

Institute of Management Sciences Peshawar

Tender Notice

For the Establishment of Outdoor Fast Food Cafeteria at IMSciences Peshawar

The Institute of Management Sciences (IMSciences) is an autonomous body established under the auspices of the Government of the Khyber Pakhtunkhwa. IMSciences is a leading educational institute of the country and has been ranked as one of the best business schools of Pakistan.

Sealed bids are invited from well-established parties/contractors/firms registered with Khyber Pakhtunkhwa Revenue Authority and FBR for the above mentioned tender. Tender documents containing bidding procedure, terms & conditions, scope of work and other requirements can be downloaded from the Institute's & KPPRA websites.

Sealed bids should be submitted latest by 16th February, 2024, at 11:00 AM along-with Fixed Call Deposit Receipt (CDR) of Rs.50,000/- in favor of Institute of Management Sciences, Peshawar.

Bids will be opened at 11:30 AM on 16th February, 2024 in the presence of interested bidders or their authorized representatives, if any, at IMSciences, 1-A, Sector E-5, Phase-VII, Hayatabad, Peshawar.

Clarifications/information (if any) may be obtained from the undersigned on any working day during office hours. No query will be entertained at the time of bid opening.

Procurement Officer
Institute of Management Sciences, Peshawar
1-A, E-5, Phase-7, Hayatabad, Peshawar.
Tel: 091-5861024-25 (Ext 653)

BIDDING DOCUMENTS

**For the Establishment of Outdoor Fast Food Cafeteria
at IMSciences Peshawar**

February, 2024

**INSTITUTE OF MANAGEMENT SCIENCES
PESHAWAR**

Tender Notice for Outdoor Fast Food Outlet

Introduction

The Institute of Management Sciences (IMSciences) is a public sector autonomous educational Institution established under the auspices of the Government of the Khyber Pakhtunkhwa. IMSciences is one the country's leading premier business and management Institute, working towards promotion of management, business and IT education in the region.

IMSciences intends to invite sealed bids from eligible parties/contractors/firms for the establishment/Opening of Fast Food Cafeteria at IMSciences Peshawar according to the terms and conditions mentioned in the tender document.

Qualification of Party/Contractor/Firm

All eligible parties/contractors/firms can participate in the tender titled "Tender for establishment of Outdoor Fast Food Cafeteria at IMSciences Peshawar" must qualify the following:

- Must be registered with FBR & Khyber Pakhtunkhwa Revenue Authority.
- Must have 5 years of minimum experience in the relevant field.
- Must be a legal business entity allowed by the relevant authority of the Government.
- Must have registration with Khyber Pakhtunkhwa Food Safety & Halal Food Authority, Peshawar.

Documents Required

The prospective bidders are required to submit the following documents with their proposal:

- Name of the bidding party/contractor/firm.
- Name of the Proprietor/Partners/Director of the firm/ company.
- Full Address of Registered Office with telephone no., fax and email/cell phone/website along with branch office(s) in Peshawar, if applicable.
- Status of the Firm (i.e. Sole-proprietorship, Partnership, Limited Company), with date of establishing of the business, relevant experience and number of businesses/branches owned, along with documentary proof. (Attach certificates of registration and experience).
- Proof of being a tax payer. Attach copy of NTN/FTN/STRN No (whichever is applicable).
- Registration Certificates of Khyber Pakhtunkhwa Revenue Authority & FBR.
- Affidavit of Rs. 100/- stating that the agency is/has not been blacklisted by Federal, Provincial Government, Society or any Trust, Public Ltd., University, Private Company (On format given at *Annexure-I*).

Method of Procurement:

Bidding will be conducted through an open tendering competitive bidding process as specified under 50 C (a) of the KPPRA Procurement Rules 2014.

Response Time

The sealed bids duly marked as “Tender for establishment of Fast Food Cafeteria at IMSciences Peshawar” must reach the office of the Procurement Officer, IMSciences Peshawar at plot #1-A, E-5, Phase-VII, Hayatabad, Peshawar on or before 16th February, 2024, at 11:00: AM.

Fixed Call Deposit

Bids shall be accompanied by a fixed Call Deposit (refundable/adjustable) of Rs. 50,000/- (Fifty thousand only) in favor of Institute of Management Sciences Peshawar.

Opening of Bids

Bids received will be opened on 16th February, 2024, at 11:30: AM, in the presence of bidders authorized representatives (01 person/firm) at the Institute.

General Terms and Conditions

Bidders are required to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects.

Award, Acceptance & Termination of the Contract

- Bidders are required to submit the list of food items which will be offered at IMSciences, Peshawar. It is mandatory that rates charged at IMSciences, Peshawar will be 10% subsidized of their rates offered elsewhere. Bidders are required to provide rates of the food items on the format given at *Annexure-II*.
- Firms which quote the highest monthly rent will be awarded the contract.
- After successful bid, a contract/agreement will be signed between the Institute and the Party/ firm /Contractor for a period of five years, which will be renewed yearly subject to the satisfactory performance of the Contractor. The contract can be extended for another three (3) years on mutual agreement between the two parties.
- Successful contractor will have to deposit **Rs.100,000/-** (Rupees one hundred thousand) as a security with the Institute. This security will be refunded upon the expiry of the contract subject to the clearance of all dues/bills (i.e. utilities expenses, rent etc.) by the contractor and handing over of the canteen premises.
- Successful tenderer shall accept the offer within 07 working days from the date of receipt of offer, otherwise the Fixed Call Deposit shall be forfeited. The tenderer may also be debarred for future participation in any of the tender invited by the Institute.
- Institute shall disqualify the Contractor/Firm, at any time, if the information provided by it is found to be false or materially inaccurate or incomplete.
- Both the parties can terminate the contract on one month prior notice.

Area, Rent and Utility Expenses

- The Institute shall provide space only for the cafeteria on rent. The rent will be raised by 10% on annual basis.

- Successful bidder shall be allotted an area of 1165 sft at a convenient location inside the premises of the campus. He shall be required to establish a (10×20) ft fabricated structure/container himself at his own cost.
- The Contractor shall only occupy the space allocated. The Contractor shall not occupy any adjacent open space for purpose of storage and sitting.
- Contractor will be responsible for any damage or wear and tear of the allocated spaces.
- The Contractor shall pay, on monthly basis, all the utility charges i.e. Electricity, Gas and Telephone etc. by 10th of every month as per actual reading of meter, otherwise penalty @ of 10% will be charged.

Furniture, Fixtures, Equipment & Crockery etc.

- All the required furniture, fixtures, equipment, crockery, cutlery and dishes etc. for cafeteria shall be arranged by the Contractor and needs to be approved by the Institute.

Timings & Services of the Cafeteria

- Cafeteria timings will be prescribed by the Institute from time to time, subject to change as and when required. Services shall be provided beyond office hours as and when required by the Institute.
- The Contractor will provide full services for official meetings, events, lunches, dinners etc. as and when required by the Institute on weekend and public holidays.

Food, Hygiene and Quality Control

- The Contractor must maintain good hygienic quality and agreed quantity of food.
- Only approved and branded raw material/ingredients (i.e. cooking oil, Tea, and Spices etc.) will be used for cooking. The Canteen/Cafeteria Committee can inspect the materials at any time. The Institute may terminate the contract immediately and blacklist the Contractor, if it is found that the Contractor is using inferior, unhealthy or harmful raw materials.
- The Contractor shall be responsible for maintaining high standard of cleanliness, hygiene and sanitation. All eatables shall be properly covered in showcase and preserved in freezer, free from flies and insects. Stale and already used material/food should not be used/recycled.
- The cooks and other technical staff shall have proper shave/trimmed beard and clipped nails while cooking food and should wear apron, gloves and head gear.
- Crockery, utensils, chairs & tables etc. shall be properly cleaned. Damaged glasses, crockery, or cutlery etc. will not be used.
- Affairs of the cafeteria i.e. quality, quantity and rate of food and implementation of terms and conditions will be overseen by Canteen/Cafeteria Committee.
- The contractor shall be responsible in case of death case (s) due to food processing, poisoning etc.

- Operational accessories such as light bulbs, fans, switches etc shall be replaced by the contractor in case of damages.

Terms & Conditions for Food/Services Rates

- Contractor will be obliged to implement the given rates, during the contract period, without compromising the quality of food/services. No rate will be revised without the prior approval of the Institute.
- Rates for special events/meetings shall be decided after mutual agreement of both the parties.
- Rates shall be valid for one year. Any change in the price will be mutually decided subject to the approval of the Cafeteria Committee.

Staff guidelines

- The Contractor shall maintain an adequate number of well behaved, and trained managerial, technical (chefs/cooks and waiters etc.) and other staff.
- The Contractor will be responsible for hiring medically fit staff and their monthly medical checkup.
- Dress code shall strictly be followed i.e. for chefs/cooks (toque, chef's jacket, gloves, and trousers), for kitchen staff (Hairnets, apron, trousers and gloves) and for waiters (Dress pants, shirts, vest & bow tie). The staff should be neatly dressed up and wear the prescribed uniform, provided by the Contractor at his own cost.
- The cafeteria staff must wear the Identity Card issued by the Institute during the working hours.
- The Contractor will properly lock and secure cafeteria premises after closing hours and ensure that under no circumstances any of the employee stay in the Institute premises.
- The Contractor will regularly provide an updated list showing complete details of his staff/employees.
- The Canteen/Cafeteria Committee can inspect the premises of cafeteria allotted to the contractor any time it deems required.

Dispute Resolution & Disqualification

- In case of any dispute or difference arising out of the interpretation of the terms and conditions of the contract, at first the case will be referred to the Canteen/Cafeteria Committee for amicable settlement. If the parties do not reach any resolution, the case will then be referred to the Director of the Institute, whose decision in the issues will be final and could not be challenged in any court of Law.
- The Contractor shall immediately rectify any complaint regarding substandard food or quantity supplied. Penalties shall be imposed in case of failure to rectify the complaints. If complaints are not rectified despite the final warning, Contractor will be disqualified.
- Institute reserve the right to curtail or cancel the contract, at any time, if found any deficiency of services, sub-standard food quality, unhygienic working environment,

any illegal activities, unskilled and rude staff, breach of contract, or any such ground as may be deemed fit by the Institute. Upon termination of contract the Contractor shall be permitted to remove all its furniture, equipment and crockery subject to clearance of dues, if any.

- The Contractor will not further sub-contract the contract to any other party. In case the Contractor is found having sub-contracted this contract, the contract will be terminated without any notice and performance grantee will be forfeited.

Undertaking

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/-)

We undertake that our Firm M/S _____ is never black listed by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

In case of any dispute, decision of the Procurement Committee of IMSciences, Peshawar, would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.

I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Signature : _____

Name : _____

Designation : _____

Company : _____

Company Seal: _____

Dated: _____

ANNEXURE-II

RATES OF FOOD LIST

Name of Firm/Contractor: _____

Date: _____

Address: _____

S.No	Food Item	Weight/Volume/ Specifications	Rates offered outside IMSciences	Rates offered at IMSciences

 (Signature & Official Seal)