

**STANDARD BIDDING DOCUMENTS**  
**FOR**  
**CANTEEN & PHOTOSTAT SERVICES AT PHASE V**  
**(MAIN CAMPUS) & PHASE VI (INS)**

**MARCH 2018**  
**KHYBER MEDICAL UNIVERSITY**  
**PESHAWAR,**  
**(KHYBER PAKHTUNKHWA)**

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## TENDER NOTICE

**KHYBER MEDICAL UNIVERSITY**  
COMMITTED TO EXCELLENCE IN ACADEMICS & RESEARCH

**ٹینڈر برائے کینٹین و فوٹو سٹیٹ سروسز**

خیبر میڈیکل یونیورسٹی (کے ایم یو) پشاور کو مین کیمنس واقع فیز 5 حیات آباد اور ذیلی کیمنس واقع فیز 6 نزد شلمان پارک میں کینٹین اور فوٹو سٹیٹ سروسز کے لئے تجربہ کار اور اچھی شہرت کے حامل کنٹریکٹرز سے ٹینڈرز مطلوب ہیں۔

ٹینڈرز جمع کال ڈیپازٹ (مبلغ 50000 روپے برائے کینٹین اور 30000 روپے برائے فوٹو سٹیٹ سروسز) بنام ٹریژرر خیبر میڈیکل یونیورسٹی، پشاور مورخہ 2 اپریل 2018 بوقت 10:00 بجے تک دفتر ہذا میں موصول ہونے چاہئیں۔

ٹینڈرز اسی روز بوقت 10:30 بجے کنٹریکٹرز یا ان کے نمائندوں کی موجودگی میں کھولے جائیں گے۔

ٹینڈرز سے متعلق دیگر شرائط و ضوابط کی تفصیل سوموار تا جمعہ 9:00 تا 3:00 بجے دفتری اوقات کار کے دوران یا کے ایم یو ویب سائٹ [www.kmu.edu.pk](http://www.kmu.edu.pk) سے ڈاؤن لوڈ کیے جاسکتے ہیں۔

**ڈپٹی ڈائریکٹر ایڈمن**

خیبر میڈیکل یونیورسٹی پشاور، فیز ۷، حیات آباد پشاور

فون: 9217703، فیکس: 9217704، ویب سائٹ: [www.kmu.edu.pk](http://www.kmu.edu.pk)

ADVV# 06/2018 KMU Media

(Advertised on 16/03/2018 in Daily Mashriq, The Frontier Post and Nai Baat)

## Section – II                      **TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS**

### **Terms and Conditions for Canteen / Tuck Shop (Phase V, Phase VI) Khyber Medical University Peshawar**

1. The contractor will pay a monthly rent of Rs. \_\_\_\_\_ both for Phase V & Phase VI.
2. The contractor will be bound to pay the utility bills i.e. electricity charges (as per check meter) gas charges and rent on monthly basis.
3. The contractor shall deposit Rs. 100,000/- as security (refundable after expiry of contract) in the name of Treasurer Khyber Medical University Peshawar.
4. The contractor shall submit bid for both canteens i.e. (Phase V and Phase VI).
5. The contractor should submit the documented proof of the experience he claimed.
6. The contractor shall be bound to provide Tea, coffee, Biscuits, Chips, cold drinks etc and other food item as per list provided along with the bidding documents on prevailing market rates approved by the competent authorities.
7. The staff of the canteen shall be hired by the contractor himself.
8. All the crockery needed shall be arranged by the contractor.
9. The contractor will arrange cabin by himself at the space allocated by KMU administration.
10. The staff will wear neat and clean uniform as per directives of the competent authorities.
11. The KMU competent authorities reserves the right to pay any surprise visit to canteen to check the standard of the food items and if found unsatisfactory can impose penalty on the spot.
12. The competent authority reserves the right to cancel the agreement any time upon the unsatisfactory performance.
13. One month prior notice should be served the contractor if he wants to terminate the contract.
14. The contract will be initially for one year and can be extended upon satisfactory performance after the approval of the competent authorities.

**Name of Firm:** \_\_\_\_\_

**Authorized Person Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

### **Terms and Conditions for Photostat Machine (Phase V, VI) Khyber Medical University Peshawar**

1. The contractor will pay a monthly rent of Rs. \_\_\_\_\_ for Phase V and rent of Rs. \_\_\_\_\_ for Phase VI.
2. The contractor will pay the Utility Bills and rent on per month basis.
3. A security in shape of Bank draft amounting Rs. 30,000/- Each for Phase V and VI separately (refundable after expiry of contract) as security in the name of Treasurer Khyber Medical University Peshawar must be submitted by the contractor.
4. The contractor will provide readable photocopies.
5. The cabin for Photostat will be arranged by the contractor.
6. The KMU competent authorities can terminate the contract upon unsatisfactory performance of the contractor.
7. In case the contractor wants to terminate the contract on month prior notice should be submitted to KMU.
8. The period of contract will be initially for one year which can be extend upon satisfactory performance after the approval of the competent authorities.

Name of Firm: \_\_\_\_\_

Authorized Person Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Section – III****Menue LIST****LIST OF ITEMS**

<b>S.No</b>	<b>Name of Item</b>	<b>Serving Size</b>	<b>Rate</b>
1.	Samosa (Vegetable)		
2.	Samosa (Qeema)		
3.	Samosa Chatt		
4.	Shami plate		
5.	Shami Burger		
6.	Egg Burger		
7.	Mix Burger		
8.	Chaomin		
9.	Fried Chips		
10.	Pakora		
11.	Vegetable Fried Rice		
12.	Biryani (Plain)		
13.	Biryani (Chicken)		
14.	Plain Rice		
15.	Chicken Piece		
16.	Fresh Juices (Seasonal fruits)		
17.	Tea		
18.	Coffee		
19.	Green Tea		

Note: All the branded items (Pepsi, coke, biscuits etc) will be as per market price according to the rates printed on these items.

**Section – IV            BID SUBMISSION FORM**

(Should also be submitted on company letter head too)

To

The Chairman  
Purchase Committee  
Khyber Medical University  
Peshawar

Enclosed please find the offer to execute the contract of Canteen at Phase V & Phase VI & Photostat services at Phase V or Phase VI or both. with the conditions of agreement accompanying this bid for the price of Rs. \_\_\_\_\_ (Amount in figures) \_\_\_\_\_  
\_\_\_\_\_ (amount in words). We accept to supply of menu items on the rate approved by the purchase committee. . This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We hereby confirm that this bid complies with the validity of the bid required by the proposal documents. we are bound to provide the services during the stipulated time period at the rate approved.

1. Name of Supplier: \_\_\_\_\_  
Address of Supplier: \_\_\_\_\_
3. Phone Number of Supplier: \_\_\_\_\_
4. Fax No. \_\_\_\_\_
- 5 Name of the authorized person: \_\_\_\_\_
- 6 Signature: \_\_\_\_\_
- 7 Designation of authorized person: \_\_\_\_\_
8. Stamp of the Supplying Agency: \_\_\_\_\_
9. Dated: \_\_\_\_\_

**Section – V**

**FORM OF CONTRACT AGREEMENT**

**Canteen Contract Agreement**

The Deed of agreement made on this, dated \_\_\_\_\_ between Khyber Medical University Peshawar Hayatabad, Pakistan (Khyber Pakhtunkhwa Public Sector Medical University affiliated with Higher Education Commission of Pakistan) (herein after referred to as University) at First Part

And

-----,

herein after called the “Contractor” of the other part.

Witnesses and the parties hereby agree as follows:-

- 1 The KMU hereby licenses and authorizes the Contractor, at all times during the continuance of this agreement to run the Canteen within the premises of KMU Main campus at Phase V Hayatabad at rent of Rs. \_\_\_\_\_ for the use of permanent or temporary employees, trainees, employees engaged by contractor providing services to the KMU, students of KMU, clients, guests etc. of the University.
- 2 This agreement shall be in force for a period of one year from-----  
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- 3 The officer of the KMU, and such other employees/ committee who are authorized by the KMU shall have the power to inspect the Canteen preparations and if the food items are not of the acceptable quality, the KMU authorized committee will have the right to reject the food stuff from being served to the employee, students and consequent loss if any, incurred by the KMU shall be made up by the contractor. If the quality of food items is found to be of lower standard and if the contractor is not making efforts to improve the quality after repeated advices; the KMU authorized committee has the right to terminate the contract without notice.
- 4 The contractor shall make suitable arrangement in the canteen to serve wholesome and tasty food and refreshments, at the specified hours and at the place specified and notified to him. The Contractor shall also make necessary arrangements to serve food/tea/coffee etc.
- 5 Supply and /or consumption of liquor and alcoholic drinks (each illegal item) are prohibited in the canteen and the premises of the University Smoking inside the canteen are also strictly not allowed.
- 6 Supply of unauthorized item shall entails forfeiture of security deposit and /or legal action.
- 7 The canteen staff shall be engaged, supervised, controlled and paid by Contractor and they shall not be considered as University employees in any manner whatsoever, and the contractor shall be responsible to the University for their proper and good behavior and issue them ID Card to his staff.
- 8 The Contractor shall supply food articles and beverages mentioned in approved list at the rates specified therein.

- 9 The contractor is bound to follow the standing instruction given at Schedule II to this agreement.
- 10 The contractor shall be responsible for the provision of all furniture, crockery etc needed and shall be responsible for proper upkeep and maintenance of all furniture, crockery, electrical equipment and all other articles, in a clean and hygienic condition and in proper order.
- 11 The canteen will not be used as a place of abode / house during night time.
- 12 The Contractor shall run the canteen during the contract period without any interruption and the University reserves the right to confiscate the cash security Deposit, levy damages and impose fine as decided by the University and /or terminate the contract for any such interruption or discontinuance.
- 13 The Contractor shall not bring his suppliers/ clients (other than persons engaged by him and issue with authorized identity card) inside the campus.
- 14 If the contract is terminated by the contractor on his own accord during the contract period without valid reason, 100% of the deposit will be forfeited. The University will be at liberty to terminate the contract, if any of the conditions of the contract is violated. In any case one month's notice will be served on either side.
- 15 If any dispute arises between the University and the contractor as to the terms and conditions of the agreement, or the manner or methods of compliance thereof, the decision of the Vice Chancellor of the University shall be final and binding on both the parties.

**IN WITNESS WHEREOF**, the Parties have agreed to the terms and conditions aforementioned and have caused their authorized signatories to sign below:

Signed and Delivered by For Khyber Medical University Peshawar Hayatabad Pakistan	Signed and Delivered by For M/s. _____
( ----- ) (First Party)	( ----- ) (Second Party)

Witness No 1: \_\_\_\_\_  
\_\_\_\_\_

Witness No 2:

CNIC/Designation \_\_\_\_\_  
\_\_\_\_\_

CNIC/Designation

## **Section – VI            BIDS EVALUATION CRITERIA**

The bids / proposals will be evaluated on the basis of experience and financial proposal submitted. A proposal shall be rejected during the technical evaluation if the bid does not fulfill the minimum specified requirements.