

SUKKUR IBA UNIVERSITY



Auction/02/24-25

AUCTION DOCUMENTS

TUCKSHOP/BOOK SHOP

AT IBA COMMUNITY COLLEGE KHAIRPUR

Last Date for Submission	December 12, 2024 up to 3:00p.m
Date of Tender Opening	December 12, 2024 up to 3:30p.m
Venue	Sukkur IBA University Nisar Ahmed Siddiqui RoadSukkur

Sukkur – IBA – Airport Road Sukkur – 65200, Pakistan Tel: (071) 5644142 Fax: (071) 5804419
E-mail: hari@iba-suk.edu.pk Website: <http://www.iba-suk.edu.pk>

**TERMS & CONDITIONS OF CONTRACT FOR RUNNING A
TUCKSHOP/BOOKSHOP**

1. The agreement shall be valid initially for a period of one year from to and thereafter it may be extended for a further period as may necessary be on mutual agreement.
2. The contractor will be responsible for providing all items mentioned in Annexure-I. For any additional items, which the contractor intends to supply.
3. Facilities available at the IBA Community colleges/schools may be seen by visiting the Community College.
4. In case of any food poisoning / Contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination.
5. The Contractor will employ adequate number of staff (should be of 18 years & above age in order to avoid / discourage child labor) in order to maintain efficiency to standard desired by the IBA Community Colleges/Schools.
6. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from IBA Community Colleges/Schools. The Contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
7. The Contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by the Sukkur IBA University, to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are in proper uniforms wearing nameplates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
8. The Contractor will be responsible for the cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the Tuckshop/Book Shop hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
9. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the Tuckshop/Book Shop Hall and connected services by the Contractor and workers engaged by Contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.

10. The Tuckshop/Book Shop shall be opened for catering during office hours on all working days. The working hours presently are from 8:00 am to 10.00 pm. The Tuckshop/Book Shop will also function on 7 days a week. In case the Tuckshop/Book Shop is to be opened on holidays and kept open beyond office hours, the Principal IBA Community College/School has the option to direct the Contractor to do so and permission to do so would be specific.
11. The IBA Community College/School shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff and students in their personal capacity, which will be wholly to the risk of the Contractor
12.
 - (a) The Tuckshop/Book Shop shall be for the use of the students & employees of the respective IBA Community College/School and their guests and any other persons allowed by the college/school. The Contractor shall be responsible for the quality of the eatables supplied and for the service. Only the IBA concerned college/school students, officers and staff shall be entitled to eat in the Tuckshop/Book Shop hall the food and refreshment items brought by them from outside. No outsider will be served without the permission of the Principal IBA Community College/School.
 - (b) Room service will be required to be done by the Contractor to all points in the office and in meeting rooms at all times from 9:00 to 20:30 hrs., however there will be no room service during lunch hours (including lunch).
 - (c) The Contractor will not take out of the IBA Community College/School premises any articles or stores without a Gate-Pass to be issued by the Tuckshop/Book Shop in-charge notified by the IBA Community College/School.
13. In the event of failure, to supply the approved items without notice by the Contractor, the same will be arranged by the Organization at the Contractor's risk and cost.
14. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to IBA Community College/School.
15. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for the Tuckshop/Book Shop. Any addition/deletion must be communicated to the authorized officer of the college/school.
16. Any, of the Contractor's employees proceeding on leave shall immediately be replaced by the Contractor so as to maintain satisfactory level of service at all time.
17. The authorized staff of IBA Community College/School shall have the right to search the Contractor's employees at any time while going out of the College/School premises and there shall be no grievance expressed/ felt on this account either by Contractor or his employees. The Contractor will issue ID Cards to the Contractor's workers in the format approved by the college/school.

18. The IBA Community College/School nominees reserve the right to take samples of the edibles/ raw material from the Tuckshop/Book Shop for the purpose of inspection and testing with a view to maintaining the quality. Such samples will however be drawn by authorized person/persons in this manner.
19. The IBA Community College/School will nominate a Tuckshop/Book Shop Management Committee to inspect and oversee the functioning of the Tuckshop/Book Shop to ensure hygiene and sufficient service in the Tuckshop/Book Shop. In case there are repeated failures or lacuna noticed by the Committee due to failure of the Contractor, the Secretary / Chairman of the Tuckshop/Book Shop Committee can impose a fine up to Rs. 5,000/- at one time to be recoverable from bills due to the Contractor.
20. The Contractor will ensure that hazardous, inflammable, or intoxicating material is not stored in the Tuckshop/Book Shop premises.
21. The Contractor will deposit with IBA Community College/School a sum of Rs. 50,000 (Rupees fifty thousand only) as a security deposit towards security against the space/items/equipment provided by IBA Community College/School in the Tuckshop/Book Shop or any other loss, tear, and acts of outside criminal interference, or material causes and riots, etc. IBA Community College/School will recover it from the security of Rs. 50,000 in part, depending on the extent and nature of the loss. Otherwise, the security deposit will be refunded to the Contractor on completion of the Contract. The security deposit will bear no interest.
22.
 - (a) The Contractor shall not sublet or assign the license or use the space provided for running the Tuckshop/Book Shop for purposes other than running a Tuckshop/Book Shop shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Tuckshop/Book Shop nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
 - (b) The Contractor shall be responsible for all damages or losses to IBA Community College/School property by the Contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by and an act of God.
 - (c) IBA Community College/School will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Tuckshop/Book Shop premises including kitchen and other rooms.
23. For termination of this agreement **three months' notice will be required from either side** in writing. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by the IBA Community College/School and shall hand over the same to the authorized officer along with all furniture, fittings, and other articles as may have been providing, from time to time and the decision of principal, IBA Community College/School, shall be final and binding upon the Contractor. The Contractor shall be free to remove without any damage to the property of IBA Community

College/School

like furniture, fittings, crockery, cutlery, utensils, and other articles that might have been brought by the Contractor after getting a no-dues certificate from the concerned departments.

24. The Contractor shall keep in a conspicuous place in the Tuckshop/Book Shop the approved ratelist of items and a complaint book to record complaints, and this book shall be open to inspection by persons duly authorized by the IBA Community College/School. The contractor shall inform to the authorized officer of the IBA Community College/School of the action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him from time to time.
25. In case of any dispute the matter shall be referred to the Principal, IBA Community College/School, and his decision will be final and binding on the Contractor.
26. The Contractor has bare permission only to run a Tuckshop/Book Shop in the IBA Community College/School premises during the contract period and nothing contained in this document shall be construed as demise in law of the said premises or any part thereof and shall not give any legal title or interest to the Contractor.
27. The Tuckshop/Book Shop Contractor will bring all crockery/utensils for the purpose of making, and serving.
28. Working experience in catering or running of the Tuckshop/Book Shop in reputed organizations/ Academic institutions at least of 3 years or more
29. List of offices or organization where the Tuckshop/Book Shop had been running or presently running.
30. The bid security Rs.25, 000 (Refundable) must be submitted along with the tender in the form of Bank Draft in the name of the IBA Community College/School Tuckshop/Book Shop contract applied for.
31. The electricity, gas charges will be paid as per actual, separate sub-meters installed at Tuckshop/Book Shop by the Contractor within due dates.
32. The Monthly Rent / Charges will be deposited, with the IBA Community College/School on the date approved by the Competent Authority in the Contract, by the successful Contractor.
33. The successful bidder will be bound to sell the items at Tuckshop/Book Shop preferably at discounted rate or maximum at the market rate. Any item sale at above market rate will be liable to be penalized, and cancellation of the contract if repeated incidents are reported.

(Signature of Contractor)

Name: _____

Address: _____

Contact No. _____

Bids/ Proposals will be evaluated as per the evaluation criteria mentioned below.

EVALUATION CRITERIA

Selection/Eligibility/Responsiveness Criteria

1. 3 years of experience in the relevant field
2. Details of turnover (Including in terms of Rupees) of the last three years
3. Registration with FBR / SRB.
4. Affidavit that firm is not blacklisted.
5. Company/Firm Profile

Selection Criteria

1. Rent per month – Highest Rent

Important Note

Please quote Rent keeping in view the facilities available for the Tuckshop/Book Shop at the IBA Community College/School, The Tuckshop/Book Shop contract is applied for and facilities will be provided on an “as is where is” basis. Please do visit the Community College to see the facilities available and their condition before preparing and submitting a proposal.

For any Query / Confusion:

Please Contact at: hari@iba-suk.edu.pk
Tel: 071 5644142
Hari Lal Nathani
Additional Director Procurement
Sukkur IBA University

Annexure- I

IBA Community College Khairpur Tuck/Book Shop Rate list

S. No	Item	Rate
1	Biscuits	Market Retail Price
2	Wafers	Market Retail Price
3	Snacks	Market Retail Price
4	Chocolate & Candies (Different Companies)	Market Retail Price
5	Poster Colors 12 color pack (Omega)	Market Retail Price
6	Transparent Tape 2 inch	Market Retail Price
7	Binding Tape (9 yard)	Market Retail Price
8		
9	Ball Pen Blue, Black, Red	Market Retail Price
10	Glitter Formic Sheet	Market Retail Price
11	Paint Brush set	Market Retail Price
12	Geometry Box (Empty)	Market Retail Price
13	Eraser	Market Retail Price
14	Sharpener	Market Retail Price
15	Pencil	Market Retail Price
16	Uni ball Pen Black	Market Retail Price
17	Clay (12 pcs Pack)	Market Retail Price
18	Clear Bag	Market Retail Price
19	Geometry Box (with set)	Market Retail Price
20	Office Pins	Market Retail Price
21	Pointer Pen Blue	Market Retail Price
22	Pointer Pen Black	Market Retail Price
23	Stick File	Market Retail Price
24	Glue stick 8gm	Market Retail Price
25	Glue Stick 35gm	Market Retail Price
26	Poster Colors (Omega)	Market Retail Price
27	Stapler Pins 24/6	Market Retail Price
28	Pencil Colors Small size (12 Colors)	Market Retail Price
29	Sticky Notes	Market Retail Price

30	Paper Tape	Market Retail Price
31	Glue Gun Large	Market Retail Price
32	Glue Gun Small	Market Retail Price
33	Glue Gun Stick Large	Market Retail Price
34	Glue Gun Stick Small	Market Retail Price
35	Multi-Color Chart Soft	Market Retail Price
36	Multi-Color Hard Chart	Market Retail Price
37	White charts	Market Retail Price
38	Crab papers	Market Retail Price
39	Thermopolis sheets 2x3	Market Retail Price
40	Multi-Color Markers (12 Colors)	Market Retail Price
41	Pencil Colors large size (12 Colors)	Market Retail Price
42	Correction Pen (white)	Market Retail Price
43	Copies (160 pages)	Market Retail Price
44	Register (240)	Market Retail Price
45	Text Books (All Classes)	Market Retail Price

Facilities/Resources Available At Community College

Please do visit the IBA Community/School to see the facilities/resources available at the Tuckshop/Book Shop/Tuckshop before preparing and submitting your proposal.



Sukkur IBA University

www.iba-suk.edu.pk

AUCTION NOTICE
TO RUN TUCK SHOPS/CANTEENS ON RENTAL BASIS
AUC/02/24-25

Sukkur IBA University invites technical and financial proposals from eligible and well reputed firms/individuals registered with taxation Department(s) having relevant experience for running following **Tuck Shops/Canteens** at **IBA Community College Khairpur, Dadu and Naushahro Feroze** on contract basis.

S.No.	DESCRIPTION	AUCTION DOCUMENT FEE
01	Tuck Shop/Canteen @ IBA Community College Khairpur	Rs. 2000/-
02	Tuck Shop/Canteen @ IBA Community College Dadu	Rs. 2000/-
03	Tuck Shop/Canteen @ IBA Community College Naushahro Feroze	Rs. 2000/-

Auction documents can be collected from the office of Additional Director Procurement against written request and submission of auction document fee Bank's pay order/demand draft in favor of "**Sukkur IBA University**" from **November 25, 2024 to December 12, 2024** during working hours on working days.

Bid Security as mentioned in the bidding documents must be attached with the financial proposal. Any bid without bid security will not be considered.

The last date for the submission of the proposals is **December 12, 2024 up to 3:00 pm** in the office of additional director procurement. The technical proposals **will be opened on the same day at 3:30 pm**

Auction documents can also be downloaded from SIBAU website www.iba-suk.edu.pk and submitted with auction document fee.

In case of Government declare/announce public holiday on the date of opening, the proposals will be submitted/opened on the next working day at the same time.

The site can be visited during hours 10:00 am to 4:00 pm on any working day.

Sukkur IBA University reserves the right to reject any or all proposals.

PLEASE SEND YOUR QUERIES TO: hari@iba-suk.edu.pk

SUKKUR IBA UNIVERSITY

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