

**GIK INSTITUTE OF ENGINEERING  
SCIENCES AND TECHNOLOGY, TOPI**

**TENDER NO.**

**GIKI/PD/PD-860/21**

**TENDER DOCUMENT  
F.O.R. BASIS**

**TENDER FEE NON-REFUNDABLE  
Rs. 3,000/-**

**PROCUREMENT DEPARTMENT**

**Ph: 0938-281026 EXT (2213) Fax: 0938-281045**

**Email: [farid.wahid@giki.edu.pk](mailto:farid.wahid@giki.edu.pk)**

**Web: [www.giki.edu.pk](http://www.giki.edu.pk)**

**Bidder's Information**

Tender Serial No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Firm to whom tender issued: \_\_\_\_\_

**SIGNATURE**  
OF TENDER ISSUING  
OFFICER

Name of Firm/Contractor \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

National Tax Number: \_\_\_\_\_

GST Number \_\_\_\_\_

We M/s \_\_\_\_\_ hereby undertake to accept all the terms and conditions laid down by GIK Institute with regard to award of this contract.

Signature of Bidder

## TERMS & CONDITIONS

1. Tender Notice issued in the Print Media, is part of this contract document.
2. Tender should be addressed to the Deputy Director Procurement, Ghulam Ishaq Khan Institute of Engineering Sciences & Technology, Topi, Distt Swabi.
3. Contract will be awarded initially for period of three years (extendable).
4. Minimum experience of three (3) years of provision of such services to government/autonomous/private departments and firms is mandatory.
5. The services will be hired according to GIK Procurement Rules Single stage – two envelope bidding process.
6. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”.
7. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
8. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the GIK Institute without being opened.
9. GIK Institute shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
10. During the technical evaluation no amendments in the technical proposal shall be permitted.
11. The bidder should quote rates clearly on the tender document. Cutting & over writing will not be accepted and tender will be rejected.
12. Bid earnest money @ 2% of the quoted Annual Rent (refundable) in shape of pay order / bank draft in favour of GIK Institute, should be attached with the tender (Cheque will not be accepted). Bid without 2% earnest money (1 Year rate) will be rejected forthwith.
13. Performance security lumpsum of Rs. 50,000/- is required to be deposited by the successful bidders as a contract security and it will be released after 02 months of expiry of contract.
14. Bid shall be submitted inclusive of all GoP taxes.
15. Taxes and duties will be deducted as per Government rules.
16. Proof of NTN and GST should also be provided. GST & NTN registration date must be before of tendering date.
17. Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
18. GIK Institute will provide only 550Sqft covered area for kitchen, 1700 sqft ground floor and 1450 sqft 1<sup>st</sup> floor.
19. Services of the successful bidder required (if any) for special events/meetings, rates will be decided with mutual negotiations as per the market rates.
20. Food will be served in the Cafeterias separate for the officials & Students.
21. The responsibility of dish washing & general cleaning of the kitchens shall rest with the successful bidder.
22. Payment of subsidy (if any) may be paid by GIK Institute.
23. Weightage of Technical and Financial proposals will be 60% and 40% respectively. The bidder obtaining highest marks combining both Technical and financial proposals will be awarded the contract.
24. If two or more bidders obtain equal marks in aggregate, then the contract will be awarded to the one with lowest financial bid.
25. Evaluation criteria is given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 60%. Financial bids of only technically qualified bidders shall be opened.
26. Evaluation criteria of financial proposal is as under:

## Financial Score=

$$30 \times \frac{\text{Amount quoted by the lowest bidder in financial bid}}{\text{Amount quoted by the company whose financial score is to be calculated}}$$

30. Both parties (GIK Institute or service provider) can terminate the contract with the notice of three month's period without assigning any reason.
31. Bid security of un-successful bidder will be returned on issuing of contract to successful bidder.
32. Interested firms / contractors / caterers / companies may forward their proposals as per above instructions to GIK Institute addressed to the Deputy Director procurement on or before 15 November, 2021 before 1500 hrs.
33. Successful bidder will sign a contract / agreement for the period of two years. A tentative draft agreement is also placed in tender document; subject to further modification/addition by GIK Institute, if required.
34. Earnest money must be accompanied with the **technical proposal**.
35. All pages of Technical and Financial Proposal must be **signed and stamped** by the bidder.
36. The bidder shall provide sufficient information that he is financially sound by providing financial stability certificate from a scheduled bank.
37. **Penalty:** Penalty ranging from Rs.1, 000/- to Rs.15, 000/- can be imposed by the cafeteria committee due to non-adherence of any clause of bidding documents and agreement.
38. GIK Institute reserves the right to accept or reject bids as per Rules.

# **General Information**

## **Working Days**

Monday – Sunday (7 days)

## **GIK Institute Facilities for Contractor**

- i. Covered Area of 550 Sqft for kitchen, 1700 sqft ground floor and 1450 sqft on 1<sup>st</sup> floor.
- ii. Facilities (Water, Electricity, Gas etc) as per agreed charges.

## **Contractor's Liabilities**

- i. Kitchen Accessories (utensils required to warm / keep the food warm)
- ii. Oven / Burner
- iii. Plastic cover, sheets etc for Staff dining tables.
- iv. Crockery / Cutlery (replacement, due to breakage / theft etc, with same quality, will be the responsibility of the Contractor)
- v. Fridge / Deep freezer / Microwave Oven
- vi. Television
- vii. Manpower such as:
  - a. Waiters to serve the food
  - b. Dish cleaner(s)
  - c. Uniform for waiters etc.
  - d. Wages to its employees

(The responsibility of repair / maintenance of the items like TV, furniture, fridge / deep freezers etc shall also rest with the Contractor)

## Technical Proposal Requirement & Evaluation Procedure

Description	Marks	Detail
Year of Establishment /Experience (1 marks per year beyond 03 (three) years)	5	To be provided on <b>Annex-1</b>
Similar Job /Contract (Completed) (05 Marks each job, maximum 04 contract/jobs will be considered)	20	To be provided on <b>Annex-2</b>
Similar Job /Contract (Inhand) (05 Marks each job, maximum 04 contract/jobs will be considered)	10	To be provided on <b>Annex-3</b>
Bank Certificate for Financial Soundness	10	Bank certificate to be provided
Litigation History (5 marks will be awarded to the applicants having no litigation processed / in process against them)	5	To be provided on <b>Annex-4</b>
Verification of quality of food and services [from the similar current & previous clients of the bidder]	10	To be filled by the Mess Committee of the Client on <b>Annex-5</b>
<b>Total</b>	<b>60</b>	

**Note:** The above data forms can be verified independently by GIK Institute and any mis-statement by the bidder may result in termination of contract, forfeiture of pending payments along with performance security and black listing of company.

## Financial Evaluation Procedure

Description	Maximum Marks
Monthly Rates quoted by the bidder	40
<b>Total</b>	<b>40</b>

Note: Marks will be awarded to the vendors as per the formula stated above.

**Bid Form**  
**Contract for Restaurant/Cafe**

Description	Year wise Rate(Rs)		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Per Month Rate inclusive of all taxes			
Total Bid Price			

**Signature**

\_\_\_\_\_

**With Seal**



**Experience Record**

S. No.	Name of Restaurant/Hotel/ Guest House	Established

**Note:** Proof of Establishment must be attached.

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(Signatures, Name & Official Seal)

**Details of Projects of Specific Nature (Completed)**

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Monthly Basis
5	Date of Award
6	Date of completion
7	Any other detail

**Note:** Copies of Satisfactory Completion Certificate(s) must be attached.

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(Signatures, Name & Official Seal)

**Details of Projects of Specific Nature (In Hand)**

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Monthly Basis
5	Date of Award
6	Any other detail

**Note:** Copies of contract awards must be attached.

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(Signatures, Name & Official Seal)

**Litigation History**

Applicant should provide information on any history of litigation or arbitration resulting from projects executed in the last 05 years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of the Client, cause of litigation, and matter in dispute	Disputed Amount in PKR

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(Signatures, Name & Official Seal)

**Verification of Quality Service**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Visit date and time** \_\_\_\_\_

<b>S. No.</b>	<b>Description</b>	<b>Out standing</b>	<b>Very Good</b>	<b>Good</b>	<b>Unsatis- factory</b>
1	Cleaning				
2	Kitchen				
3	Dining Hall				
4	Catering				
5	Personal Appearance				
6	Quality of Food				
7	Other if any				
<b>Overall Rating</b>					

\_\_\_\_\_  
(Signatures of the Officer (s))

**CONTRACT FOR RESTURANT/CAFETERIA**

This contract for provision and supply of food services (hereinafter referred as the “Contract”) is entered into and executed on this \_\_\_\_\_ day of \_\_\_\_\_ at TOPI SWABI (as its effective date) between Ghulam Ishaq Khan Institute of Engineering Sciences & Technology “**GIK Institute**” Topi, Swabi (hereinafter referred to as the “Client”) and M/s \_\_\_\_\_ (hereinafter referred to as the “**Contractor**”). Both the parties have mutually agreed upon the following terms an(d conditions: -

- i. This contract is valid for two years from \_\_\_\_\_ to \_\_\_\_\_. However, the performance of the Contractor as per terms and conditions given in this agreement and bidding documents (as an integral part of the contract) will be ascertained by committee of the client and on recommendation of the said committee, Deputy Director Procurement will issue Satisfactory Performance Certificate on annual basis.
- ii. The Contract can be terminated after giving one (01) month’s prior notice in writing by either party; from the Client or Contractor.
- iii. The Contractor is liable to comply with the legal requirements for obtaining license issued by the concerned government organization(s)/authority(s)/institution(s), etc relating to the sale of food, drinks and the like items (if required).
- iv. The Contractor (\_\_\_\_\_) shall supply and maintain cooked food and items related thereto in consideration of payment agreed terms. The Contractor shall also supply and maintain all the crockery, kitchen utensils, Deep Freezers, Refrigerators etc. and the like, which are necessary for carrying out this mess at his own cost.
- v. The Contractor (\_\_\_\_\_) shall ensure cleaning/changing of white Napkins on daily basis at the Cafeterias.
- vi. GIK Institute shall supply area, water, electricity etc, as per detail given in general information, to the Contractor and will charge as agreed; (\_\_\_\_\_).
- vii. The Contractor shall ensure provision of each and every item on his part, as per detail provided in general information, of high quality.
- viii. It is responsibility of the Contractor that adequate number of waiters, properly dressed, having name plate and having medical fitness certificates are arranged for serving the food to the Client.
- ix. No accommodation will be provided to any persons of the Contractor by the Client.
- x. The Contractor shall be responsible for engaging staff and making payment of their salary, charges’ dues etc as per fair rules of GoP and Client will not have any liability towards them in any manner.

- x. The Contractor shall ensure hiring at its own cost of the requisite staff for serving food to the employees, dish washing & general cleaning of the kitchens etc:
- xi. The Contractor (\_\_\_\_\_) shall work under overall direction/supervision of the Procurement Department and the mess committee appointed of the Client.
- xii. The Contractor cannot and is not allowed to sublet this contract to any other party. In case of violation, if any, of this clause or the contract itself the Client shall be entitled to terminate the Contract upon notice to the Contractor.
- xiii. The Contractor will not engage in any child labour.
- xiv. The Contractor shall be responsible to ensure proper hygiene.
- xv. Cleaning of crockery, utensils, chairs & tables etc in the Kitchen & Dining Hall are to be done by the Contractor properly.
- xvi. Damaged glass, crockery, or cutlery may not be used in both the cafeterias.
- xvii. Menu can be changed at any point in time, if the same is not upto the mark or otherwise may not agreed to by the Client or Mess Committee of the Client, as the case may be.
- xviii. In case of any damage/loss/theft of any Cafeteria property or other facilities provided by the Client under the terms of this Contract, the Contractor will be responsible for the same and the cost of loss, damage, theft etc will be recovered from the Contractor to mark good the loss, damage, etc, except in the case of Force Majeure.
- xix. The Contractor shall ensure that all raw material / ingredients (cooking oil, spices, souses etc) to be used for cooking should be either well known branded.
- xx. The Cafeteria Committee of the Client has the right to inspect and check the premises where from cooked food is supplied by the Contractor at any time.
- xxi. No subsidy will be paid to Contractor during the holy month of Ramzan-ul-Mubarik, when the provision /supply of foods/services are stopped.
- xxii. Rates for special events/meetings shall be decided after mutual discussion and negotiations with both the parties and as agreed thereto, accordingly.
- xxiii. The approved rate list is attached herewith this contract as “Annex\_\_\_\_” as integral part of this contract and will be followed by the Contractor.
- xxiv. In case of any dispute or difference, the case will be referred to cafeteria committee of the Client for amicable settlement / resolution of the dispute at first stage. At the 2<sup>nd</sup> stage the case will be referred to Authority of the Client through Deputy Director Procurement. GIK Institute will be final Authority to settle the issue amicably that decision could not be challenged in any court of Law.
- xxv.

xxvi. This contract shall, in all respects, be subject to read and construed and shall operate in conformity with the laws of Pakistan and the Courts in Pakistan at Swabi shall have exclusive jurisdiction for adjudicating and interpreting this Contract.

xxvii. No variation in or modification to the terms of this Contract shall be made, except be a written amendment/modification duly agreed and signed by both the parties hereto.

<u>For and on behalf of GIK INSTITUTE</u>	<u>For and on behalf of CONTRACTOR</u>
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Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_