



TENDER DOCUMENT

FOR

SMIU CANTEEN

SINDH MADRESSATUL ISLAM (SMIU)
UNIVERSITY

**PLANNING &
SERVICES DEPARTMENT**

.....

**ARCHITECTURE &
ENGINEERING DEPARTMENT**
*SINDH MADRESSATUL ISLAM
UNIVERSITY*

Aiwan-e-Tijarat Road, Shakra-e-
Liaquat, Karachi-74000, Pakistan

Tel : 021-99217501-02-03

Fax : 021-99217504

SCOPE OF WORK FOR CANTEEN CATERER

SMIU premises comprises of one Main Building (university), one Model school for girls &, one Model school for Boys having a strength of atleast 1000 students & faculty members for the year 2014-15. Proposed canteen is located in the Main Building (university), caters to the requirements of officers, staff and day scholars. The proposed Canteen required to serves tea/coffee/cold drinks, snacks, high tea, lunch/dinner etc. in various official meetings, programmes, seminars and functions organized by the University from time to time. In addition, people visiting SMI University in connection with various academic activities of the University also avail these services. During the financial year 2014-2015

ALI GOHAR LARIK
EXECUTIVE ENGINEER
SMI UNIVERSITY

PIR MUZAFFAR ALI SHAH
ARCHITECT
SMI UNIVERSITY

TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT SMI UNIVERSITY

Cost of Tender Document: Rs. 500/- (Rupees Five hundred only)

Pay order/ OR Demand Draft No. _____ dated _____ drawn on (Bank) _____

Last date & time for submission of duly filled-in Tenders:

15 March 2014 – 1.00 p.m.

(Duly filled-in Tender Documents, complete in all respects, to be submitted at the accounts & finance department of SMI University
(No Tender Document would be accepted after 1.00 p.m. on 15.03.2014)

Date & Time of opening Technical Bids:

15 March 2014 - 2.00 p.m.

Venue for opening Technical Bids:

JUNAGARH HALL
Ground floor of Main Building at SMI University

SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Shakra-e-Liaquat, Karachi-74000, Pakistan

Tel : 021-99217501-02-03 Fax : 021-99217504

SINDH MADRESSATUL ISLAM UNIVERSITY

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	

SIND MADREESATUL ISLAM UNIVERSITY, KARACHI

TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICES AT SMIU, KARACHI

TECHNICAL BID

1. Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. ----- (Rupees - -----) drawn on (name of the Bank) _____ in favour of SMI University ,Karachi (To be enclosed with Technical Bid)
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COMPANY/FIRM PROFILE	
<p>1. Name of the Company/Firm and Complete registered address</p> <p>1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>1(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof.</p> <p>1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p>	

2. Name, Designation and Tel. No(s) of the Contract Person -Fax No(s) -e-mail address	
3. Year of commencement of Business	
4. Statutory Details (photocopy to be attached) -Registration No. of the Firm - NTN - Service Tax Registration No.	
5. Income Tax Assessment Completion Certificates for the financial years 2011-12, 2012-13 and 2013-14. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S. No.	Name of the organization complete address with postal	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served

7 Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh)

Details of annual financial turnover (gross)	2011-2012	2012-2013	2013-2014

TERMS AND CONDITIONS

GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List of the Tender Document.
4. The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender
6. SMI university reserves the right to obtain feed back from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot first hand information regarding the quality of food and services provided by the Tenderer. Decision of SMI University with regard to award of the contract will depend upon the feed back received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the University in this regard will be final and binding on all bidders.
7. Tender shall be submitted in SMI University official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.
8. Tenders received without the prescribed Earnest Money i.e **2% of bid value** Deposit of shall be rejected.
9. The services to be rendered by the contractor must not be altered by the bidder.
10. No paper shall be detached from the Tender Document.
11. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, other wise the Tender is liable to be rejected.
12. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
13. The procurement agency may reject any bid subject relevant provision of SPRA Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid and proposal as per Rule 25 of said rules
14. Before submitting the filled-in Tender Document to the University, the bidders may

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seek clarification(s), if any, from Planning & development department SMI University **OR** in person by visiting the University during working hours by taking prior appointment.

15. The University reserves the right to change any condition of the tender before opening of the Technical Bids.
16. The successful bidder will have to enter into an agreement with the University (as per draft agreement given in Annexure-II before taking charge of the Canteen and commencement of the canteen work.
17. Canvassing in any form will make the tender liable to rejection.

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

18. Basic Eligibility:

- (a) The applicant should be in catering business for a minimum period of five years as on 15.03.2014.
- (b) Experience of having successfully run the catering services during the last five years ending 15.03.2014.as per following:
 - f* 3 similar completed works each having not less than 200 persons on its dining strength.
 - f* 2 similar completed works each having not less than 300 persons on its dining strength.
 - f* 1 similar completed works each having not less than 500 persons on its dining strength.

Similar nature of work means the running of the Canteens/messes of institutions / organizations / companies / guest houses.

(c) Average Financial Turn-Over (Gross)

The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2011-12, 2012-13 and 2013-14, should not be less than 05 Lakh.

(d) Financial Solvency

The bidder should have a solvency of 30% of the cost of the work. A certificate to this effect may be enclosed from the banker.

(e) Performance Certification

The bidders' performance, as per format at Annexure-III for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements.

(f) **Tenders received without proper documents, including demand draft/P.O, shall be summarily rejected.**

For the purpose of pre-qualification, applicant will be evaluated in the following manner:

1. The initial criteria prescribed in Para 19 above, in respect of years of operation in the business, experience of similar class of work completed and financial turnover will first be scrutinized and the applicant's eligibility for empanelment for the work will be determined.
2. The above will be followed by the visit of the Team of SMI University to the sites of the contractor to inspect the site(s) at present contract(s) for on-the-spot first hand information regarding the quality of food and services provided etc.
3. On the basis of 1 and 2 above the financial bids will be opened.

GUIDELINES FOR SUBMISSION OF TENDER

19. The bids are to be submitted in two parts -

- (i) Sealed Technical Bid, along with a Demand Draft equivalent to 2% of the bid value drawn in favour of SMI UNIVERSITY Towards earnest Money Deposit in one sealed envelope super-scribed "TECHNICAL BID FOR PROVIDING CANTEEN SERVICES AT SMI UNIVERSITY". Tender Document received without EMD will be summarily rejected;
- (ii) Sealed Financial Bid placed in a separate envelop super-scribed: "FINANCIAL BID FOR PROVIDING CANTEEN SERVICES AT SMI UNIVERSITY CAMPUS".

20. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING CANTEEN SERVICES AT SMI UNIVERSITY". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Chairmen tender

committee, SMI University, Karachi on or before **1.00 p.m. on 15.3.2014.**

Tenders received after due date & time shall not be accepted.

OPENING OF BIDS

21. The Technical Bids will be opened on 15.3.2014 at 2.00 p.m. at Junna garh hall SMI University Karachi in the presence of such bidders who may wish to be present, either in person or through their authorized representatives
22. The Financial Bids of only technically acceptable tenders (as mentioned in para 19 above) will be opened for further consideration. The decision of the University in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the University.
23. EMD of the unsuccessful bidders will be returned, without interest, within a period of three months from the date of award of contract to the successful bidder.

EVALUATION OF FINANCIAL BIDS

24. Following weightage shall be given for evaluation of Financial Bids:

(a) Lunch (about 100 per day)	-	43%
(b) Tea./Coffee (about 70 units per day)	-	38%
(c) Snacks (about 150 pieces)	-	10%
(d) Sweets (about 100 pieces)	-	09%

25. Financial Bid shall not be the sole criteria for award of contract. Feed back received from the previous/present clients and on the spot assessment of the SMI university designated team shall also form the basis of selection.

PERIOD OF CONTRACT

26. The contract for Canteen Services shall remain valid initially for a period of one years. However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of three months. The contract for the remaining 9 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.

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27. The one-year contract period is subject to renewal by the University on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

FORFEITURE OF EMD

28. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:
- i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
 - ii. The Contractor does not commence canteen services within seven days of the stipulated date for commencement of canteen services.

SECURITY DEPOSIT

29. The successful bidder will be required to submit with SMI University a performance bond equivalent to 10% of the bid value as Performance Security. From Efu, Adamjee or new Jubilee assurance, companies on judicial stamp paper of Rs 100/=
30. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the University, the Security Deposit will be forfeited without prejudice to the SMI University Management's right to proceed against the contractor for any additional damages that the University suffers as a result of the breach of the aforesaid terms and conditions.

STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

31. The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good canteen services in SMI University
32. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
33. The Contractor will, prior to the commencement of the operation of contract, make available to SMI the particulars of all the employees who will be deployed at the Institute's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

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34. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
35. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
36. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
37. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
38. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by SMI. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor
39. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
40. The Contractor shall keep the Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. SMI management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises
41. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
42. The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute

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OTHER OBLIGATIONS OF THE CONTRACTOR

43. The Contractor will use only branded raw material for preparation of items.
44. The Institute will provide to the Contractor space for storing raw material, kitchen equipment as per list provided in Annexure-IV for cooking and preservation of perishable items, sitting and serving space, etc. free of cost. The Institute shall also provide tables and chairs in the serving area.
45. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by SMI at the contractor's risk and cost. In this regard, the decision of the designated officer of SMI shall be final and binding on the Contractor.
46. All work shall be carried out with due regard to the convenience of SMI. The orders of the concerned authority shall be strictly observed.
47. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of SMI and the guests/hostellers.
48. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
49. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of student/faculty members to avail canteen services.
50. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with (SMI). SMI shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against SMI for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in SMI.
51. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
52. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services in addition to what is provided for by SMI.
53. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

TERMINATION OF THE CONTRACT

54. The Contract can be terminated by SMI or the Contractor, after giving one -month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, SMI reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. SMI's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
55. On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by SMI, in good working condition, back to SMI.University
56. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, SMI reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

PENALTY

57. The Institute reserves the right to impose a penalty (to be decided by the SMI authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.
58. If the Institute is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the SMI will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

59. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Karachi courts only.

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft 2% of the bid value
2. Demand Draft for Rs.500, for purchasing the tender document
3. Assessment Order (Certificate) for the last three years
4. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
5. Documentary evidence in support of the following:
 - (i) Number of years of having run canteens in the offices / organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
 - (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
 - (iii) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

Chairmen tender committee
SMI, Karachi

SUBJECT: SUBMISSION OF APPLICATION FOR THE CANTEEN SERVICES AT SMI University

Sir,

Having examined the details given in invitation for canteen services published in the newspapers the document for the above work we hereby submit the following documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms _____ to _____ and accompanying statements are true and correct.
2. We have furnished all information and details necessary for canteen services and have no further pertinent information to supply.
3. We submit the requisite certified solvency certificate and authorize the chairmen tender committee, SMI University to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize SMIU Staff to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation
4. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works

S.NO	NAME OF WORK	CERTIFICATE FROM
1		
2		
3		

Encl:

Date of submission:

Signature of Applicant

**DRAFT OF THE AGREEMENT
TO BE JOINTLY SIGNED BY SMI AND THE CONTRACTOR
FOR RUNNING CANTEEN AT SMI PREMISES, Karachi (To
be signed on a Stamp Paper of Rs. 100/-
to be purchased by the Contractor)**

AGREEMENT

This Agreement made this day the _____ between the SMI University Aiwan-e Tijarat Road, Shakra-e-Liaquat, Karachi-74000, Pakistan (hereinafter called the owner) of _____ and /Mr _____ of M/S _____ of the other part (hereinafter called the caterer) and whereas the Institute needs a caterer to run Canteen for supply of tea, coffee, cold drinks, juice, biscuits, snacks, high-tea, break-fast, lunch and etc. mentioned in the Tender Document invited by the Institute to the staff, students and guests of the Institute. Whereas it is thought desirable to grant a Contract (not being a lease) to the caterer to prepare and serve the aforesaid items to the Institute's staff, students and guests in the Canteen, office complex and in the hostels/guest house (in special cases as and when required). The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises of the SMI University Aiwan-e Tijarat Road, Shakra-e-Liaquat, Karachi-74000, Pakistan, initially for a period of one year w.e.f. _____ on the terms & conditions contained in the Tender Document, Institute's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions. The contract is also terminable on one-month notice by either side.
2. That the items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The XEN/Architect/Registrar of the Institute and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items.

If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract may be cancelled without giving any notice.

3. The rates of items to be served by the Caterer shall be valid on annual basis, i.e., from _____ every year and in-between revision shall NOT be allowed. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the caterer shall charge the existing rates.
4. That the caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services
5. That the caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Karachi Municipal Corporation or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities
6. That the caterer has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining area and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's staff, students, visitors and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
7. That any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.
8. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer three-month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
09. That the caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the caterer before the expiry of the period of this contract.
10. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by the Institute to the contractor and the possession of the premises will always that of the Institute, even when the premises are in use or occupation of the caterer.
11. The Institute shall provide to the caterer necessary equipments, furniture & fixtures, as per attached Annexures and he shall maintain them in good condition. He shall be responsible for their maintenance.

12. The caterer shall provide all other implements for running the canteen like crockery, cutlery, flower posts, livery or the Canteen Staff and these shall be of good quality and standard.
13. The caterer shall also be responsible for the upkeep of equipments provided by the Institute. In case of any damage to the furniture and equipments (list attached) by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.
14. All the equipments, furniture/fixtures, including gas and electrical installation of the Canteen kitchen/dining area shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees. The cost on the repairs will have to bear by the contractor.

In witness whereof the parties have put their hands to this agreement on the day aforesaid.

Owner:

contractor/caterer

Executive Engineer
 Sindh Madreesatul islam University
 Aiwan-e-Tijarat Road, Shakra-e-Liaquat,
 Karachi-74000, Pakistan
 Tel: 021-99217501-02-0 Fax: 021-99217504

 (Signature)

WITNESSES

Name
 Designation
 CNIC No.

Name
 Designation
 CNIC No.

 (Witness No. 1)

 (Witness No. 1)

Name
 Designation
 CNIC No.

Name
 Designation
 CNIC No.

 Witness No. 2

 Witness No. 2

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED IN POINT NO.18 (e)

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement no.
 - a. Scope of Contract b. Contract Cost
 - c. Date of start
 - d. Period
 - e. Amount of compensation levied, if any
 - f. Performance Report
 - (i) Quality of Food - Excellent/Very Good/Good/Fair
 - (ii) Resourcefulness - Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Responsible Authority)

Date: _____

Date: _____

ANNEXURE - IV

LIST OF KITCHEN EQUIPMENT TO BE PROVIDED BY SMI

S. No.	Description of Item
1.	Wash units
2.	Pantry Service Table
3.	Electric Tea Boiler
4.	Micro wave oven
5.	Work Table with sink
6.	Storage racks
7.	cook stove
8.	Exhaust Fan
9.	Chairs
10.	Round Tables
11.	Water Cooler
12.	Marble Counters
13.	Cash Counter

Other items of use will be arranged by the Contractor himself/herself

SINDH MADRESSATUL ISLAM UNIVERSITY

TENDER FOR PROVIDING CANTEEN SERVICES AT SMI, KARACHI

FINANCIAL BID

Monthly Rent Rs. _____ (Rupees _____)

S. No	Name of the Items	Amount in RS
	Eatable Items	
1.	Tea (100ml)	
2.	Coffee (100ml)	
3.	Snacks/Piece(50gm)	
4.	Plain chaat (300mm diameter) with aaluu& Chnna	
5.	Mix Chat (300mm) with dahee & Channa& chutny	
6.	French Fries	
7.	Fresh Juices	
8.	Sandwich with chicken spread	
9.	Club Sandwich (Cheese) (4 slices of minimum 75mm size)	
10.	Chicken Biryani per person	
11.	Chicken Pulao per person	
12.	Kabab Roll	
13.	Burgers	
14.	Pastries/Piece	
15.	Chicken Pattie	
16.	vegetable Patties	
17.	Aaluu Samoosas	
18.	Roti/Naan	
19.	Daal chaawal single plate	
20.	Chicken qoorma single plate	
21.	Mix sabze single plate	
	Packed food items	
22.	Drinking Water (All Sizes) 500ml	
23.	Cold Drinks(200 ml)	
24.	Packed Juices (Standard Quality) Nestle or equivalent	
25.	Flavoured Milk(200ml) Pakola or equivalent	
26.	Biscuits roll pack	
27.	Slanty or equivalent	
28.	Kurkure or equivalent	
29.	Chips	
30.	Toffies	
31.	Chocolates equivalent	
32.	Pizza slice	
33.	Ice- creams	

