

Sukkur IBA University



DOCUMENTS

TUCK SHOPS

- 1. Tuck-Shop at Main Campus**
- 2. Tuck-Shop at the Executive Development Center**

Important Notes:

- (I) Please sign and stamp each & every page of the document.
- (II) Please send technical & financial proposals in two separate sealed envelopes

| | |
|---------------------------------|---|
| Last Date for Tender Submission | October 5, 2023 3:00 pm |
| Date of Tender Opening | October 5, 2023 3:30 pm |
| Venue | Sukkur IBA University Nisar Ahmed Siddiqui Road Sukkur |

TERMS & CONDITIONS OF CONTRACT

1. The agreement shall be valid initially for three years; thereafter, it may be extended for a further three years by Sukkur IBA University on satisfactory performance.
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 this agreement only once after six months with mutual discussions, except cold drinks and other standard packaged items supplied in Tuck Shop. 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. The successful bidder will be bound to sell on the rates mentioned in the approved price list issued by Sukkur IBA University.
3. The contractor will be responsible for providing all the required items at Tuck-Shops; for any additional items that the contractor intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price of such item for approval by Sukkur IBA University.
4. In case of any food poisoning / Contamination, the contractor will be held fully responsible, and he/she will bear all the claims & expenses caused due to food poisoning/Contamination.
5. The Contractor will employ an adequate number of staff (should be of 18 years & above age in order to avoid / discourage child labor) in order to maintain efficiency to the standard desired by the Sukkur IBA University.
6. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from Sukkur IBA University. The Contractor will directly be responsible for administering his/her employees regarding general discipline and courteous behavior.
7. The Contractor will get all his workers medically examined by an 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 workers on duty are in proper uniform 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 all items, furniture, fixtures and fittings, etc., in the Tuck Shop. 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 Tuck Shop and connected services by the Contractor and workers engaged by the Contractor, including those responsible for the collection of used utensils and periodic disposal of waste and refuse.
10. The Tuck Shop shall be open seven days a week. The working hours presently are from 07:00 am to 9:00 pm. The Tuck Shop will also function 7 days a week.

However, the Tuck shop will remain closed on Sundays and other holidays unless specifically told by the Sukkur IBA. In case the Tuck Shop is to be opened on holidays and kept open beyond office hours, the Sukkur IBA has the option to direct the Contractor to do so and permission to do so would be specific.

11. The Sukkur IBA shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to officers and staff in their personal capacity, which will be wholly to the risk of the Contractor
12. (a) The Tuck Shop shall be for the use of the students & employees of the Sukkur IBA and any other persons allowed by the Sukkur IBA. The Contractor shall be responsible for the quality of the eatables and others useful items supplied. Only the Sukkur IBA students, officers and staff shall be entitled to buy the things from the Tuck Shop. No outsider will be served without the permission of the Sukkur IBA.

(b) The Contractor will not take any articles or stores from the Sukkur IBA premises without a Gate-Pass to be issued by Sukkur IBA University authorized personnel.
13. In the event of failure, to supply the approved items without notice by the Contractor, the Organization will arrange the same at the Contractor's risk and cost.
14. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance, medical tests, vaccinations and all other legal requirements as mentioned in different laws/acts of the Government of Pakistan and Government of Sindh 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 Sukkur IBA University.
15. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for Sukkur IBA University Tuck Shop(s). Any addition/deletion must be communicated to Sukkur IBA University.
16. Any of the Contractor's employees proceeding on leave shall immediately be replaced by the Contractor so as to maintain a satisfactory level of service at all times.
17. Sukkur IBA University 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 the Contractor or his employees. The Contractor will issue ID Cards to the Contractor's workers in the format approved by Sukkur IBA.
18. The Sukkur IBA reserves the right to take samples of the edibles/groceries and other materials from the Tuck Shop for inspection and testing to maintain the quality. Such samples will, however, be drawn by authorized person/persons in this manner.
19. A Tuck-Shops Management Committee will be nominated by Sukkur IBA University to inspect and oversee the functioning of Tuck Shops to ensure hygiene and sufficient service in the Tuck Shops. If there are repeated failures or issued notices by the Committee due to failure of the Contractor, the Secretary / Chairman of the Tuck Shop Committee can impose a fine of Rs. 25,000/- or higher value 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 Tuck Shop premises.

21. The Contractor will deposit with Sukkur IBA a sum of Rs. 200,000 (Rupees Two hundred thousand only) as a security deposit or submit a bank guarantee valid for 15 months, for this amount towards security against the equipment provided by Sukkur IBA University in the Tuck Shop or any other loss, tear, and acts of outside criminal interference, or material causes and riots, etc. It will be recovered by Sukkur IBA University from the security deposit amount 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 Tuck Shop for purposes other than running a Tuck Shop 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 Tuck 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 Sukkur IBA 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 an act of God.
 - (c) Sukkur IBA University will not be in any way responsible for any loss or damages to any goods, stores, or articles that the Contractor may keep in the Tuck Shops premises.
23. For termination of this agreement, **three month's notice will be required from either side** in black & white. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by Sukkur IBA and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provided, from time to time and the decision of Registrar, Sukkur IBA, shall be final and binding upon the Contractor. The Contractor shall be free to remove without any damage to the Sukkur IBA property like furniture, fittings, and other articles that the Contractor might have brought after getting a No-Dues Certificate from Sukkur IBA University and against gate-pass issued by an authorized person of Sukkur IBA University.
24. The Contractor shall keep in a conspicuous place in the Tuck Shops 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 Sukkur IBA University. The contractor shall inform Sukkur IBA University of his action regarding 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 Registrar, Sukkur IBA, and his decision will be final and binding on the Contractor.
26. The Contractor has bare permission only to run a Tuck Shop in the Sukkur IBA premises during the contract period and nothing contained in this document shall be construed as demise in law of the said Sukkur IBA premises or any part thereof and shall not give any legal title or interest to the Contractor.
27. Working experience in running a Tuck Shop in various organizations must at least be of 2 years or more.

28. The security deposit of Rs.200 000 (Refundable) should be submitted along with the tender in the form of a Bank Draft/pay order/bank guarantee in the name of the Sukkur IBA.
32. The electricity charges will be paid as per actual, separate sub-meters installed at Tuck Shop by the Contractor within due dates.
33. The Rent will be paid in advance for each quarter (3 months) from the start of the lease/contract with a 10% increase per annum.
34. The items for sale on tuck shops will be standard packed items like cold drinks, packed juices, biscuits, confectionary items, medicine, stationary, etc.
35. The successful bidder will be bound to sell the items at Tuck Shop, preferably at a discounted rate or maximum at the market rate. Any item sold at the above market rate will be liable to be penalized and cancellation of the contract if repeated incidents are reported.
36. The bidders are advised to visit the site/tuck shops on any working day from 9 to 5 pm for better understanding before submitting the proposal.
37. The document should be submitted with fees of Rs 5,000 (Non-Refundable) in the shape of a pay order in favor of Sukkur IBA University if tender documents have been downloaded from the website and fees have not been submitted.
38. Sukkur IBA University will sign an agreement on a legal E-Stamp paper, and the successful bidder will pay the stamp duty.

(Signature of Contractor)

Name: _____

Address: _____

Contact No. _____

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

TECHNICAL EVALUATION CRITERIA

(1) Technical Evaluation Criteria - Weight age 70 %

| S. N | Bidder Name | Max Score | Achieved Score | Remarks |
|------|--|------------|----------------|---------|
| 1 | Trained & Experienced Staff | 20 | | |
| 2 | Annual Turnover | 10 | | |
| 3 | Experience with Reputed Professional Academic Institutions / Corporate / Large Business Set Up | 20 | | |
| 4 | Previous/Existing Organizations where working Feedbackby concerned | 10 | | |
| 5 | Financial Soundness (Please attach bank statement) | 20 | | |
| 6 | Profile | 20 | | |
| | Total | 100 | | |

Note: Please attach documentary evidence in support of your claims in the technical proposal.

(2) Financial Evaluation Criteria- Weight age 30 %

Rent per month offered by the bidder to the Sukkur IBA University

ELIGIBILITY & EVALUATION CRITERIA

Eligibility Criteria

1. The bidder must have at least two years of experience in the relevant field
2. Details of turnover (Including in terms of Rupees) of at least the last two years
3. Registration with Income Tax & Sales Tax Departments and relevant bodies.
4. Affidavit that the firm has never been blacklisted.

Reserve Price: The minimum Monthly Rent quoted must not be less than Rs 25,000 per month each tuck-shop

Evaluation Criteria

1. Technical Evaluation Criteria (As mentioned in the above table)
2. Financial Evaluation Criteria (Rent offered per month by the bidder)
The highest rent will get more points in the evaluation.

Selection Criteria

The bidder getting the highest total weighted score (Technical + Financial Score) will be a successful bidder.

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

PRICE LIST OF IBA TUCK-SHOP ITEMS

Please quote for Stationary, Confectionary, Cold drinks items

Note: You may use additional sheets for more items quoted.

| S. N | Name of Item | Unit | Rate to be Charged (Rs.) |
|-------------|---------------------|-------------|---------------------------------|
| 1 | | Each | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |

BID DATA SHEET

Please Bid Rent Per Month Offered by You **for Two Tuck-Shops** Here

Rent Per Month Offered **for Two Tuck-Shops** Rs _____

Name of Bidder _____

Signature of Bidder _____



SUKKUR IBA UNIVERSITY

www.iba-suk.edu.pk

AUCTION NOTICE AUC/01/23-24

Running of Food Points and Photo Copy Shop on a Rental Basis

Sukkur IBA University invites technical and financial proposals from well-reputed firms/individuals registered with the Income Tax & Sales Tax Department who have relevant experience in running the following food points and photocopy shop facilities at Sukkur IBA University (Main Campus) on a rental and contract basis.

| S.No. | DESCRIPTION | DOCUMENTS FEES (Non-Refundable) |
|-------|-----------------------|---------------------------------|
| 01 | Central Cafeteria | 10,000 |
| 02 | Canteen | 5,000 |
| 03 | Tuck Shops | 5,000 |
| 04 | Photo State Copy Shop | 5,000 |

The documents containing detailed terms and conditions and scope of work can be collected from the office of Additional Director Procurement against written request and submission of documents fee in the shape of Bank's pay order/demand draft in favor of "Sukkur IBA University" from **September 19, 2023, to October 04, 2023**, during working hours on working days.

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

The last date for submitting the proposals is **October 05, 2023**, up to 3:00 p.m. in the office of additional director procurement. The technical proposals will be opened on the same day at 3:30 p.m.

The documents can also be downloaded from the SIBAU website, www.iba-suk.edu.pk, and submitted with documents fee and bid security.

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

Please send your queries: hari@iba-suk.edu.pk

ADDITIONAL DIRECTOR PROCUREMENT
SUKKUR IBA UNIVERSITY

PID(H)109/2023

Nisar Ahmed Siddiqui Road, Sukkur Tel: 071-5644142 Fax 071-5804419