



**IBA Public School Larkana**



## **TENDER DOCUMENTS**

### **CANTEEN IBA PUBLIC SCHOOL LARKANA**

**Last Date of Tender form receiving- August 09, 2022 2:00 pm**  
**Last Date of Submission - August 10, 2022 1:00 pm**  
**Tender Opening Date - August 10, 2022 1:30 pm**  
**Venue - IBA Public School**  
**Wagan Road Wakeel Colony**  
**Larkana**

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Wagan Road Wakeel Colony Larkana Tel: (074) 9410508

E-mail: [principal.larkana@ibacc.edu.pk](mailto:principal.larkana@ibacc.edu.pk) Website: <http://www.ibapsl.edu.pk>

**TERMS & CONDITIONS OF CONTRACT FOR RUNNING A CANTEEN AT**  
**IBA PUBLIC SCHOOL LARKANA**

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 is on mutual agreement.
2. The price according to market price rates, should be displayed and will be valid for one year but can be reviewed and revised during the period of this agreement only once after six months with mutual discussions except cold drinks and other standard packaged items supplied in Canteen. Prices of the articles, stationery, grocery and cosmetics items etc will be revised whenever manufacturers revise them. The contractor will supply only such items specifically approved by the management. However, more items can be included in the menu with prior approval of the Management.
3. The contractor will be responsible for providing all the required at Canteen for any additional items, which the contractor intends to supply; the weight/quantity of such items should be specified while quoting the proposed sale price of such item.
4. Repair and maintenance of the Canteen will be carried out by the Contractor at any cost of the Society. Contractor will not claim any reimbursement of expenses on this account
5. 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.
6. 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 Public School Larkana.
7. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from IBA Public School Larkana.  
The Contractor will directly be responsible for the administration of his employees as regards general discipline and courteous behavior
8. The Contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by the IBA Public School Larkana, to be free from communicable diseases in addition to general fitness  
& will also ensure that workers on duty are in proper uniform wearing name Plate. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
9. The Contractor will be responsible for cleanliness of all items, furniture, fixtures and fittings, etc in the Canteen. The organization will not provide any cleaning materials/dusters, etc. for the same.
10. Very high standards of hygiene and cleanliness shall be observed in the running of the Canteen 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.

11. The Canteen shall be opened on all working days. The working hours presently are from 08.00 am to 5.00 pm (Timing may be revised by the Principal IBA Public School from time to time). The Canteen will also function 7 days a week. However, the Canteen will remain closed on Sundays and other holidays unless specifically told by the IBA Public School Larkana. In case the Canteen is to be opened on holidays and kept open beyond office hours, the IBA Public School Larkana has the option to direct the Contractor to do so and permission to do so would be specific.
12. The IBA Public School Larkana shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to officers, staff and students in their personal capacity, which will be wholly to the risk of the Contractor
13. (a) The Canteen shall be for the use of the students & employees of the IBA Public School Larkana and any other persons allowed by the IBA Public School Larkana. The Contractor shall be responsible for the quality of the eatables and others useful items supplied. Only the IBA Public School Larkana students, Officers and staff shall be entitled to buy the things from the Canteen. No outsider will be served without the permission of the IBA Public School Larkana  
(b) The Contractor will not take out of the IBA Public School Larkana premises any articles or stores without a Gate-Pass to be issued by the Canteen in-charge.
14. 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.
15. 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 Public School Larkana.
16. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for IBA Public School Larkana Canteen. Any Addition/deletion must be communicated to the Principal IBA Public School Larkana.
17. 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.
18. IBA Public School Larkana shall have the right to search the Contractor's employees at any time while going out of the office 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 Principal IBA Public School Larkana.
19. The IBA Public School Larkana reserves the rights to take samples of the edibles/ grocery and other material from the Canteen for the purpose of inspection and

- testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner.
20. A Canteen Management Committee will be nominated by the Principal IBA Public School Larkana to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the Canteen. In case there are repeated failures or issued notices by the Committee due to failure of Contractor, the Secretary / Chairman of the Canteen Committee, can impose a fine up to Rs. 2,000/- at one time to be recoverable from bills due to the Contractor.
  21. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the Canteen premises.
  22. The Contractor will deposit with IBA Public School Larkana a sum of Rs. 100,000 (Rupees one hundred thousand only) as security deposit or submit a bank guarantee valid for 15 months, for this amount towards security against the equipments provided by IBA Public School Larkana in the Canteen or any other loss, tear and acts of outside criminal interference, or material causes and riots etc. It will be recovered by IBA Public School Larkana from the security of Rs. 50,000 in part, depending on the extent and nature of loss. Otherwise, the security deposit will be refunded to the Contractor on completion of Contract. The security deposit will bear no interest.
  23.
    - (a) The Contractor shall not sublet or assign the license or use the space provided for running the Canteen for purposes other than running a Canteen and 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 Canteen 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 Public School Larkana 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 Public School Larkana 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 Canteen premises.
  24. For termination of this agreement **one month's notice will be required from either sides** in black & white. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by IBA Public School Larkana and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of Principal, IBA Public School Larkana, shall be final and binding upon the Contractor. The Contractor shall be free to remove without any damage to the IBA Public School Larkana property like furniture, fittings and other articles that might have been brought by the Contractor.

25. The Contractor shall keep in a conspicuous place in the Canteen the approved rate list of items and a complaint book to record complaints, and this book shall be open to inspection by persons duly authorized by IBA Public School Larkana. The contractor shall inform IBA Public School Larkana 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.
26. In case of any dispute the matter shall be referred to the Principal, IBA Public School Larkana, and his decision will be final and binding on the Contractor.
27. The Contractor has a bare permission only to run a Canteen in the IBA Public School Larkana premises during the contract period and nothing contained in this document shall be construed as demise in law of the said IBA Public School Larkana premises or any part thereof and shall not give any legal title or interest to the Contractor.
28. Working experience in running of Canteen in various organizations must at least be of 3 years or more.
29. The electricity charges will be paid as per actual, separate sub-meters installed at Canteen by the Contractor within due dates.
30. IBA Public School Larkana installed electrical lighting etc items at canteen. The electricity bill will be paid by the contractor as per actual reading of the sub meter to IBA Public School Larkana every month.

**PRICE LIST OF CAFETERIA ITEMS**

S.No	Name of Item	Unit	Rate to be Charged (Rs.)
1	Expresso Coffee Tea Vending Machine Tea Bag Tea Coffee (Vending Machine)	150 ml	
2	Cold Drinks of different Varieties	As per market Price	
3	Biscuit sweets/salted of different varieties	As per market Price	
4	Ice Cream	As per market Price	
5	Snacks of Good quality in the Morning/Evening Samosa Pakora Chicken Roll Chicken Sandwich Chicken Burger Vegetable Roll Vegetable Sandwich Vegetable Roll	Per Piece	

**List down the infrastructural facilities you will provide to college canteen.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

Use extra sheets if required

Proposals /Bids will be evaluated against following evaluation criteria:

**(1) Technical Evaluation Criteria - Weight age 70%**

S.No	Bidder Name	Max Score	Achieved Score	Remarks
1	Technical & Human Resource Expertise i.e. Ability to run Canteen / Canteen	30		
2	Relevant Experience	10		
3	Experience with Academic Institutions	10		
4	Amount willing to invest in Canteen /Canteen to make sure availability of required items /equipment for smooth operations.	15		
5	Feedback of previous/existing organization where worked/ working as Canteen/ Canteen Contractor	5		
6	List of Items that will be available at Canteen /Canteen for Sale	10		
7	Company Profile	10		
8	Cliental Served Profile	10		
	Total	<b>100</b>		

**Note:** Please do attach documentary evidence in support of claims made in technical proposal.

**(2) Financial Evaluation Score – Weight age 30%**

**Proposed Rent (Per month) for Canteen: \_\_\_\_\_**

**(Signature)**

**Company Name (If any): \_\_\_\_\_**

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

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

**Contact No. \_\_\_\_\_**