

TENDER
DOCUMENT

(Request for Proposal (RFP))
For
Canteens & Photostat Shops
City /Main (campus)
UoB

Last Date for Submission:
07-11-2024 at 02:00PM

UNIVERSITY OF BHIMBER (AJ&K)

Websites: www.ajkuob.edu.pk

Telephone No.05828-961036
Tender Fee (Rs. 3000) in favor of Uob (Mandatory)

Terms & Conditions of Contract:

- A. Period of contract shall be one year extendable up to three years.
- B. The bidders must have good experience in catering, canteen and Photostat Shop.
- C. Not blacklisted from any Government, Semi Government or Private firms/Institutions/Organizations/ Departments.
- D. The contractor will have to supervise and execute all activities himself and subletting will not be allowed in any case.
- E. Declaration statement from the bidders that all statements given in quotation are correct and further instructions given by the committee day by day will be followed.
- F. **Tender fee**
There would be non-refundable tender fee of Rs.3000/ each-
- G. **Bid Security.**
There would be a security of Rs. 100,000/- (one Lac) for Canteen in City Campus. RS.100, 000/- (One Lac) for canteen in main campus. RS. 50,000/- (fifty Thousand) For Photostat Shop in city campus and RS. 50,000/- (fifty Thousand) For Photostat Shop in main campus.
- Bid / Quotation / Evaluation Process**
Qualitative evaluation would be made on the basis of fixed Rent, Rates of Items submitted by the Bidders, past experience and previous performance, expertise in the area and availability of trained staff of the bidders and on the basis of technical and financial evaluation.
- J. **Letter of Acceptance**
On the basis of evaluation conditional acceptance letter would be issued which would be confirmed after the signing of detailed agreement on Stamp paper duly registered under rules
- K. **Agreement / Bond's Terms and Conditions**
Detailed agreement would be signed under following conditions:-
a) Date of Signing of the agreement
b) Date of Start (which may be from January 1st of the year)
c) Period of Agreement.
- L. **Facilities provided by the University**
1. Structure of the building
2. The Contractors will install sub meters for Electricity and Water supply.
- M. **Facilities which the Contractor has to provide and bound**
1. Electric Heater/Air-conditions not allowed to use in any case.
2. Written comments will be obtained from the contractor against the complaint.
3. Necessary Equipment/Furniture and crockery as per his requirement.
4. Modification in the space and installation shall not be allowed.
5. Encroachment any construction shall not be allowed by the contractor at University Space.
6. Food items/ Manu will be served as per list provided by the price control committee.
7. Detail of Staff / Employees will be provided to Director Estate Management by the contractor Canteen and Photostat shop.
8. Manu and rates list will be displayed on the notice board.
9. Contractor will maintain the hygienic condition of area in good and clean conditions,

N. Procedure for the Settlement of Complaints

1. All complaints after evaluation will be forwarded to contractor in written or any other form as determined by the committee.
2. Monthly Meeting of the Committee with the Contractor will be conducted and minutes would be recorded.
3. Implementation of decision. All decisions would be implemented in time given.
4. In case of any disputes between two parties (Estate Department and Contractor) the decision of Vice Chancellor will be final.

O. Termination of Contract

1. Notice regarding the termination of the contract will also be given.
3. Detail of Settlement of Assets and liability issues at the termination of the contract will be settled by the Committee.

P. Arbitration

The Vice Chancellor is the final authority to settle the differences between the contractor and the Committee dispute. The Decision of the Vice Chancellor will not be challenged in any court of Law.

Q. Signatory of the Agreement

The Treasurer / Director Estate Management would be the signatory of all agreement from the University side.

R. Stamp Paper

For the Agreement Stamp Paper of Rs. 100/- (minimum) would be used and stamp duty would be paid by the Contractors under rules.

S. Registration of Agreement

The Dully signed agreement would be registered under rules and registration process would be completed by the contractor under rules

T. Witness of the Agreement / guarantors

Two witness / guarantors from each side who are not the member of the committee or beneficiaries of the contract would also sign the agreement.

U. Recovery of Loss

If any loss of the University Property occurred during the execution and identified by the University would be recovered from the contractor / guarantors and if not settled through normal procedure, then case may be referred to Government concerned Department for the recovery through Land Revenue Act.

Director Estate Management