

GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY



Bidding Documents

Single Stage – Single Envelope Procedure

Tender No: GIKI/PD/FD-1071/25

**RUNNING OF RESTURANT ON A RENTAL BASIS AT GIK
INSTITUTE CAMPUS SWABI, KHYBER PAKHTUNKHWA**

Assistant Director (Procurement)
GIK Institute, Topi, Swabi (KP)
Phone# 0938-281026, 2444
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NOTICE INVITING TENDER



GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

TENDER NOTICE FOR RUNNING OF RESTAURANT ON A RENTAL BASIS AT GIK INSTITUTE

Tender No. GIKI/PD/FD-1071/25

Ghulam Ishaq Khan Institute of Engineering Sciences and Technology, Topi-District Swabi hereby invites sealed bids from well reputed Canteen / Cafeteria / Restaurant Service Providers / Caterers, duly registered with federal & provincial tax authorities and being an active taxpayer, for the award of contract of lease for running a restaurant at GIK Institute with covered area of 3296 Sq.ft, for a period of one year (extendable on yearly basis subject to satisfactory performance).

1. Sealed bids under Single Stage One Envelope tendering process supported with Rs. 100,000/- refundable earnest money, in the shape of a pay order / demand draft / call deposit in favor of the **GIK Institute** should reach this office **on 29th May 2025 at 14:00 Hrs.** Bids will be **opened on the same day at 14:30** hours in the presence of the contractors / bidders available.
2. The contractor must have at least 05 years' relevant experience in running canteen / cafeteria of Government organization or any reputed private organization, (running a restaurant of international brand will be preferred). Performance Certificate by Major Government/Private organizations will be provided.
3. The successful canteen contractor will have to submit demand draft amounting to Rs. 300,000/- as security deposit in favor of Ghulam Ishaq Khan Institute. The quoted rent should be inclusive of all taxes. Incomplete / conditional or late offers received after a due date will not be considered.
4. The competent authority of the Institute reserves the right to accept or reject any or all tenders as per rule. Bidding documents including detailed TORs can be obtained free of cost from Deputy Director (Procurement), GIK Institute or download from GIK website.
5. **This Tender Notice is also available www.giki.edu.pk**

Director (Facilitation), GIK Institute, Topi-23640, Swabi (KP)
Ph: 0938-281026 Ext:2444 Fax No. 0938-281032



BID DATA SHEET

1.	Name of Procuring Agency:	GIK Institute of Engineering Sciences & Technology
2.	Bidding Procedure:	Single Stage –Single Envelope Procedure
3.	Name of Contract:	RUNNING OF RESTURANT ON A RENTAL BASIS AT GIK INSTITUTE CAMPUS – Tender # GIKI/PD/FD-1071/25
4	Tender fee:	Rs. 3,000/- (Three Thousand Rupees Only) Non-Refundable in shape of Pay Order / Demand Draft or call deposit receipt in favor of GIK Institute, Topi Swabi.
5.	Submission of Tender fee & Bid Security Address:	Assistant Director (Procurement), F12 office, 1 st Floor, Admin Block, GIK Institute, Topi, Swabi (KP) Phone# 0938-281026, 2444, Email: taufeeq@giki.edu.pk
6.	Language of the Bid:	English
7.	Amount of Bid Security	Rs. 100,000/- (Refundable earnest money) in form of a Pay Order / Demand Draft or Call Deposit, in favor of GIK Institute, Topi Swabi.
8.	Bid Validity Period:	90 days
10.	Deadline for bid submission:	As Per Tender Notice (Online available at https://giki.edu.pk/tenders-notices/)
11.	Date, Time and Place of Bid opening:	As Per Tender Notice (Online available at https://giki.edu.pk/tenders-notices/)
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 One (01) year however after every 12 months from the date of signing of the contract, the rent will be increased by 10% . And the contract may be renewable for another year on the basis of satisfactory performance from the date of signing of agreement.
15.	Performance Security:	Rs. 300,000/- as performance security will be called from the successful contractor in the form of a Pay Order / Demand Draft or Call Deposit, in favor of GIK Institute, Topi Swabi.

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:
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 and KPRA Registration Certificate and must be available on 'List of Active Taxpayers' of FBR and KPRA websites.
6	At least 05 years' experience as a Contractor Running Restaurant of any reputed Organization.
7	List of 02 similar assignments completed /ongoing experience as a contractor running Restaurant 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 KP Food Authority.

2. SELECTION CRITERIA

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

RUNNING OF RESTURANT ON A RENTAL BASIS AT GIK INSTITUTE CAMPUS – Tender # GIKI/PD/FD-1071/25

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.

KPRA 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. Furniture & Fixture
 - b. Deep Freezer Refrigerator.
 - c. Cooking Range.
 - d. Micro-wave Oven;
 - e. Glass showcase for display of items;
 - f. Crockery & Cutlery
2. The University will provide the following facilities:
 - a. Gas connection
 - b. Electricity connection
 - c. Water connection
3. Performance Security will be refunded on the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.
4. The contractor will maintain the quality of food and services up to the satisfaction of the management. However, a penalty will be imposed subject to verification by the Management.
5. 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 Restaurant before the expiry of the contract.
6. Edible Oil of better quality will be used for cooking. No recycling of any cooked items is allowed.
7. Management and Contractor can mutually decide rates of items. However, the prices of items should be equivalent to market price.
8. The service boys will be neat and clean and will wear proper uniform and badge name.
9. The contractor will be responsible for cleaning, dusting, and washing of kitchen, restaurant and furniture.
10. Contractor will be responsible for keeping the entire restaurant 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.
11. The contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
12. 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.
13. The Contractor will provide the list of staff along with CNIC Nos and complete details working in restaurant and also use identity cards.

20. That the Licensee shall pay rent 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. 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
24. 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 Rector of the GIK Institute, Topi, Swabi, for arbitration the in the manner provided by the law relating to arbitration for the time being enforced. After such investigation as the Rector deems fit, he shall deliver his award which shall be final, conclusive, and shall be binding on the parties hereto.
25. That the Licensee shall not use the restaurant space and infrastructure for marketing of any product without getting approval from the licensor.
26. The Licensee will report immediately the Director Facilitation about any political and religious activities i.e. Posters, panaflex, etc. on the resturant's premises.
27. The contractor is liable to get the University pass made for him/her and the resturant staff renewable every three months.
28. 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.
29. 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.
30. The contractor must submit the Contract agreement along with E-Stamp duty of 0.35% of contract value.

Company's Stamp	Signature