



# THE UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, SWAT

## KHYBER PAKHTUNKHWA, PAKISTAN

Bunglow No 397 Sector C Rd, Kanju, Swat, Pakistan Phone #: 0946 727334

### CONTRACTOR PROFILE

#### CATEGORY

Canteen No. \_\_\_\_\_

| No.             | Title                                                  | Description |
|-----------------|--------------------------------------------------------|-------------|
| 1.              | Name of the Company / Contractor                       |             |
| 2.              | Date of Establishment                                  |             |
| 3.              | Corporate Status                                       |             |
| 4.              | Owner / Proprietor / CEO Name                          |             |
| 5.              | Owner CNIC No                                          |             |
| 6.              | Mailing Address                                        |             |
| 7.              | Contact No                                             |             |
| 8.              | Email Address                                          |             |
| 9.              | NTN No. With ATL Status                                |             |
| 10.             | Bank Name & Account No                                 |             |
| 11.             | Professional Tax No                                    |             |
| 12.             | Item Rate List for Canteen (List Attached @ Annex 'A') |             |
| 13.             | Annual Rent Offered PKR in Figure                      |             |
| 14.             | Annual Rent Offered PKR in Words                       |             |
|                 |                                                        |             |
| Company's Stamp |                                                        | Signature   |



# THE UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, SWAT

## KHYBER PAKHTUNKHWA, PAKISTAN

Bunglow No 397 Sector C Rd, Kanju, Swat, Pakistan Phone #: 0946 727334

### Annexure 'A'

#### Items Rate List for Canteen

| Sr. No | Item Name               | Weight or Quantity             | Price |
|--------|-------------------------|--------------------------------|-------|
| 1      | Paratha                 | Standard size                  |       |
| 2      | Roti/Nan                | 140g                           |       |
| 3      | Fried Egg               | 1                              |       |
| 4      | Omelet                  | 1                              |       |
| 5      | Tea (Mix)               | 100ml                          |       |
| 6      | Tea (Doodh Pati)        | 100ml                          |       |
| 7      | Green Tea               | 100ml                          |       |
| 8      | Milk (Glass)            | 250ml                          |       |
| 9      | French Fries (Chips)    | 125ml                          |       |
| 10     | Samosa (Vegetable)      | 100g                           |       |
| 11     | Chat Samosa             | 250g                           |       |
| 12     | Shami Burger            | 100g                           |       |
| 13     | Fresh Milk Shake        | 250ml                          |       |
| 14     | Chicken Biryani         | 250g with 1/12 chicken piece   |       |
| 15     | Chicken Pulao           | 250g with 1/12 chicken piece   |       |
| 16     | Chana Pulao             | 250g                           |       |
| 17     | Chicken Qorma           | 125 gm with 1/12 chicken piece |       |
| 18     | Chicken Roast (1 Piece) | 1/4 chicken piece              |       |
| 19     | Chicken Haleem          | 125g                           |       |
| 20     | Chicken Karahi          | Half chicken                   |       |
| 21     | Chicken Karahi          | Full chicken                   |       |
| 22     | Muter Qeema             | 125g                           |       |
| 23     | Daal Mash               | 125g                           |       |
| 24     | Red Beans/ Lobyas       | 125g                           |       |
| 25     | Vegetable (Any Type)    | 125g                           |       |
| 26     | Aalu ki Bhujia          | 125g                           |       |
| 27     | Raita                   | 120ml                          |       |
| 28     | Salad                   | Standard size                  |       |
| 29     | Coffee                  | Single Cup                     |       |
| 30     | Beef Pulao              | 250g                           |       |

\*Milkshakes and juices shall be offered in disposable glasses only.

\*\*In case any new item, not included in the provided list, is introduced at a later stage, its price, quantity, and weight shall be mutually discussed and finalized with the committee. Approval from the committee will be mandatory prior to the inclusion of such items in the canteen.

\_\_\_\_\_  
Convener

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



## **THE UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, SWAT**

### **KHYBER PAKHTUNKHWA, PAKISTAN**

Bunglow No 397 Sector C Rd, Kanju, Swat, Pakistan Phone #: 0946 727334

## **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 and Acceptance of Contract**

- Bidders are required to submit their financial bid of food rates on the format as given in Annexure-A.
- Firm having quoted the lowest amongst the technically qualified bidders shall be awarded the contract.
- After successful bid, a contract/agreement will be signed between the University and the Party/ firm /Contractor for a period of ONE year, which will be renewed yearly subject to the satisfactory performance of the Contractor.
- Successful contractor will have to deposit Rs.300,000/- (Rupees three hundred thousand) as a security with the University. 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. The tenderer may also be debarred for future participation in any of the tender invited by the University.
- Contract will remain valid for a period of 1 (one) year from the date of award of contract. If Contractor withdraws during the validity period, his security guarantee will be forfeited under KP-PPRA Rules 2014.
- University shall disqualify the Contractor/Firm, at any time, if the information provided by it is found to be false or materially inaccurate or incomplete.

## **Building Area, Rent and Utility Expenses**

- The University shall provide only a space for the cafeteria on rent. The rent will be raised by 10%, if the contract extended to the next one year.
- Details of Space/Area for Cafeteria is as under:
  - Approximately area 1000 sq. ft.
- The Contractor shall only occupy the space allocated for cafeteria. The Contractor shall not occupy any adjacent veranda or open space for purpose of storage and sitting.
- Contractor will be responsible for any damage or wear and tear of the building.
- The monthly rent amounting to Rs.25,000/- (Twenty Five Thousand) shall be charged and the rent will be increased @ 10% annually, if the contract extended to the next one year.
- The Contractor shall pay, on monthly basis, all the utility charges i.e. Electricity, Water, and Telephone etc. within due 10th of every month time and at actual reading of meter, otherwise penalty @ of 10% will be charged.
- The University shall not be responsible for the provision of gas facility. The contractor shall arrange it on itself.



## **THE UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, SWAT**

### **KHYBER PAKHTUNKHWA, PAKISTAN**

Bunglow No 397 Sector C Rd, Kanju, Swat, Pakistan Phone #: 0946 727334

- The contractor shall be responsible to arrange for electronic/manual invoicing system.

#### **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 Competent authority.
- The building of the Canteen will be constructed by the contractor from his own resources, if the canteen tendered to any other contractor by the University, the new contractor will pay money spent on canteen construction to the original contractor as assessed by C&W.

#### **Timings & Services of the Cafeteria**

- Canteen timings will be prescribed by the University from time to time, subject to change as and when required. Services shall be provided beyond office hours as and when required by the University.
- The Contractor will provide full services for official meetings, events, lunches, dinners etc. as and when required by the University 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 Committee can inspect the materials at any time. The University 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.
- Adequate number of dustbins shall be provided within Cafeteria premises (halls, kitchen, corridor, washrooms etc.) by the Contractor to ensure proper disposal of garbage. The Contractor will also ensure that no used utensils after serving food such as plates, cups and bottles etc. are lying in the University's premises and should be collected on regular basis.
- 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 Committee.
- The contractor shall be responsible in case of death case (s) due to food processing, poisoning etc.



## **THE UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, SWAT**

### **KHYBER PAKHTUNKHWA, PAKISTAN**

Bungalow No 397 Sector C Rd, Kanju, Swat, Pakistan Phone #: 0946 727334

- 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 University.
- Rates for special events/meetings shall be decided after mutual agreement of both the parties.
- Menu shall be changed on daily basis. Availability of items given in the list of food shall be ensured by the Contractor during office hours.
- Rate list of the menu must be display in the Cafeteria premises.

#### **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.
- 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 University premises.
- The Contractor will regularly provide an updated list showing complete details of his staff/employees.
- The Canteen Committee can inspect the premises of canteen allotted to the contractor.