



UNIVERSITY OF THE PUNJAB
GUJRANWALA CAMPUS
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(Free of cost)

Tender Form

Sealed bids are invited from the contractors for the Canteen and Fruit Shop (separately) at University of the Punjab Gujranwala Campus.

Please tick only one from the following:

Canteen

Fruit Shop

Name of Bidder: _____

CNIC No. _____

Mobile No. _____

Postal Address: _____

Address (in detail) if currently running the similar shop

Amount of Rent Quoted for Contract from September 2021 to August, 2022
(adjustable according to starting date of work)

In figure Rs. _____

In words _____

Rent For (Canteen / Fruit shop): _____

Make sure that the following documents are attached:

1. Copy of CNIC of Bidder
2. Call Deposit Receipt (CDR) amounting to Rs. 25,000/-
3. Experience Certificate / Proof of running similar type of business in renowned organizations / Institutions

TERMS AND CONDITINS:

1. Tender should reach in office of the Assistant Treasurer, Room No. 05 at University of the Punjab, Gujranwala Campus by **Wednesday July 07, 2021 till 11:00 a.m.**
2. Tenders will be opened in the meeting of the Canteen Committee to be held on **Wednesday July 07, 2021 at 12:30 p.m.** The bidders / their representatives can participate in the meeting.
3. A Call Deposit Receipt (CDR) amounting to Rs. 25,000/- in favor of the Director General, University of the Punjab Gujranwala Campus is to be enclosed with the quotation / tender which will be kept till completion / termination of the contract period. It may be released in case of rejection after decision of the tender. No quotation will be considered valid unless the CDR is found attached. No cheque/performance bond will be accepted against CDR.
4. The successful bidder shall provide another Call Deposit Receipt (CDR) of Rs. 100,000/- (One Lac) in favor of the Director General, University of the Punjab Gujranwala Campus adjustable against unpaid rent, utility bills, any breakages / damages etc. after the completion / termination of the contract. In case of not depositing the security amount by the successful bidder the offer will be cancelled.
5. The successful bidder is not allowed to sublet the shop to any other person / company. Continuous absence of the contractor for more than 15 days will lead to cancellation of contract.
6. The menu and rates will be the discretion of the Canteen Committee, University of the Punjab Gujranwala Campus who may or may not consult the successful bidder.
7. In case of increase or decrease of rates of different items in the market, the Canteen Committee of University of the Punjab Gujranwala Campus will be the competent authority to revise the rates.
8. The bidders must have experience of similar work in one or more renowned institutions/ organizations; otherwise, the tender will be rejected.
9. Person / Companies black listed by any organization / institution are not eligible for the tender.
10. Besides the rent amount quoted, the Canteen Committee will evaluate the tenders on the basis of experience and quality of already running the similar shop.
11. The Committee may visit the already running business sites of the bidders.
12. The successful bidder shall pay the amount of the rent on 1st day of each month till the contract period. In case the contractor fails to submit the rent till 5th day of a month, his contract may be cancelled without any further warning in this regard.
13. The successful bidder will have to pay all the utility bills within 3 days after issuance of the bills to him.
14. Conditional tenders will not be accepted.
15. The contractors who are already running any shop at Gujranwala Campus are not eligible to apply for another shop.
16. While filling the bid document, overwriting /overtyping / scratching must be attested under the full signature of the bidder.
17. The successful bidder must provide fresh security clearance certificate from police department.

18. The competent authority, Canteen Committee of University of the Punjab, Gujranwala Campus, has unchallengeable rights for formal approval/rejection of any quotation/tender/a part of quotation/tender without assigning any reason at the spot or afterward which is not challengeable in any court of law.
19. The contractor shall warrant that the items / edibles served by him are hygienic in all respects and cleanliness of the spot must be well ensured as per directions of the Canteen Committee of University of the Punjab, Gujranwala Campus and Punjab Food Authority.
20. In case of low quality / unhygienic items / edibles the contract will be cancelled after two warnings.
21. The contractor will have to provide furniture for the visitors / students on the work place. All the expenses of repair and maintenance, if required, shall be borne by the contractor.
22. All relevant taxes will be applied for the whole contract period.
23. The contract may be cancelled at once by the Canteen Committee in case of non-compliance of any of the above terms without issuing any warning notice.
24. The contract may be extended by the competent authority for another period of one year by an increase of at least 10% of rent on the same terms and conditions.
25. Any change/s subsequently made by the Canteen Committee in the terms and conditions will be applicable during the contract period.
26. Successful bidder must appoint one full time sweeper and one or more full time waiter. Bidder will be responsible to provide all necessary documents of the employees including CNIC cards, required Medical reports and fresh security clearance certificates.

Director General

Signature of Bidder