

**SINDH MADRESSATUL ISLAM (SMI)**  
**UNIVERSITY**



**TENDER 2021-22/06**

**TENDER FOR RUNNING OF STATIONARY SHOP  
ON RENTAL BASIS AT SMIU CITY CAMPUS,  
KARACHI**

Name of Department	Directorate of Works and Services
Name of Procuring Agency	SINDH MADRESSATUL ISLAM UNIVERSITY Aiwan-e-Tijarat Road, Shahrah-e-Liaquat, Karachi-74000, Pakistan Tel : 021-99217501-02-03 Fax : 021-99217504 Website: <a href="http://www.smiu.edu.pk">www.smiu.edu.pk</a>

**Tender Document issued to:**

**Tender Document issued on:**

# SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi 74000.

Phones: +92-21-9217501-02-03, Fax: 92-21-99217504

Email: [info@smiu.edu.pk](mailto:info@smiu.edu.pk) , URL <http://www.smiu.edu.pk/>

Dated: 3<sup>rd</sup> January 2022

## NOTICE INVITING TENDER

Sealed tenders on prescribed form are invited under single stage one envelope procedure from the interested parties/firms/contractors for following tenders having relevant experience and registered with FBR & SRB for Income Tax & GST (as the case may be)

The details are as under: -

S.#	Reference No.	Description of work	Bid Security	Tender Fees
1	NO. SMIU/TEND/ 2021-22/05	<b>RUNNING OF SMIU CAFETERIA ON RENTAL BASIS AT SMIU CITY CAMPUS, KARACHI</b>	2% of Annual Rent offered	Rs. 2,000/-
2	NO. SMIU/TEND/ 2021-22/06	<b>RUNNING OF SMIU STATIONARY SHOP ON RENTAL BASIS AT SMIU CITY CAMPUS, KARACHI</b>	2% of Annual Rent offered	Rs. 2,000/-

### Terms & Conditions:

1. Bidding documents can be obtained against the written request on company letter head along with Proprietor's CNIC copy or authorized nominee from the office of **Directorate of Works and Services** of the Sindh Madressatul Islam University, Karachi with a Pay Order / Demand Draft as tender fee mentioned above (non-refundable) in favor of **Sindh Madressatul Islam University** on any working day during office hours from **Friday 7<sup>th</sup> January 2022 to Monday 24<sup>th</sup> January 2022** and can be downloaded from SPPRA website: <https://ppms.pprasindh.gov.pk/PPMS/> and SMI- University website: [www.smiu.edu.pk](http://www.smiu.edu.pk)
2. The filled sealed tenders will be received back on **Tuesday 25<sup>th</sup> January, 2022 by 3:00 p.m.** and will be opened on the same day at **3:30 p.m.** at **Conference Room No.2, First Floor Main Building Sindh Madressatul Islam University, Aiwan-e-Tijarat Road Behind Habib Bank Plaza, Karachi** before the procurement committee and the bidders or their authorized representatives who wish to be present.
3. **Eligibility criteria for each tender will be included in tender documents of respective tender.**
4. Bid Validity Period: 90 days.
5. The earnest money/Bid security at the rate of **2%** of Annual Rent offered by the bidder should be submitted along with Bid in shape of Call Deposit/Pay order/Bank Guarantee issued by any scheduled bank of Pakistan in favor of Sindh Madressatul Islam University Karachi.
6. Partial/Incomplete/Conditional bid and bid without earnest money/Bid security shall not be considered.
7. Bids must be offered on the prescribed bidding documents issued by Sindh Madressatul Islam University or downloaded from SPPRA/SMIU website. However additional sheets may be attached, if required.
8. Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of SPPRA Rules-2010 (amended 2019).
9. In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares holiday, the tender shall be submitted/opened on the next working day at the same time and venue.

**Director (Works & Services)**

## BIDDING DATA

- (a) **Name & Address of the Procuring Agency:** Sindh Madressatul Islam University, Karachi
- (b) **Brief Description of Works:** Running of Stationary Shop on Rental Basis at SMIU City Campus, Karachi
- (c) **Amount of Bid Security** 2% of Total Annual Rent offered.
- (d) **Performance Security Deposit** 10% of Total Annual Rent offered.
- (e) **Period of Bid Validity** 90 days
- (f) **Deadline of submission of Bids Along with time:** As notified in NIT
- (g) **Venue, Date & Time of Bid Opening:** As notified in NIT
- (h) **Time for Completion from written order of Commence:** 12 Months (One Year)
- (i) **Stamp Duty:** 0.35% or notified by the Gov. of Sindh, will be paid by successful bidder as stamp duty.
- (j) **Eligibility Criteria**
- (i) 02 years' relevant work experience as a contractor.
  - (ii) Contractor must have work experience in any other government department.
  - (iii) Turn-over of last three years that average turnover of last three years should not be less than one (01) million.
  - (iv) Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax Registration with the Sindh Revenue Board (SRB) for procurement of services
  - (v) An Affidavit on Stamp Paper that the firm has never been Blacklisted
  - (vi) Contract will be awarded who offer higher monthly rent on terms & conditions mentioned in the bidding documents
  - (vii) In case of extension of contract for further one year, **rent will be increased by 10%.**

- (k) **Selection Criteria** Eligible / Qualified Bidders who will offer the highest Annual/Monthly Rent will be selected / recommended for award of contract.

**(l) Other Terms & Conditions:**

**(a) Under following conditions bid can be rejected;**

- (i) Partial/Incomplete/Conditional bid and bid without earnest money/Bid security shall not be considered.
- (ii) Bids not accompanied by bid security of 2% Total Annual Rent offered.
- (iii) Bids received after specified date and time.
- (iv) Bid must be signed, named & stamped by the authorized person of the firm / Company along with authorized letter.
- (v) Blacklisted firms/companies
- (vi) If bid quoted without government taxes and duties etc.
- (vii) Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be checked. If any page(s)/paper(s) of bidding documents are found missing that can be downloaded from the official website of this University and SPPRA, and can also be obtained from the office of Director Works & Services.
- (viii) Bidders are required to provide their valid E-mail Ids and Contact numbers(s) for effective and timely communication

**(m) Responsive Bidder is required to submit following documents with their bid:**

- (i) 02 years' relevant work experience as a Contractor. (Provide credible documentary evidence)
- (ii) List of similar assignments completed in any other government department. (Attach list of present and past clients)
- (iii) Financial Statement and income tax returns for the last 03 years as per FBR records
- (iv) Affidavit that firm has never been blacklisted.
- (v) Turn-over of at least last three years that average turnover of last three years should not be less than Rs. One (01) million.
- (vi) Copy of CNIC / Establishment of Firm / Company etc.
- (vii) Proof of Registration of NTN and SRB.

For any query and clarification about this tender, bidder may contact the Director Works & Services of this University in working hours.

**Director Works & Services**

**SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI**

**Proforma to be filled by the Contractor**

**Name of the Company / Contractor:** \_\_\_\_\_

**Date of Establishment:** \_\_\_\_\_

**Corporate Status:** \_\_\_\_\_

**Owner / Proprietor / MD / CE  
Name:** \_\_\_\_\_

**Owner CNIC No.** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact No (s).** \_\_\_\_\_

**Cell No(s).** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**NTN No.** \_\_\_\_\_

**SST No.** \_\_\_\_\_

**Bank Name & Account No.** \_\_\_\_\_

**Annual Rent Offered** **Rs in Figure** \_\_\_\_\_

**Rs in Word** \_\_\_\_\_

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<b>Company's Stamp</b>	<b>Signature</b>

# Terms and Conditions of Contract

## SMIU STATIONARY SHOP

1. **The University will provide the following facilities:**
  - a. Stationary Shop Space
2. **The Contractor will bring / provide the following Items:**
  - a. Photocopier Machine
  - b. Binding Machine
  - c. Lamination Machine
  - d. Printing/Scanning/ Computing Facilities
  - e. However, the Contractor shall pay bill for the electricity consumed on monthly basis as per sub meter consumption of units reflected at Sub meter which is to be charged at the Tariff rate paid by SMIU to KE Electric respectively.
3. The contractor shall operate the Stationary Shop during working days from **9:00 a.m. to 9:30 p.m.** & on weekend (Saturday and Sunday) from **9:00 a.m. to 5:30 p.m.** or as per the schedule provided by the concerned department/ Registrar Office & as per the University policy.
4. Stationary Shop shall remain closed on public holidays.
5. The Contractor has to submit **10% of total Annual Rent offered as a Performance Security deposit** in shape of Call Deposit/Pay order/Bank Guarantee issued by any scheduled bank of Pakistan in favor of Sindh Madressatul Islam University Karachi which will be held and returned after the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.
6. The Contractor will pay monthly rent **Rs.** \_\_\_\_\_ as per **Annexure-B** on **1<sup>st</sup> week of each month** in advance to Director Finance.
7. The contract shall be applicable for a period of One (01) Year. It can be extended by mutual agreement based on terms and conditions as stated in this bidding document and contract agreement signed by both parties attached as Annexure-A. However, such extension is subjected upon satisfactory performance and by approval of competent authority.
8. The contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
9. The Contractor will provide the list of working staff along with their CNIC copies. All the working staff must be vaccinated against COVID-19.
10. The contractor is liable to get the University pass made for him/her and his/her staff.
11. Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
12. The contractor shall be responsible for the **conduct and behavior** of his staff. The staff/service boys should keep themselves neat and clean. The staff appointed should have the basic knowledge of personal hygiene.

13. The University's Committee shall visit periodically to check and inspect the operation of Stationary Shop and contractor will be bound to follow the recommendations and guidelines of the committee.
14. That University's Management shall not be responsible in any way for the safety of the articles belonging to the Contractor. The contractor himself is responsible for the safety of his articles belonging to him.
15. In case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Management against the contractor.
16. By the terms / conditions of the premises, inventory of electric fitting is the responsibility of the University which shall be verified by the Contractor.
17. The contractor shall not use the stationary space and infrastructure for marketing of any product without getting approval from University Management.
18. The contractor will report immediately to Directorate of Student Affairs and Welfare about any political and religious activities i.e. Poster, Panaflex, etc.
19. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of contract or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Vice Chancellor of SMI University, Karachi for arbitration in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his words which shall be final, conclusive and shall be binding on the parties hereto.
20. The Contractor will abide by all the above clauses of the agreement & the instructions which will be issued from time to time by the University Management, in case of the failure / violation, the minor / major penalty may be imposed recommended by the University's Canteen Management Committee and by the approval of Competent Authority accordingly.

<b>Company's Stamp</b>	<b>Signature</b>

**(The offered rates shall be valid for a period of 12 Months effective from the date of Contract)**

**ANNEXURE “A”**

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Sindh Madressatul Islam University (SMIU) of Karachi, Pakistan** (hereinafter called “the Procuring agency”) of the one part and M/s. \_\_\_\_\_ (“hereinafter called the Contractor”), of the other part:

WHEREAS the Procuring agency invited bids from interested contractors to run **Stationary Shop on Rental Basis at SMIU City Campus, Karachi vide Tender No. SMIU/W&S/TEND/2021-22/** and has accepted a bid on the terms and conditions hereinafter appearing to run the Stationary Shop in the sum of **Rs.** \_\_\_\_\_ (hereinafter called “the Contract Price”).

**NOW THIS INDENTURE WITNESSETH AS UNDER:**

The contract shall be applicable for a period of One (01) Year with effect from the date of signing of contract. It can be renewable for another year by mutual agreement based on terms and conditions as stated in this bidding document. Such extension is subjected upon satisfactory performance and by approval of competent authority. However, the contract may be terminated by the Procuring agency without assigning any reason at any time on 30 days’ notice.

A. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the terms and conditions of Contract referred to.

B. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) Bidding Documents;
- b) Contract Agreement;
- c) Letter of Acceptance/Notification for award of work;
- d) Work Order;
- f) the Price Schedule submitted by the Bidder;
- g) the Fixed items rate list;

C. In consideration of the payments to be made to the Procuring agency by the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring agency to provide the services against the space occupied and to remedy defects therein in conformity in all respects with the provisions of the Contract.



1. That the Contractor shall provide good quality stationary items to the students and staff of SMI University, Karachi in accordance with the rates and specifications approved by the University's Committee in the schedule.
2. That the Contractor will provide the list of working staff along with their CNIC copies. All the working staff must be vaccinated against COVID-19.
3. That the contractor is liable to get the University pass made for him/her and his/her staff.
4. That the Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
5. That the contractor shall be responsible for the **conduct and behavior** of his staff. The staff/service boys should keep themselves neat and clean. The staff appointed should have the basic knowledge of personal hygiene.
6. That the University's Committee shall visit periodically to check and inspect and contractor will be bound to follow the recommendations and guidelines of the committee.
7. That the Contractor will be responsible for any damages to the equipment and for the repair and maintenance of Furniture & Fixtures if any damages is caused by him. If such damage is done by students, the contractor is bound to report immediately to Directorate of Student Affairs and Welfare.
8. That the contractor shall operate the Stationary Shop during working days from **9:00 a.m. to 9:30 p.m.** & on weekend (Saturday and Sunday) from **9:00 a.m. to 5:30 p.m.** or as per the schedule provided by the concerned department/ Registrar Office & as per the University policy. However, it must be opened for faculty and admin staff during vacations/semester breaks.
9. That the stationary shall remain closed on public holidays.
10. That the Contractor has to submit **10% of total Annual Rent offered as a Performance Security deposit** in shape of Call Deposit/Pay order/Bank Guarantee issued by any scheduled bank of Pakistan in favor of Sindh Madressatul Islam University Karachi which will be held and returned after the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.
11. That the Contractor will pay monthly rent **Rs.** \_\_\_\_\_ as per **Annexure-C** on **1<sup>st</sup> week of each month** in advance to Director Finance.
12. That the Contractor shall pay bill for the electricity consumed on monthly basis as per sub meter consumption of units reflected at Sub meter which is to be charged at the Tariff rate paid by SMIU to KE Electric.
13. That the contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
14. That the University's Management shall not be responsible in any way for the safety of the articles belonging to the Contractor. The contractor himself is responsible for the safety of his articles belonging to him.

15. That the, in case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Management against the contractor.
16. That the inventory of electric fitting is the responsibility of the University which shall be verified by the Contractor.
17. That the contractor shall not use the space and infrastructure for marketing of any product without getting approval from University Management.
18. That the contractor will report immediately to Directorate of Student Affairs and Welfare about any political and religious activities i.e. Poster, Panaflex, etc. in the cafeteria premises.
19. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of contract or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Vice Chancellor of SMI University, Karachi for arbitration in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his words which shall be final, conclusive and shall be binding on the parties hereto.
20. SMI University is a “**SMOKE FREE CAMPUS**”, hence sale and use of tobacco is prohibited.
21. That the Contractor will abide by all the above clauses of the agreement & the instructions which will be issued from time to time by the University Management, in case of the failure / violation, the minor / major penalty may be imposed recommended by the University’s Committee and by the approval of Competent Authority accordingly.

**Signature of the Contractor**

**Signature of the Procuring Agency**

\_\_\_\_\_

**Signature & Stamp**  
 Authorized Person:  
 Designation:

\_\_\_\_\_

**Signature & Stamp**  
 Authorized Person:  
 Designation:

**WITNESS:**

**WITNESS:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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

<b>SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI</b>
<b>RENT FOR STATIONARY SHOP</b>

<b>RENT OFFERED BY CONTRACTOR</b>	<b>AMOUNT (RS.)</b>
ANNUAL RENT OFFERED	
MONTHLY RENT OFFERED	

***ANNUAL RENT OFFERED (IN WORDS)***

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Signature of contractor & seal

Signature of Convener Tender Committee  
& Members



