



SHORT TENDER DOCUMENT

Cafeteria / Canteen Services at UIT University, Karachi

Name of Contractor : _____
Address : _____
Contact No. : _____

Submission Deadline

February 19, 2024

UIT University

ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Karachi

Phone No. (92-21) 111-978-275, 3497 8274

Email: admin@uit.edu | URL: www.uitu.edu.pk

Brief Introduction of the Contractor / Company

Sr.	Factors	Description
1	Name of the Company	
2	Corporate Status	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Pvt. Ltd. <input type="checkbox"/> Limited <input type="checkbox"/> Other
3	Establishment Date / Year	
4	Incorporation / Registration No.	
5	NTN No.	
6	Owner / Chief Executive Name	
7	Contact / Focal Person	
8	CNIC No.	
9	Registered Address	
10	Contact No(s)	
11	Email Address	
12	No. of Staff and Cook	
13	No. of Clients in last 3 years	
14	Attachment	<input type="checkbox"/> Introduction / Profile of the Organization <input type="checkbox"/> Copy of NTN Certificate <input type="checkbox"/> Copy of 'Bank Statement' of last 6 months or 'Financial Soundness' certificate <input type="checkbox"/> List of Clients (as per attached Performa) <input type="checkbox"/> Copy of License / NOC of Sindh Food Authority <input type="checkbox"/> Copy of Certification / Achievements <input type="checkbox"/> Copy of contract of last three contracts <input type="checkbox"/> Undertaking for not being 'blacklisted / default'

Company's Stamp		Signature

UIT University

Administration Department

Tender No.: UITU/Cafeteria/2024/003

February 12, 2024

Name of Contractor : _____

List of Items & Prices

Meal			
Sr.	Items	Unit	Rates
1	Chicken Biryani		
2	Chicken Pulao		
3	Chicken Shashlik		
4	Beef Biryani		
5	Beef Pulao		
6	Chicken Achari		
7	Chicken Qorma		
8	Beef Qorma		
9	Aloo Qeema		
10	Chinese Chowmein		
11	Chinese Platter		
12	Cheese Rice		
13	Cheese Platter		
14	Daal Chawal		
15	Fried Daal		
16	Mixed Vegetables		
17	Kabab		
18	Chapati		
19	Pratha		
20	Egg Omelette		
21	Egg Half Fry		

Snacks			
Sr.	Items	Unit	Rates
1	Chicken Chatni Roll		
2	Chicken Boti Roll		
3	Chicken Mayo Roll		
4	Chicken Cheese Roll		
5	Chicken Crispy Roll		
6	Chicken Burger		
7	Chicken Cheese Burger		
8	Zinger Burger		
9	Club Sandwich		
10	Shami Sandwich		
11	Bun Kabab		
12	Shami Burger		
13	Chicken Malai Boti		
14	Samosa		
15	Spring Roll		
16	Chana Chat		
17	Pakora		
18	Kachori		
19	Tea		

Note: Please specify your terms and conditions, if any.

Company's Stamp	Signature

UIT University

Administration Department

Client List

Name of Contractor : _____

Sr.	Client / Organization	Contract Start Date	Contract End Date	Concerned Officer(s)	Contact No. / Email

Company's Stamp	Signature

UIT University

Administration Department

Terms & Conditions for Cafeteria / Canteen Services

Name of Contractor :

1. Cafeteria Charges
 - 1.1. Rental: PKR 40,000 per month
 - 1.2. Security Deposit: 06 Months
 - 1.3. Gas: As per actual bill
 - 1.4. Electricity: As per consumed unit (through a separate sub-meter)
2. Contractor will bring / provide the following items:
 - 2.1. Deep Freezer & Refrigerator
 - 2.2. Cooking Range
 - 2.3. Chips boiler machine with Chip Cutter
 - 2.4. Glass showcase for display of items (as per requirement)
 - 2.5. Crockery
 - 2.6. Cleanliness of Kitchen and related Appliances and tables and chairs
 - 2.7. Furniture or fixture (on mutual agreed terms)
 - 2.8. Janitorial service
3. University will provide the following facilities without any charge:
 - 3.1. Cafeteria Space
 - 3.2. Kitchen
 - 3.3. Counter
 - 3.4. Telephone Intercom
 - 3.5. Uninterrupted power supply
 - 3.6. Paint
 - 3.7. Water Supply
 - 3.8. Filter Water
4. The period for the **Agreement** of the **Cafeteria Services** will be for a period of three (03) years which may be renewed with mutual consent. After expiry of contract, the same may be renewed with mutually agreed terms and conditions however, the services may continue regardless of renewal until specially terminated.
5. The contract between the **University** and **Contractor** shall commence from the date of signing of Agreement.
6. The **Agreement** may be terminated either by the **Contractor** or **University** on serving advance notice of two (02) months and **University** shall ensure smooth evacuation of **Contractor** whereas on the other side the **Contractor** shall return the **Allocated Space** to the **University** in the same condition as it was handed over to them at the time of **Agreement**.
7. The **University** will keep the refundable security deposit of PKR 300,000/- (Three Hundred Thousand Rupees only) of **Contractor** which would be refunded on the expiry or termination of contract after deduction of any dues, damages or loss.
8. The **Contractor** will pay following to the **University** for **Allocated Space** on receiving invoice from the **University** except for the month of **Ramadhan and Unwind Breaks** (on pro-rata basis to be decided by the management):

- 8.1. Monthly rent of PKR 40,000 (Forty Thousand only) to be paid by or before 10th of every month;
 - 8.2. Monthly charges of PKR 1,000 for garbage pickup;
 - 8.3. Electricity utility charges as per the reading of sub-meter installed for this purpose; and
 - 8.4. Gas utility charges as per actual reading of main meter of the University.
9. The monthly rent will minimum increase @ 10% every year for the period of this contract of three years;
10. That the **University** will provide following to the **Contractor**, against the monthly rent charged:
- 10.1. Premises
 - 10.2. Kitchen Area
 - 10.3. Serving Area for Students
 - 10.4. Storeroom
 - 10.5. Electricity
 - 10.6. Gas Supply
 - 10.7. Telephone Extension
 - 10.8. Water supply
 - 10.9. Alternate electricity in case of load shedding
 - 10.10. Painting of walls of kitchen after every three years
 - 10.11. General Security applicable in the Campus
 - 10.12. Repair and maintenance of furniture and fixture (to the limited extent)
11. The **Cafeteria Services** shall remain open from 8:00 am to 6:00 pm during all working days i.e., from Monday to Saturday and all official working days whereas on Sundays and Gazette Holidays, the **Contractor** shall make the **Cafeteria Services** operational if requested by the **University** to provide general or specific services. During the month of Ramdhan, Unwind Breaks and Off-days, the **Cafeteria Services** shall open only on request.
12. The **Contractor** shall provide items with the consent of the **University** and charge prices as agreed for which prices may be reviewed after every 06 months or one (01) year with mutual consent. The list of items may be reviewed with mutual consent of **Contractor** and the **University**.
13. The **Contractor** shall only keep recognized brand of mineral water, renowned and branded aerated / soft drinks and other standard packaged items with the permission of the **University** and their prices shall be as per M.R.P. (market retail price) and the same will be enhanced only if its rates in the market will increase. The **Contractor** shall ensure that there neither be stock-out for listed items nor overdue / expired products be kept for sale.
14. The **Contractor** shall also display and provide in an appropriate manner the list of items with prices at the places and offices as per directives of the **University**. The **Contractor** shall also provide and display list of lunch menu with prices in advance as per directives of the **University**.
15. The Contractor shall cook at least two core dishes along as the menu for the lunch on daily basis.
16. The kitchen facilities shall not be used by the **Contractor** for any other purpose other than what is prescribed in this **Agreement** or requested.
17. That the **Contractor** shall maintain highest level of quality and hygienic condition for food items, services and physical places of kitchen, store as per satisfaction of the **University**. The re-cycling of perishable items including fried, cooked, etc for the next day shall not be allowed. The edible oil shall be used for frying purposes.
18. The Contractor shall ensure compliance of all government authorities.

19. The **Contractor** shall keep all its appliances clean. The **Contractor** shall ensure daily cleaning of kitchen, store and serving areas whereas major washing of serving area shall be done on weekly basis.
20. The **Contractor** shall provide following removable items in consultation with the **University**, which would remain asset of the **Contractor** for which the **University** will provide acknowledgement and safety to be placed at **Cafeteria** during the contract period and if extended:
 - 20.1. Two Plasma Scree;
 - 20.2. Kitchen appliances as per requirement;
 - 20.3. Dustbins as approved by the **University**.
21. The **Cafeteria Services** shall be provided to **University's**:
 - 21.1. students;
 - 21.2. employees including faculty and staff;
 - 21.3. alumni / graduates visiting **University**;
 - 21.4. guests visiting with the permission of the **University**;
 - 21.5. events, programs, meeting and / or person with prior permission of the **University**; and
 - 21.6. visiting guests
22. The **Contractor** shall provide 20% discount / subsidy on listed price of lunch menu to all employees of the **University**.
23. The **Contractor** shall provide two time regular teas to **University's** employees as per directives of the **University**.
24. The **Contractor** shall not extend any credit to anyone and in case of extending any credit, the **University** will not be responsible for its recovery or to use its influence to help or assist the **Contractor** in recovery of amount.
25. The **Contractor** shall be vigilant for appropriate use of **University's** furniture, fixture and other items installed and kept. The **University** will not be responsible for any damage of the assets which may occur due to negligence of the **Contractor**.
26. In case of any food poisoning or contamination or visible / invisible unhygienic condition, the **Contractor** will be held fully responsible and will be liable for all the expenses and consequences if it is proved that food poisoning is due to inferior quality of food provided by the **Contractor**.
27. The **Contractor** will employ adequate number of staff for kitchen and serving area which may increase as and when required and / or demanded by the **University**.
28. The **Contractor** shall also employ resources to extend **Cafeteria Services** to rooms / offices within the building of the **University** including regular two time teas and supply of items on request or as specified by the **University**.
29. The **Contractor** shall also provide **Cafeteria Services** at any place within the building of the **University** for meetings and events.
30. The **Contractor** shall ensure that on duty waiters shall be wearing prescribed Uniform properly cleaned and ironed with name plate including gloves, apron, etc to be worn while serving items from the kitchen.
31. The **Contractor** shall take all safety measures for its staff deputed for cooking, serving, etc and shall be liable in case of any injury during cooking.

32. The **Contractor** shall allocate appropriate proper staff for cleanliness of crockery, cooking utensils, etc in the kitchen and furniture, fixtures and fittings, etc in the **Allocated Space**.
33. The **Contractor** shall allow above-mentioned stakeholders and service seekers to have their own food items and if required the **Contractor** shall provide microwave, heating, cooling, etc services to their items.
34. The **Contractor** shall not cook any items for selling or using outside the **University's** building / premises for any other event / programs not connected with the **University**.
35. The **Contractor** shall facilitate **University** and its representatives or officers responsible for **Cafeteria Services** affairs to inspect the facilities, test the sample, check the prices, ensure food quality and service level, etc as and when required and impose fine from PKR 100 to PKR 10,000 or to recommend the competent authority to terminate the contract keeping in view the severity of non-compliance. The **University** will install a feedback mechanism to get remarks of users of **Cafeteria Services** and accordingly inform the **Contractor** to bring necessary improvement.
36. The **University** has provided separate space for stacking material including both perishable and non-perishable items, electrical appliances, etc however, the **Contractor** must ensure that it shall not keep any hazardous or inflammable or any intoxicating or such material in the store, kitchen or serving area that may pose danger to building and people.
37. The **Contractor** shall not sublet, allocate or assign the license or permission to use the allocated space of kitchen, store and serving area for any purpose.
38. The **Contractor** shall seek permission of the **University** in case it desires to bring any structural additions and alterations to the infrastructure and in case of consent from the **University**, all construction / amendments expenses will be borne by the **Contractor**.
39. The **Contractor** shall be liable to recover damages or compensate in all forms if any loss happened to the **University** and its stakeholders due to irresponsible or careless act of any of the staff of **Contractor**.
40. In case of natural disaster, the **Contractor** will only be responsible for its assets and human resources.
41. The **Contractor** shall dispose garbage daily after closing time.
42. The **Contractor** shall submit bill to the **University** or charge as follows:
 - 42.1. Regular two time teas on monthly basis (if applicable) by first week of every month in the manner prescribed by the **University** and it shall clear the payment within 15 days;
 - 42.2. Meetings and events within 7 days and **University** shall pay within 15 days;
 - 42.3. Room / office services to service seekers on daily and / or weekly basis;
 - 42.4. Others on spot at **Cafeteria Counter**;
43. That the persons engaged by the **Contractor** shall be its own employees and the **Contractor** shall be liable to pay them salaries, other perks and benefits, insurance, etc as per labor laws of the country and in this regard **University** shall not be responsible or accountable in case if the **Contractor** fail to comply with law of the land. The **Contractor** shall also be directly responsible for the behavior of its employees including general attitude, discipline, courteousness, responsiveness, etc and in case of proof of adverse behavior, the **Contractor** shall be held responsible. The **Contractor** shall provide complete details including CNIC of workers so as to issue identity card by the **University**.
44. That the **Contractor** shall comply with all laws of the land.

45. That an applicable WHT and SST would be deducted from all bills of the **Contractor**.
46. That any differences or disputes about the interpretation of this **Agreement** or about any condition or other matters stated herein shall be decided amicably by the parties through negotiations or arbitrators. In case of any dispute, three-member arbitrary committee will be formed with one representative each from the University and the Contractor whereas the third and chair of the committee will be the person with mutual consent. The two parties will only refer the matter in any court of law if the issue and / or conflict can't be solved through negotiations and arbitrations and involved parties are not appropriately responding to each other communication.
47. That the **Contractor** has a bare permission only to run a **Cafeteria Services** at the **University's** specified **Allocated Space** during the period of this Agreement and nothing contained in this document shall be construed to vest in any legal title or identity to the **Contractor**.
48. In the overall assessment / shortlisting, 60% weightage to be given to technical strength whereas 40% weightage will be given to price list.

I have read above terms and conditions and agreed to the same.

Company's Stamp		Signature

For further information and clarification, please contact:

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