

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND
TECHNOLOGY, TOPI, SWABI**



TENDER DOCUMENT

FOR

**HIRING / OUTSOURCING OF GIK CAFETERIA
ON RENTAL BASIS THROUGH FRAMEWORK AGREEMENT**

Tender No. GIKI/PD/FCD-1141/26

Tender Fee Rs. 3,000/- Non-Refundable

Deputy Director (Procurement)

GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND
TECHNOLOGY, TOPI, SWABI**

NOTICE INVITING TENDER



**GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY**

TENDER NOTICE

Tender No. GIKI/PD/FCD-1141/26

Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI) invites sealed bids under the **Single-Stage, Two-Envelope procedure** from well-established and financially sound firms/companies having a minimum of five (05) years of relevant experience in operating cafeterias, canteens, or food service facilities at large educational institutions, universities, or comparable organizations. The bidders must be duly registered with the Income Tax Department, Sales Tax (GST), and the relevant Provincial Revenue Authority, and be listed on the Active Taxpayer List (ATL), for the hiring/outsourcing of the GIK Cafeteria on a rental basis through a Framework Agreement.

**RUNNING OF CAFETERIA ON RENTAL BASIS
AT GIK INSTITUTE, TOPI, SWABI**

Bid documents and other terms and conditions can be downloaded from the **GIKI website (www.giki.edu.pk)** or collected in person from GIK Admin Block, Room # F-09. A non-refundable tender fee of Rs. 3,000/- and sealed bids along with earnest money (refundable) of Rs. 100,000/- should be submitted **on or before 1500 hours on August 03, 2026**. Proposals will be opened in the presence of available bidders **at 1530 hours on the same day**. The Institute reserves the right to modify/ withdraw/ cancel the bids/ tender at any time before award of the Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Institute's action, and without thereby incurring any liability to the Tenderer, and the decision of the Institute shall be final. **Interested bidders may visit the site on July 22 & 23, 2026**, during working hours (**09:00 AM to 05:00 PM**) to inspect the premises before submitting their bids.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)
Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk



GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI, SWABI

1. TENDER NOTICE

Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI) invites sealed bids under the Single-Stage, Two-Envelope procedure from well-established and financially sound firms/companies having a minimum of five (05) years of relevant experience in operating cafeterias, canteens, restaurants or food-service facilities at large educational institutions, universities or comparable organizations. The bidders must be duly registered with the Income Tax Department, Sales Tax (GST), the relevant Provincial Revenue Authority, and be listed on the Active Taxpayer List (ATL), for hiring/outsourcing of the GIK Cafeteria on a rental basis through a Framework Agreement.

Particular	Details
Tender No.	GIKI/PD/FCD-1141/26
Description	Running of GIK Cafeteria on Rental Basis through Framework Agreement
Bidding Procedure	Single-Stage, Two-Envelope (Technical and Financial Proposals)
Tender Fee	Rs. 3,000/- (Non-refundable)
Earnest Money / Bid Security	Rs. 100,000/- (Refundable), in acceptable banking instrument in favour of GIK Institute
Site Visit	July 23 & 23, 2026, during 09:00 AM to 05:00 PM
Bid Submission Deadline	August 03, 2026, up to 1500 hours
Technical Bid Opening	August 03, 2026, at 1530 hours
Place of Submission / Opening	Room # F-09/F-12, Procurement Department, Administration Block GIK Institute, Topi, Swabi (KP)
Contact	Deputy Director Procurement, Phone: 0938-281026 Ext. 2213
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.
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.

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2. INSTRUCTIONS TO BIDDERS

2.1 Scope

The successful bidder shall operate and manage the GIK Cafeteria as a professional food-service facility for students, faculty, staff, guests and other authorized persons. The contractor shall provide hygienic, safe, reasonably priced and good-quality food and beverages and maintain the premises, kitchen, service areas and associated facilities.

2.2 Cost of Bidding

The bidder shall bear all costs associated with preparation, submission and presentation of its bid. GIK Institute shall not be responsible for such costs irrespective of the outcome.

2.3 Clarifications

A prospective bidder may seek clarification from the Procurement Department sufficiently before the submission deadline. Any clarification, corrigendum or addendum issued by GIK Institute shall form part of the tender documents.

2.4 Amendment

GIK Institute may amend the tender documents before the submission deadline and may extend the deadline where considered necessary.

2.5 Language

The bid and all correspondence shall be in English. Supporting documents in another language should be accompanied by an English translation where required.

2.6 Bid Validity

Bids shall remain valid for ninety (90) days from the date of opening of the Technical Proposals unless extended with the bidder's consent.

2.7 Bid Preparation

All pages of the bid shall be properly indexed, numbered, signed/initialled and stamped by the authorized signatory. Documentary evidence shall be attached against each claimed qualification.

2.8 Conditional / Alternative Bids

Conditional, ambiguous, incomplete or alternative bids may be treated as non-responsive.

3. ELIGIBILITY / MANDATORY REQUIREMENTS

- Minimum five (05) years of relevant experience in operating cafeterias, canteens, restaurants or institutional food-service facilities.
- Valid NTN / Income Tax registration and evidence of Active Taxpayer List (ATL) status.
- Valid Sales Tax (GST) registration, where applicable.
- Valid registration with the relevant Provincial Revenue Authority, where applicable.
- Valid food business licence/registration from the competent Food Safety/Food Authority applicable to the place of operation.
- Tender fee of Rs. 3,000/- submitted as prescribed.
- Earnest Money / Bid Security of Rs. 100,000/- submitted in the prescribed form.
- Complete tender document duly signed and stamped.
- Authorization letter and CNIC copy of the authorized signatory.

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- Affidavit/undertaking regarding non-blacklisting, correctness of information and absence of material litigation affecting performance.
- Technical Proposal must not contain any financial offer, monthly rent or annual rent.

4. SUBMISSION AND OPENING OF BIDS

The bid shall comprise one sealed outer package containing two separate sealed envelopes clearly marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". Initially, only the Technical Proposal shall be opened. The Financial Proposal shall remain sealed and shall be opened only for technically qualified bidders on a date/time communicated by GIK Institute.

The Technical Proposal shall contain all eligibility documents, company profile, experience, staffing plan, operational methodology, food safety/hygiene plan and other technical documents. The Financial Proposal shall contain only the prescribed rent offer and the original Bid Security, where required by the bid submission instructions. A copy of Bid Security may be placed in the Technical Proposal without disclosing financial offer details.

Bids received after the deadline shall not be entertained. If the scheduled opening day is declared a public holiday, the process may be conducted on the next working day at the same time unless otherwise notified.

5. TECHNICAL EVALUATION CRITERIA

Only bidders meeting all mandatory eligibility requirements shall proceed to technical scoring. A bidder obtaining at least 70 marks out of 100 shall be considered technically qualified for opening of its Financial Proposal.

S.No.	Technical Criterion	Maximum Marks
1	Company profile, organizational structure and established physical business presence	10
2	Relevant institutional cafeteria/canteen/food-service experience during last five years (supported by contracts/work orders)	25
3	Proposed management and staffing plan, including qualified supervisor/manager and food-handling staff	15
4	List of 03 similar assignments completed /ongoing experience as a contractor running a restaurant of any reputed organization, during the last 05 years. Provide documentary evidence e.g. Work order, Agreements etc. 5 marks per project.	15
5	Food safety, hygiene, sanitation, waste disposal and pest-control plan	15
6	Financial Capacity: Bank statements for the last three (03) years must be submitted	10
7	Performance certificates / satisfactory feedback from existing or previous institutional clients	10
	TOTAL	100

GIK Institute may verify documents, visit the bidder's existing facilities, contact previous clients, or require originals for verification. Failure to substantiate a claim may result in reduction of marks or rejection where the requirement is mandatory.

6. FINANCIAL EVALUATION AND AWARD

The Financial Proposals of only technically qualified bidders shall be opened. The bidder offering the highest responsive monthly rent shall ordinarily be ranked first for award, subject to compliance with all tender requirements, reasonableness of the offer, approval of the Competent Authority and successful completion of post-

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qualification, if required. In case of discrepancy between figures and words, the amount in words shall prevail, subject to applicable evaluation rules.

7. SCOPE OF SERVICES

- Operate the cafeteria during timings approved by GIK Institute and additionally during special events, weekends or holidays when required with prior coordination.
- Provide breakfast, lunch, dinner where required, snacks, tea/coffee, beverages and other approved items according to the approved menu and price list.
- Maintain adequate stock and ensure continuous availability of commonly demanded items.
- Display the approved menu and price list prominently. No unauthorized price increase shall be permitted.
- Provide adequate trained staff in clean uniforms with identification cards.
- Ensure all food handlers are medically fit and comply with applicable food safety requirements.
- Maintain high standards of personal hygiene, food hygiene, kitchen sanitation, crockery/utensil cleanliness and dining-area cleanliness.
- Use fresh, safe and good-quality raw materials from reliable sources; expired, adulterated or substandard ingredients are prohibited.
- Maintain appropriate refrigeration, storage, temperature control and segregation of raw/cooked food.
- Arrange regular pest control through an appropriate service provider and maintain records.
- Collect, segregate and dispose of waste daily in accordance with Institute directions and applicable environmental/municipal requirements.
- Cooperate with inspections by GIK Institute committees/authorized officers and relevant government authorities.
- Provide catering/refreshment services for Institute meetings and events when separately requested, on approved rates/terms.
- Maintain a complaint register and promptly address complaints and directions issued by the Institute.

8. UTILITIES AND OTHER FINANCIAL OBLIGATIONS.

Electricity, gas, water and other utility charges attributable to cafeteria operations shall be borne by the contractor on actual consumption or as determined by GIK Institute. Where separate meters/sub-meters are installed, bills shall be paid within the prescribed due dates.

All applicable taxes, duties, licences, permits, employee-related contributions and statutory obligations shall be the contractor's responsibility. The contractor shall not create any financial liability for GIK Institute without prior written approval.

9. PERFORMANCE SECURITY

The successful bidder shall furnish a Performance Security of Rs. 300,000/-, or such other amount as specified in the Letter of Award, in an acceptable form before signing the Contract Agreement. The Performance Security shall remain valid throughout the contractual period and shall be refundable upon satisfactory completion of the Contract, settlement of all outstanding rent, utility charges, and other liabilities, and satisfactory handover of the premises, subject to adjustment of any outstanding dues or damages.

10. CONTRACT PERIOD AND FRAMEWORK AGREEMENT

The Framework Agreement shall initially be for one (01) year from the effective date. Subject to satisfactory performance, continued requirement, mutual agreement and approval of the Competent Authority, it may be

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extended on the same or mutually agreed revised terms in accordance with applicable rules and Institute policy. No extension shall be claimed as a matter of right.

11. DETAILED TERMS AND CONDITIONS

11.1 The contractor shall use the allotted premises solely for operating the GIK Cafeteria and shall not sublet, transfer or assign the premises or contract without prior written approval.

11.2 No structural alteration, installation or modification shall be made without written permission of GIK Institute.

11.3 The contractor shall be responsible for all equipment, utensils, crockery, appliances and operational items required unless specifically listed as Institute-provided assets in a joint inventory.

11.4 Any Institute property handed over to the contractor shall be recorded through a joint inventory. Damage beyond normal wear and tear shall be recoverable from the contractor.

11.5 The contractor shall be solely responsible for recruitment, salaries, wages, benefits, discipline, insurance and statutory obligations of its employees. Such employees shall have no employer-employee relationship with GIK Institute.

11.6 Child labour is strictly prohibited. All deployed workers must meet legal age requirements.

11.7 The Institute may require removal/replacement of any contractor employee for misconduct, security concerns, poor hygiene or unsatisfactory performance.

11.8 Smoking, intoxicants, narcotics, weapons, hazardous materials and unlawful activities are prohibited in the cafeteria premises.

11.9 The contractor shall comply with Institute security procedures and provide staff details/CNICs where required.

11.10 Food samples may be taken for inspection/testing. In case of unsafe food, contamination or food poisoning attributable to the contractor, the contractor shall bear responsibility and associated costs, without prejudice to other legal/contractual action.

11.11 Prices of food items shall remain as approved. Any revision shall require prior written approval. Manufacturer-priced packaged items may be sold at no more than printed/approved retail price.

11.12 Credit sales, if any, shall be entirely at the contractor's risk. GIK Institute shall not be responsible for recovery of personal credit.

11.13 The contractor shall maintain fire safety arrangements and comply with safety instructions issued by GIK Institute.

11.14 The contractor shall immediately report accidents, food safety incidents, fire, theft or other significant incidents to the designated Institute representative.

11.15 GIK Institute may conduct inspections at any time. Repeated non-compliance may result in fines, recovery of costs, suspension of particular items/services, or termination.

11.16 The contractor shall vacate and hand over the premises peacefully upon expiry or termination, together with Institute assets in satisfactory condition, subject to normal wear and tear.

12. PENALTIES AND NON-PERFORMANCE

Non-Compliance	Indicative Action
Poor hygiene / unclean premises	Written warning and/or fine up to Rs. 5,000 per occurrence; repeated default may lead to higher contractual action.
Sale of expired/adulterated/substandard food	Immediate removal of items, fine/recovery, and possible suspension or termination.

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Unauthorized increase in approved prices	Refund/recovery of excess amount, fine and corrective direction.
Non-availability of essential approved items without justification	Warning/fine; Institute may arrange at contractor's risk and cost where necessary.
Damage to Institute property	Full recovery of repair/replacement cost from contractor/security.
Repeated serious breach or food safety incident	Termination and forfeiture/adjustment of Performance Security, subject to due process and contract terms.

The above actions are indicative and shall be applied proportionately. GIK Institute may issue show-cause notice and provide an opportunity to respond where appropriate, except where immediate action is required for health, safety or security.

Note: The rates of all menu items shall be subject to the prior approval of GIK Institute. The successful contractor shall submit a detailed rate list of all food and beverage items for review and approval before commencement of operations. No item shall be sold without the prior written approval of GIK Institute. The Institute reserves the right to revise, approve, or direct changes to the rates during the contract period, considering market conditions, quality standards, and the welfare of students, faculty, staff, and visitors.

13. TERMINATION

GIK Institute may terminate the contract for material breach, repeated unsatisfactory performance, non-payment of rent/utilities, food safety violations, fraudulent or corrupt practice, insolvency, unauthorized subletting, abandonment of services, or other default not remedied within the period specified in a written notice. The Institute may also terminate for convenience by giving thirty (30) days' written notice, unless the Contract Agreement provides otherwise. The contractor may request termination by giving at least thirty (30) days' written notice, subject to settlement of all liabilities and acceptance by the Institute.

14. FORCE MAJEURE

Neither party shall be liable for failure to perform obligations to the extent caused by an event beyond reasonable control and without fault or negligence, including natural disasters, war, epidemic, governmental restrictions or similar events. The affected party shall promptly notify the other party and take reasonable measures to mitigate the effects.

15. DISPUTE RESOLUTION AND APPLICABLE LAW

The parties shall first attempt to resolve disputes amicably through mutual consultation. Unresolved disputes shall be dealt with in accordance with the dispute-resolution mechanism stated in the Contract Agreement and applicable laws of Pakistan. Courts having lawful jurisdiction over GIK Institute, Topi, District Swabi, Khyber Pakhtunkhwa shall have jurisdiction, subject to any agreed arbitration provision.

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ANNEXURE-A: BIDDER INFORMATION FORM

Field	Information to be provided
Name of Firm / Company	
Legal Status	
Date of Establishment	
Owner / CEO / Authorized Representative	
CNIC of Authorized Signatory	
Registered / Mailing Address	
Telephone / Mobile	
Email	
NTN	
GST Registration No.	
Provincial Revenue Authority Registration No.	
Food Authority Licence / Registration No.	
Bank Name / Account Title	
Years of Relevant Experience	

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**ANNEXURE-B: FINANCIAL PROPOSAL – RENT OFFER
(To be submitted with the Financial Bid)**

Tender No. GIKI/PD/FCD-1141/26

Description	Amount
Monthly Rent Offered (PKR)	
Monthly Rent Offered (in words)	
Annual Rent Offered – 12 Months (PKR)	
Annual Rent Offered (in words)	

Note: The bidder who is technically qualified and offers the highest monthly rent shall be considered for the award of the Contract. The detailed menu shall be provided by GIK Institute to the successful bidder.

We confirm that the above rent offer is firm and that rent shall be paid semi-annually in advance in accordance with the Contract Agreement.

Authorized Signatory: _____

CNIC: _____

Name/Designation: _____

Firm Stamp: _____

Date: _____

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ANNEXURE-C: AFFIDAVIT / UNDERTAKING

(To be executed on appropriate non-judicial stamp paper and duly attested, where required)

I/We, the authorized representative(s) of the bidder, solemnly affirm that: (i) the firm/company has not been blacklisted or debarred by any government, semi-government, autonomous body, university or other organization in a manner that legally prevents participation in this tender; (ii) all information and documents submitted with the bid are true, complete and genuine; (iii) no material fact affecting eligibility has been concealed; (iv) the bidder accepts that forged, fake or materially misleading information may result in rejection, forfeiture of security and other action under applicable law/rules; and (v) the bidder shall comply with all applicable laws, food safety requirements and the terms of the tender and contract.

Deponent / Authorized Signatory: _____

Name: _____ CNIC: _____

Firm: _____ Stamp: _____

Date: _____

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ANNEXURE D: BID SUBMISSION FORM

To: Deputy Director Procurement, GIK Institute, Topi, District Swabi, Khyber Pakhtunkhwa

Having examined the Tender Document for Tender No. GIKI/PD/FCD-1141/26, we offer to operate the GIK

Cafeteria on rental basis in conformity with the tender requirements. We agree to abide by our bid for the

prescribed validity period and, if selected, to furnish the required Performance Security and execute the Framework

Agreement/Contract within the time specified by GIK Institute.

Authorized Signature: _____

Name & Designation: _____

Name of Bidder: _____

Date: _____ Stamp/Seal: _____