKOT (Fatima Jinnah Campus and Imam Bibi Campus)		
3	Tender Document available Place	PPRA, EPADS and, Government College Women University Sialkot websites.		
4	Bid Security	Fatima Jinnah Campus		
		Lots	Description	5% Bid Security Amount
		1	Cafeteria & Fresh Juice Shop	Rs. 0.075 Millions
		2	Photocopier, Stationary & General Store	Rs. 0.035 Millions
		Imam Bibi Campus		
		1	Cafeteria & Fresh Juice Shop	Rs. 0.15 Millions
		2	Photocopier, Stationary & General Store	Rs. 0.04 Millions
		The Vendor/ Contractor submit bid security in shape of CDR in favor of "Treasurer, Government College Women University Sialkot"		
5	Contact Number	Ph. 052-9250619		
6	Due Date, Time and place of submission of Tender	31-08-2026 till 11:30 AM Office of the Director Administration & Coordination, Government		



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

	Document	College Women University Sialkot, Katchehry Road Sialkot.
7	Date, Time and Place of Technical Bid Opening	31-08-2026 at 12:00 PM at Committee Room of Government College Women University Sialkot, Katchehry Road Sialkot.
8	Date, Time and Place of the Auction	Shall be intimated subsequently to Technically Qualified firms



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

MANDATORY DOCUMENTS TO BE ATTACHED WITH BID

Place tick (✓) if document is attached and cross (X) if not attached.

Sr.	Document Details	Attachment status	Page no
(A) Mandatory Information/Documents			
1	Name of Party		
2	Address with Telephone / Mobile no.		
3	Copy of CNIC – (No. _____)		
4	Copy of National Tax No. (PNTN): (No. _____)		
5	PST Number Required whatever is applicable		
6	Bid Security CDR 5 % of estimated amount (original) for particular point /location mentioned in bid form.		
7	Registration with Punjab Food Authority (Not below than Large Retailer Category)		
8	Signature of the bidder or his authorized signatory on each page of the tender document as acceptance of the terms and conditions contained in the tender document.		
9	Undertaking that contractor is not blacklisted from any government organization.		
10	Current bank balance statement (minimum balance at least 5 million) @ 30.06.2026		
11	Experience certificate (5 years) and service Performance certificates issued by Public Sector HEIs. Only award letters are not acceptable.		
12	Professional tax certificate copy of past three years		
13	Company/firm registration certificate		
(B) Additional Information for Evaluation/Weightage			
14	Copy of Income Tax returns of last 3 years		
15	Organizational chart and bio data of employees to be engaged.		
16	Special Branch Clearance.		
17	Police Clearance Certificate.		



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

20	Documentary evidence in support of the following: (i) 5 years of having experience of similar services in Public sector HEIs along with number of persons availing the services offered by the contractor. (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing such services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.		
----	--	--	--

All above-mentioned conditions/documents are compulsory to be provided along with proposals/bids. All such bids shall be rejected, if any one of above conditions is not fulfilled.

Annexure- B Check List

The bidder must attach this list along with the Bid

1.1. Packing of the Bid

S#	Description	YES/NO
2	Technical Proposal <i>Envelope A</i>	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Check List		
2	Covering Letter		
3	Technical Bid Form duly signed and Stamped by the Bidder		
4	Specifications of quoted items on the Letter Head of the bidder		
5	Copy of Income Tax Registration Certificate		
6	Copy of Punjab Sales Tax Registration Certificate		
7	Affidavit/Undertaking on the Stamp Paper		
8	Bid Security in shape of CDR		
9	Tender Fee in prescribed forms		
10	Past Experience		
11	Punjab Food Authority Certificate		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		Pages	
10	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

UNDERTAKING (ON JUDICIAL STATEMENT)

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

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

Signature:

Name and Designation of bidder:

CNIC no:

Stamp:

Address with Tel No:

Witness:

Signature:

Name and Designation of bidder:

CNIC no:

Stamp:

Address with Tel No:



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

Bidder Profile

Firm Name	☐ ☐ ☐ ☐
Entity of Firm	Individual Partnership Company Other
Nature of Business	
Addresses / Branches	
Telephone / Fax	
Email	
Date & Place of Registration	
Company's NTN / PNTN	NTN _____ PST _____
Owner's Detail	Name: _____ CNIC _____ Address _____
No. of Employees	

SIGNATURE



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

EVALUATION CRITERIA

The contract will be awarded on basis of Highest Bid in the auction but has to technically qualify for the Auction Process.

Complete evaluation of criteria is as under for each lot:

Technical Bid Evaluation Criteria for Lot#1

Cafeteria & Fresh Juice Shop (Qualifying Marks 60)

Sr.	Criteria	Total Marks
1	Income Tax Returns of previous 5 years. 3 marks for each year	15
2	Registration / Certificate issued from Punjab Food Authority	10
3	Experience Certificate (If relevant experience of similar sized organization is more than 10 years then full marks, otherwise proportional marks will be given). 10+ years' experience = 30 Marks 8 – 10 year experience certificate = 20 Marks 5 - 8 experience certificate = 10 Marks	30
4	Annual Turnover (last 03 years) If total turnover during last three years is upto PKR [20 Million]= 30 marks If total turnover during last three years is PKR [15-20 Million]= 20 marks If total turnover during last three years is PKR [10-15 Million]= 10 marks • Audit statement of last three financial years must be attached, otherwise, no marks shall be awarded	30
5	Last 5 years professional tax certificates. 3 marks for each year	15

Technical Bid Evaluation Criteria for Lot#2

Photocopier, Stationary & General Store (Qualifying Marks 60)

Sr.	Criteria	Total Marks
1	Income Tax Returns of previous 5 years. 3 marks for each year	15
2	Experience Certificate (If relevant experience of similar sized organization is more than 10 years then full marks, otherwise proportional marks will be given). 8-10 years' experience = 30 Marks 7 – 8 year experience certificate = 20 Marks 5 - 7 experience certificate = 10 Marks	40
3	Annual Turnover (last 03 years) If total turnover during last three years is upto PKR [20 Million]= 30 marks If total turnover during last three years is PKR [15-20 Million]= 20 marks If total turnover during last three years is PKR [10-15 Million]= 10 marks • Audit statement of last three financial years must be attached, otherwise, no marks shall be awarded	30
4	Last 5 years professional tax certificates. 3 marks for each year	15



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

Note:

- All Documents should be in accordance with previous institute / organization valid evidence (which may be verified).
- Those bidders will be called for the auction whose technical bids are considered as qualified by the respective committee/office.

Estimated Rental value for one year and 5% Bid Security for one year of at GCWU Sialkot.			
Lots	Description	Estimated Rental Value for One Year	5% Bid Security for One Year
		Exl. Of Tax	
Fatimah Jinnah Campus			
1	Cafeteria & Fresh Juice Shop	Rs. 1.5 Millions	Rs. 0.075 Millions
2	Photocopier, Stationary & General Store	Rs. 0.7 Millions	Rs. 0.035 Millions
Imam Bibi Campus			
1	Cafeteria & Fresh Juice Shop	Rs. 3 Millions	Rs. 0.15 Millions
2	Photocopier, Stationary & General Store	Rs. 0.8 Millions	Rs. 0.04 Millions

23. EXAMINATION OF THE TENDER DOCUMENT

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

24. CLARIFICATION OF THE TENDER DOCUMENT BEFORE DEADLINE OF SUBMISSION

- The Auction Committee of Government College Women University, Sialkot, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. BID CURRENCY

Bidder should quote price in Pak Rupees for as tender notice.

26. BID SECURITY



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

- Bidder will submit Bid Security drawn in the name of Treasurer Government College Women University, Sialkot against each lot with details given below:

(The required amount of Bid Security, for each lot, does not exceed 5% of estimated cost of the lot)

- The Bid Security will be in form of CDR in favor of the Treasurer, Government College Women University, Sialkot.
- Cheque/ Cross Cheque/Banker's Cheque shall be not be accepted.
- The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said contract.
- If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- The Bid Security may be forfeited if a Bidder:
- Refuses to accept contract

27. **BID PREPARATION AND SUBMISSION**

- The bid shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the bidder or his Authorized Representative. In case of copies, photocopies may be attested.
- The Technical Bids should be submitted by the bidder while after evaluation, successful bidders will be called for auction.

TECHNICAL PROPOSAL

- The Technical Proposal will enable the Auction Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Auction Process.
- The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Auction Committee will not be responsible for the errors committed in the bids by the bidders.
- The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- **Mode of Submission of Bids**
 - 1.1. The Bid should be submitted by Hand at the Office of the Director A&C, GCWUS.
 - 1.2. The Bids received after Due Date and Time or incomplete or submitted by fax or email shall be rejected

30. **MODIFICATION/WITHDRAWAL OF THE BID**

- 30.1. The Bidder may, by written notice served on the Purchaser, modify or withdraw the Bid after submission of the Bid, prior to the deadline for submission of the Bid.
- 30.2. The Bid, withdrawn after the deadline for submission of the Bid and prior to the expiration of the period of the Bid validity, shall result in forfeiture of the Bid Security.

31. **BID OPENING**

31.1. **Technical Proposal Opening**

The Technical Proposal will be opened by the University Auction Committee of Government College Women University, Sialkot on the date and time as specified in the Bidding Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. **Only one representative for each bidder would be allowed to attend the Bid Opening.**

31.2. **Suppression of facts and misleading information**



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

31.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Auction Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Auction Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

31.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Auction Committee failing which the Bid may be rejected.

32. **PRELIMINARY EXAMINATION**

32.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

33. **DETERMINATION OF RESPONSIVENESS OF THE BID**

33.1. The Purchaser shall determine the substantial responsiveness of the Bid to the Bidding Document, prior to the Bid evaluation, on the basis of the contents of the Bid itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

- 33.1.1. meets a eligibility criteria for the Bidder / the Goods / the Services;
- 33.1.2. Meets all the mandatory requirements of the evaluation criteria.;
- 33.1.3. meets the Technical Specifications for the Goods / the Services;
- 33.1.4. meets the delivery period / point for the Goods / the Services;
- 33.1.5. is accompanied by the required Bid Security;
- 33.1.6. is otherwise complete and generally in order;
- 33.1.7. Conforms to all terms and conditions of the Bidding Document, without material deviation or reservation.



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

34. **REJECTION AND ACCEPTANCE OF THE TENDER/BID**

- 34.1. The University shall have the right, at his exclusive discretion, to other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the University shall be final.
- 34.2. **The Tender / bid shall be rejected if:**
- 34.2.1. It is substantially non-responsive; or
 - 34.2.2. The bidder does not meet any of the mandatory criteria mentioned in documents or
 - 34.2.3. It does not contain the documentary proof against any of the mandatory criteria mentioned in documents or
 - 34.2.4. The bid is incomplete, partial, conditional, alternative, late; or
 - 34.2.5. The bid fee in said form is not provide;
 - 34.2.6. the bidder does not attach Bid Security in Shape of CDR; or
 - 34.2.7. the bid security is not attached or it is less than the required amount; or
 - 34.2.8. the Bidder submits more than one Bids against one Tender; or
 - 34.2.9. the Bidder tries to influence the Bid evaluation / Contract award; or
 - 34.2.10. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
 - 34.2.11. there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
 - 34.2.12. The Bidder submits any financial conditions as part of its bid which is not in conformity with bidding document.

35. **CONTACTING THE PROCURING AGENCY**

- 35.1. No Bidder shall contact the Auction Committee of Government College Women University, Sialkot on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 35.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited.

36. **ANNOUNCEMENT OF EVALUATION REPORT**

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least **ten** days prior to the auction.

37. **AWARD OF CONTRACT**

- 37.1. The bid will be awarded to the Highest Bidder who has been declared Technically Qualified.

38. **ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT**

- 38.1. The Auction Committee shall issue Supply Order or sign a Contract with the Successful bidder.
- 38.2. The Successful Bidder will provide the stamp paper of for Signing the Contract.

39. **RELEASE OF PERFORMANCE SECURITY**

The performance security 10% will be refunded to the supplier's after successful completion of contract.



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

40. **TERMINATION FOR DEFAULT**

The Auction Committee of Government College Women University, Sialkot may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 40.1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 40.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
- 40.3. The successful bidder fails to perform any other obligation(s) under the Contract.
- 40.4. The bidder, in the judgment of the Auction Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

41. **BLACKLISTING**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

42. **FORFEITURE OF PERFORMANCE SECURITY**

- 42.1. If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 42.2. Failure to supply required services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619

www.gcwus.edu.pk

Annexure- C BID FORM

Technical Bid Form

S #	Particulars	Bidder's Response
A	Information about the Bidder	
	Name of the Company	
	Year of Incorporation/Registration	
	PNTN Registration Number	
	GST Registration Number	
	PST Registration Number	
	Address	
	Office Telephone Number	
	Email Address of the Company	
	Name of Contact Person	
	Mobile No. of Contact Person	
	Email Address of Contact Person	

B- Past Performance (Detail of Top Supply Orders for supply of relevant items received in the past)						
S#	Name of Project	PO/LOA/ Contract No & Date	Value of Project in PKR	Item Detail	Customer (Name of Institution)	Customer Contact Person Name and Phone No.
1						
2						
Total Value of relevant Projects (Rs)						



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: Auction Notice **No. GCWU/SKT/** published on GCWUS website.

1. We have examined the Tender/Bid Document and undertake to comply with all the terms and conditions prescribed therein for the operation, management, and maintenance of the Facilities mentioned in Lot # 1 & 2, including all obligations, standards, and services specified in the Tender Document. have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Auction Committee of Government College Women University is not bound to accept the lowest or any of the bids received. We also agree that the Auction Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

[Name and Signatures of authorized Person along with stamp]



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

Annexure- F Draft Contract Agreement (It will be signed by the successful bidder)

This agreement made on----- between GC Women University, Sialkot hereinafter called “GCWUS” of the one part and ----- hereinafter called “Contractor” on the other part. Whereas, this is a new contract for **Operating Cafeteria & Fresh Juice Shop, Photocopier, Stationary & General Store at GCWUS (Fatima Jinnah Campus and Imam Bibi Campus)** between GC Women University Sialkot and -----
--- on following terms and conditions agreed between both parties.

1) PERIOD OF CONTRAT

- a) This is awarded w.e.f. -----
- b) The contract shall remain valid for a period of two years (02) years with 10% increment in the bid price, at the start of 2nd year of contract agreement. However, in order to evaluate the performance and services of the contractor, the contractor will have probationary period of six (06) Months.
- c) One (01) year contract period is renewable by the GCWUS subjects to satisfactory performance with 10% annual increase in bid money.

2) PAYMENT OF BID MONEY

- a) The Contractor will have to submit the offered bid money on Quarterly basis.
- b) The Contractor will have to submit income tax of total bid money as per rules.

3) SUPPLY OF ELECTRICITY, SUI GAS & WATER CONNECTIONS

- a) GCWUS shall provide connection of Electricity, Sui Gas and Water to the Contractor for cooking food, meals, tea and snakes etc. at the Cafeteria. However, it will be sole the responsibility of the Contractor to timely deposit dues and submit a copy of paid bill to the A&C Directorate, Works Directorate, and Treasurer office GCWUS for office record.
- b) Contactor will be responsible to take care of the provided utility meter installations, in case of any fault / tampering or over billing etc. reported by the concerned department or university officials, contractor shall be responsible for all damages / dues.

4) STATUTORY OBLIGATIONS OF THE CONTRACTOR

- a) The Contractor shall be responsible for engaging adequate number of trained / semi-trained manpower required providing annually good services in the university. The employees of the contractor should possess good health and should be free from any diseases.
- b) The contractor shall ensure proper discipline among his workers. He will also ensure that they do not indulge in any unlawful/subversive activity.
- c) Employment of the child labor is strictly prohibited under the law. Therefore, the contractor will not employ any child.
- d) In the event of violation of any contractual or statutory obligations by the contractor, he shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the GCWUS by any individual, agency or Government authority due to act(s) of the contactor, the contractor shall be liable to make good / compensate such claims or damages to the university.



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

- e) The contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic & health conditions and other laws in force from time to time.
- f) The contractor must submit list of employees along with CNIC # to authority. The Cafeteria staff shall be issued identity cards bearing photographs by the authority as per list submitted by the contractor.
- g) The contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to university's moveable or immovable property due to the conduct of the contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by the GCWUS. The decision of the GCWUS designated office in this regard shall be final and binding on the contractor.
- h) The contractor shall not appoint any "Sub-Contractor" to carry out his obligations under the contract.
- i) The contractor shall keep the Cafeteria and its surrounding areas clean all the time. The cleaning includes cleaning of kitchen, Cafeteria Hall, Floor, Counter, Benches, tables, chairs, etc. The GCWUS management will have 24 hours access to inspect the Cafeteria premises at any time for ensuring the cleanliness and hygienic conditions of the Cafeteria's premises.
- j) The GCWUS reserves the right to appoint officers / officials to inspect the quality of raw material, food and other items prepared and sold in the Cafeteria. Any defect(S) pointed out by such officers / officials during their visits shall be properly attended in letter and spirit by the contractor.
- k) The contractor shall get the prices of all items approved by designated officers / officials of the GCWUS and no changes what-so-ever shall be made without prior written approval of the GCWUS authorities.
- l) The GCWUS shall provide space & building at different points in the University for establishing Cafeteria. However contractor shall manage all types of equipping.
- m) The GCWUS shall be the Competent Authority to adjudicate any complaints/conflicts etc. during currency of this contract. Contractor shall abide by the decisions in this regard.
- n) Contractor shall be solely responsible for all risks, losses arising out of thefts, pilferages etc and accidents associated to this property, investment, furniture, machinery & equipment etc.
- o) Storage/supply/sale and consumption of drugs, alcoholic drink, cigarettes or any other items of intoxication are strictly prohibited in the GCWUS campus, including cafeteria. Any breach of such restriction by the Cafeteria contractor will attract deterrent action against the contractor as per statutory norms including termination/cancellation of contractor.
- p) The contractor shall ensure that either he or his authorized representative is available for proper administration and supervision at the work to the entire satisfaction of the GCWUS.
- q) The contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils etc, in sufficient quantity to maintain good and healthy Cafeteria services.
- r) The contractor shall not use the Cafeteria premises for any other activity except for the purpose for which it has been provided for.
- s) The entire bidding document shall be considered an integral part of the contract agreement, and all terms and conditions contained therein shall be deemed incorporated into the contract agreement.
- t) The contractor shall be responsible to submit the certificates as "Professional Tax Certificate, Food Security Certificate, Medical Screening Certificate of workers and Police verification certificates of workers.

TERMINATION OF THE CONTRACTOR

- a) The university has right to terminate the contract on one-month prior notice to the contractor and contractor has same rights. The university decision in such a situation shall be final and shall be



GC WOMEN UNIVERSITY SIALKOT

Directorate of Administration & Coordination

Tel# 052-9250619
www.gcwus.edu.pk

accepted by the contractor without any objection or resistance and contractor shall have no right to resort to the court.

- b) If the successful contractor withdraws or the services provided by the successful contractor are not found satisfactory during the probationary period of four months from the date of taking over charge of the Cafeteria services, the GCWUS reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in this regards for alternative arrangements.

PENALTY:

- a) The GCWUS reserve the right to impose a penalty on the contractor for any serious lapse in maintaining the quality and services.
- b) If the GCWUS is not satisfied with the quality of eatables served, good services provided or behavior of the contractor or his employee(s), the contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the GCWUS will be at liberty to take appropriate necessary action as deemed appropriate.

DESPENSATION

- a) If the Cafeteria will not operating due to any pandemic/abnormal situation or unforeseen events, the GCWUS may dispensate the rent of cafeteria to the contractor with mutual understanding upon the request of contractor.

JURISDICTION:

- a) Dispute, if any, arising out of the contractor, shall be settled by mutual discussion, alternatively by legal resource under jurisdiction of Competent Authority only.
- b) The parties have caused this agreement to be executed in accordance with the respective laws and have put their signatures in the presence of witness with token of having accepted the terms & conditions as laid down in this contract.

DIRECTOR A&C

CONTRACTOR

WITNESSES