

**GOVERNMENT COLLEGE WOMEN UNIVERSITY
FAISALABAD**
Tender Document
Year 2024-25
(University Main Campus Canteen)



1. Name of Party with
Proprietor/Owner _____

2. Address with Telephone No. / Mobile No and company stamp.

3. CNIC # (attach copy) _____

4. Income Tax No. _____

5. General Sales Tax No. _____

6. Tender fee CDR / Pay Order (Original):-
No. _____ Date _____ Amount _____
Bank _____ Branch _____

7. Bid security CDR/ pay order (Original):-
No. _____ Date _____ Amount _____
Bank _____ Branch _____

8. Related Experience with detail and proof

9. Meets with the criteria of technical evaluation. _____

10. The bidder will provide bank statements for the last three years for assessing of the soundness of his/ her business. He / she should also submit valid / attested income and sales tax registration certificates, Food Authority License with application.
11. The bidder will provide five-year experience certificate from a Government or a Semi Government Institute, where he / she has rendered service of same business (attach attested copies of work/supply order).
12. The bidder will provide a character certificate from the present institute where he / she had provided his/ her service.
13. Undertaking of the contractor for acceptance of the terms and conditions mentioned in the tender documents on the official pad of his \ her registered firm.
14. Bidder will provide an undertaking of the facts that he / she has nor been blacklisted and neither being involved in the litigation with any Government, semi Government or Private Institution(s).
15. The bidder will also provide a verification certificate from Police certifying that no FIR had ever been lodged against the company and him/ her.
16. The CDR of Performance security 10% of the bid in favor of Treasurer, GC Women University Faisalabad will be submitted in advance before the issuance of supply/ work order. Bid validity will be of 90 days. Tenders will be submitted till **17.01.2024** at 12:00 pm and technical bids shall be opened on same day at 12:30 pm under single stage two envelops procedure.

**Signature of Bidder
Convener**

Signature of

**Canteen Tender
Committee**

Tender Document for Lease of Canteen at GCWUF Main Campus 2024-25

- **Party 1** is the lessor i.e. “Govt. College Women University Faisalabad”.
 - **Party 2** is the lessee i.e. vendor participated in the bid.
 - **Bid security** deposited will be 5% of the estimated cost (Rs. 505000/-) entitled Treasurer, GCWUF.
 - The **bid validity** time period will be 90 days.
1. Party 2 will be allowed to serve only approved menu (**Copy Attached**) with rate list. Any type of change / amendment in the menu and rates shall be approved by the competent authority duly recommended by the canteen committee.
 2. Party 2 will pay the monthly rent in advance. The rent shall be deposited into University account latest by 10th of every month and in case of failure, **Rs. 2000/- per day** shall be charged as fine. However, due to non-deposit of one month rent and fine continuously, the agreement will be rescinded and Party 1 would take possession of canteen premises immediately.
 3. The Party 2 will deposit income tax, etc. as per prevailing Government rules or as amended by the Government from time to time and will hand over original or copy of paid receipts of tax/ rent to the University duly signed by the contractor.
 4. The Party 2 must be Drug/Narcotic free, as well as not involved in any sectarian and political affiliation.
 5. The University may change venue of canteen, within the University premises during the contract period as deemed appropriate.
 6. Non concrete removable structure/cabins at two points may be installed by the lessee (if required/ necessary) at his own expenses. The lessee will have no right to claim the expense from the University after the expiry of the contract. However, the lessee may take the removable structure/cabins immediately after clearing all dues to the University at the end of his contract. After 15 days of the expiry of the contract, the lessee will not be allowed to take his removable structure/cabins from University as afterwards, it will become the property of the University.
 7. The Party 2 shall not sublet the shop/ point, if proved so, contract shall be liable to be cancelled, immediately and possession of shop would be taken by university / Party 1 immediately.
 8. The Party 2 shall arrange / install the Electricity sub meter, and shall be responsible for the payment of the all **utilities bill** within due date otherwise **Rs.2000/- per day** will be charged as fine. However the University will issue NOC for connection (if required). The installed electricity meters will be the property of the University during and after the expiry / termination of the contract / lease agreement.

DEED OF LEASE

This Contract Agreement (herewith called the “Deed of lease”) made on dated..... between Govt. College Women University, Faisalabad presented by its University Registrar (hereinafter called the “Employer” which expression shall include the successors legal representative and permitted assignees) of the one part/Party 1 and Contractor/Vender..... presented by its Chief Executive (hereinafter called the Contractor which expression shall include the successors legal representative and permitted assignees) of the other part/Party 2.

1. Lessee/ Party 2 will use their own gas facility (Cylinders).
2. All utility bills shall be paid within due date by the Party 2 (on monthly basis) as per meter reading installed on the canteen otherwise Rs.2000/- per day will be charged as fine.
3. The contractor shall establish the seating areas for students and faculty by his own expenses and the university will not be liable for any expense.
4. The period of contract will be of one year from the date of the award of contract. After the expiry of the contract, the canteen will be handed over to the university management. It is an obligation on the contractor to clear all dues/bills/taxes, etc. before vacating the premises and must furnish NOC duly signed by Estate office, Engineering cell, Treasurer Office and finally submit it to the convener/secretary tender committee.
5. If the Competent Authority deemed appropriate on satisfactory performance may allow the contractor with 10% increase in monthly rent to continue working till the award of new/fresh tender purely on stop gap arrangement.
6. The Party 2 will deposit **10% performance security** of bid price CDR by the name of Treasurer GCWUF or two months' rent in advance as performance security whichever is higher within one week after accepting the offer from GCWUF. If not do so, his bid will be cancelled and the bid security will be forfeited. One month rent with payable taxes will be deposited in advance apart from the performance security.
7. In case, the Party 2 aborts / leaves the canteen before one year, his performance security shall be forfeited in the favor of the university.
8. No encroachment will be allowed and on any violation, University will have the right to cancel the contract with immediate effect.
9. In case of any violation or misconduct /inefficiency, the party 2 will pay **1/4th of the monthly rent**, within 10 days of its imposition in addition, as penalty, to the university. The lessee will charge the rates approved by the Competent Authority and will display the price list of the items.
10. The Party 2 shall not make any addition / alteration in the canteen premises. The Party 2 will get prior permission from the competent authority of the University through Convener of the canteen Committee for such addition/ alteration. All the expenses of any addition / alteration would be borne by the Party 2 and would not be refundable or adjustable in any way or at any time. The addition/ alteration, if so made, will be property of the university after expiry of contract.
11. The Party 2 will get security clearance of his own and workers from the concerned Department/ Police verification within one month after accepting the offer and the same should be submitted to the University security office and Convener canteen committee.

12. The Party 2 will get medical certificate of his own and workers from Medical Superintendent, DHQ/Allied Hospital Faisalabad and the same should be submitted to the Convener canteen committee.
13. The Party 2 shall be responsible for any security breach by his / her workers or himself / herself and in case of such event the University will take appropriate action against the defaulters.
14. The Party 2 will be responsible to keep the canteen neat and clean and must ensure that the surroundings are not dirty in any case and must follow the **COVID SOPs** as well as **Punjab food authority** guidelines of the Government/ University.
15. Wastage / garbage of the shop will be disposed off by the Party 2 at his own expenses on daily basis outside the University premises.
16. The Party 2 shall abide by the rules and regulations of the university and orders of the Competent Authority.
17. Minimum 10-15 workers will be allowed to work at each point with not less than **30% female workers**. The Lessee will provide the list of staff with affidavit of ownership.
18. No worker of the Party 2 will be allowed to stay in the university at night hours.
19. The Party 2 will close his business before sunset throughout the contract period.
20. The Party 2 will not allow any student to sit or enter inside the shop/canteen.
21. On the eve of any differences, the matter shall be referred to the Vice Chancellor, Government College Women University Faisalabad, as arbitrator whose decision shall be final and acceptable to both the parties and cannot be challenged in any court of Law.
22. The monthly rent required to be deposited will only be exempted, if the university remained close due to **only any pandemic or provisions fall under "Force Majeure"**.
23. Except clause 22, the party 2 will bound to pay/deposit full amount of monthly rent and all government taxes (applicable) & utility bills accordingly, otherwise the contract will immediately be terminated.
24. Cold drinks/energy drinks sale/supply has been banned in educational institute as per instruction of Punjab Food Authority. Smoking of Canteen worker, Students and employees within University premises strictly not allowed.
25. The canteen staff will wear proper uniform as per requirement by the Punjab Food Authority.
26. Approved rate list must be displayed at prominent place, clearly visible to the student/ staff.
27. If there is any change in the canteen staff should immediately inform to the Convener Canteen Auction committee GCWUF.
28. The lessee will be bound to acquire all type of licenses (if any) as required by Government of Punjab of running of this business.
29. Any maintenance during the contract period in respect of repair, painting etc. will be carried out by the lessee at its own expense.

For and on the behalf of Lessor

Lessor (on behalf of university)
Asif. A. Malik
(Registrar GCWUF)

For and on the behalf of Lessee

Witness

Mrs Rizwana Tanveer Randhawa
(Director Legal GCWUF)

Witness

Prof. Dr Saima Akram
(Convener Canteen Committee, GCWUF)

Menu of Canteen For 2024-2025

Sr. No.	Items	Quantity	Price (Rs.)	Remarks
1	Simple Tea	Disposable Cup	50	
2	Cardimum Tea	Disposable Cup	80	
3	Coffee	Standard Size Cup 200ml	100	
4	Sada Biryani +Raita Disposable Plate /Box	250gram	120	
5	Chicken Biryani +Riata (Boti Size 1/8) Disposable Plate /Box	Large Plate 250 gram	150	
6	Pakora+Chatani + Ketchup Disposable Plate /Box	200 gram	100	
7	Chips+ Chatani+ Katchep Disposable Plate /Box	200 gram	100	
8	Chicken Sandwich	(02 Slice)	60	
9	Chicken Club Sandwich	(04 Slice)	100	
10	Chicken Roll	5" by 80 gram	70	
11	Fruit Chatt	200 gram	100	
12	Chana Chatt	200 ml cup 120 gram	70	
13	Dahi Bhalaa+Papri+ Chatni Disposable Plate /Box	250gram	150	
14	Samosa+ Chatani Disposable Plate /Box		50	
15	Burger Egg Shami +Katchep		70	
16	Burger Double side Egg +Katchep		100	
17	Chiken Burger +Katchep		130	
18	Gool Gapa	10 No.	100	
19	Ice Cream	02 scoops @ Rs.80	OR packed as per Printed Rate	
20	Chicken Shwarma + Ketchep	120gram chicken filling	120	
21	Kinno/ Musammi/Grape Fruit/ Meetha Juice	500 ml	80	
22	Apple+ Orange+ Strawberry+ Mango+ Pine Apple+Falsa+ Kinno Fresh Juice (450ml)	450 ml	120	

	Disposable Glass			
23	Carrot Juice Disposable Glass	450 ml	50	
24	Apple+ Strawberry+ Mango+ Pine Apple+ Peach+Banana Milk Shake (450ml) Disposable Glass	450 ml	130	
25	Badam+ Angeer+ Khajoor Milk Shake	450 ml Disposable	150	
26	Boiled Egg	01	40	
27	Fried Nan + Ketchup/ Raita	Naan Weight 250gram	80	
28	All the seasonal food items for summer and winter must be included in the menu and rates will be dully recommended by the committee and approved by the Competent Authority before launch of any seasonal food item. e.g. Soup, Gaajar Halwa, Gulab Jaaman, Fried Fish, Chicken Tampura, Lassi, Basel Seed Drink, Yougert, etc.			
<p>Only Tetra Pack Pasteurized Packed milk will be used. (UHT Milk)</p> <p>Only National, Shangrilla, Kanorr, Mitchles, Mamma's Katchep will be used.</p> <p>Standard young's Mayonnaise, sheff 1, Hermans will be used.</p> <p>Only Dalda, kashmir, Habib, Meezan and Season Cooking oil will be used.</p> <p>No Softdrinks/ carbonated drinks Like Coke, Pepsi , etc will be saled.</p> <p>No Item except above will be allowed to sale</p> <p>Disposable drinking water (Aquafina, Gourmet, Nestle, Muerebrury will be allowed.</p> <p>Ketchup in sachet of 10 gram of knorr, shangrla, national will be used only.</p> <p>For packed products only company made items like Biscuits (Cookies), Ice Cream, Chips, Juices will be allowed.</p>				