

## SUKKUR IBA UNIVERSITY



**Tender Proc/351**

### **TENDER DOCUMENTS**

#### **TUCK-SHOP AT IBA COMMUNITY COLLEGES & SCHOOLS**

1. IBA Public School Sukkur
2. IBA Community College Khairpur
3. IBA Community College Dadu
4. IBA Public School Ubauro
5. IBA Public School Larkana
6. IBA Community College Jacobabad
7. IBA Community College Naushero Feroze

Last Date for Tender Submission  
Date of Tender Opening  
Venue

July 13, 2023 up to 3:00 pm  
July 13, 2023 at 3:30 pm  
Sukkur IBA University  
Nisar Ahmed Siddiqui Road  
Sukkur

## **TERMS & CONDITIONS OF CONTRACT FOR RUNNING A TUCK-SHOP**

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 price list as attached herewith (Annexure-I) will be made an attachment to this agreement and will be valid for one year but can be reviewed during the period of this agreement only once after six months with mutual discussions except cold drinks and other standard packaged items supplied in TUCK-SHOP. Prices of these articles 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 items mentioned in Annexure-I. For any additional items, which the contractor intends to supply, the details of such items should be specified while quoting the proposed sale price of such item.
4. Facilities available at the IBA Community colleges/schools are mentioned in Annexure # II)
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 Community Colleges/Schools.
7. 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.
8. 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 uniform wearing name plates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
9. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the TUCK-SHOP Hall. 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 kitchen, the TUCK-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.

11. The TUCK-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 TUCK-SHOP will also function on 7 days a week. In case the TUCK-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.
12. 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
13.
  - (a) The TUCK-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 TUCK-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 TUCK-SHOP in-charge notified by the IBA Community College/School.
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 Community College/School.
16. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for the TUCK-SHOP. Any addition/deletion must be communicated to the authorized officer of the college/school.
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. 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.

19. The IBA Community College/School nominees reserve the right to take samples of the edibles/ raw material from the TUCK-SHOP 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 TUCK-SHOP Management Committee will be nominated by the IBA Community College/School to inspect and oversee functioning of TUCK-SHOP with a view to ensure hygiene and sufficient service in the TUCK-SHOP. In case there are repeated failures or lacuna noticed by the Committee due to failure of Contractor, the Secretary / Chairman of the TUCK-SHOP Committee can impose a fine up to Rs. 5,000/- 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 TUCK-SHOP premises.
22. The Contractor will deposit with IBA Community College/School a sum of Rs. 50,000 (Rupees fifty thousand only) as security deposit towards security against the space/items/equipment provided by IBA Community College/School in the TUCK-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 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 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 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 TUCK-SHOP premises including kitchen and other rooms.
24. 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 provided, 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 no-dues certificate from the concerned departments.

25. The Contractor shall keep in a conspicuous place in the TUCK-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.
26. 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.
27. The Contractor has a bare permission only to run a TUCK-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.
28. The TUCK-SHOP Contractor will bring all crockery/utensils for the purpose of making, serving.
29. Working experience in catering or running of TUCK-SHOP in reputed organizations/ Academic institutions at least of 3 years or more
30. List of offices or organization where the TUCK-SHOP had been running or presently running.
31. 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 TUCK-SHOP contract applied for.
32. The electricity, gas charges will be paid as per actual, separate sub-meters installed at TUCK-SHOP by the Contractor within due dates.
33. The Monthly Rent / Charges must be deposited, with the IBA Community College/School on the date approved by the Competent Authority in the Contract, by the Contractor.
34. The successful bidder will be bound to sell the items at Tuck 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 evaluation criteria mentioned below.

### **EVALUATION CRITERIA**

#### **Eligibility Criteria**

1. The bidder must have at least 3 years of experience in the relevant field
2. Details of turn-over (Including in terms of Rupees) of at least last three years
3. Turnover should be of similar level of the IBA Community College/School applied for turnover
4. Registration with FBR / SRB and must have valid professional Tax Certificate issued from Government of Sindh.
5. Affidavit that firm has never been blacklisted.
6. Company/Firm Profile

#### **Selection Criteria**

1. Items Rate – Lowest Rate
2. Rent per month – Highest Rent

#### **Important Note**

Please quote Rent keeping in view the facilities available for Tuck Shop at the IBA Community College/School, Tuck-Shop contract applied for as mentioned in Annexure -II, facilities will be provided on “ as is where is” basis as mentioned in Annexure- II.

#### **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**

Name of IBA Community College/School TUCK-SHOP Applied For  
\_\_\_\_\_

**PRICE LIST OF IBA TUCK-SHOP ITEMS**

**Please quote for Stationary, Confectionary, Cold drinks and books  
items**

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

## Annexure- II

Sukkur IBA university												
Directoriate of IBA Community colleges & Schools												
Cantene Hall /Crokery/Furniture /Electricity/ Tuck Shop Availability Data												
S#	Name of School/College	Cantene Facility							Tuck Shop			Student Strength
		Room/Hall	Kitchen	Furniture	Cooking Equipments	Crockery	Electricity	Gas	Room	Furniture	Electricity	
1	IBA community college Khairpur	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	800+ Students
2	IBA community college Dadu	Available	Not Available	Available	Not Available	Available	Available	Available	Available	Not Available	Available	700+ Students
3	IBA Public School ubauro	Available	Available	Available	Not Available	Available	Available	Available	Available	Available	Available	600+ Students
4	IBA Public School Larkana	Available	space Available	Not Available	Not Available	Available	Available	Available	Available	Available	Available	1500+ Students
5	IBA community college N .Feroze	Not Available	Not Available	Not Available	Not Available	Available	Available	Available	Available	Available	Available	400+ Students
6	IBA Community college Jacobabad	Not Available	Not Available	Not Available	Not Available	Available	Available	Available	Available	Not Available	Not Available	400+ Students
7	IBA Public School Sukkur	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	3800+ Students

Items for sale in T uckshop- Stationary, Juices,Cold drinkm Choc, Biscuits,Chips, Shampoo, Soap etc.



**Sukkur IBA University**  
www.iba-suk.edu.pk

## TENDER NOTICE

### Tender # PROC/351

Sukkur IBA University invites sealed bids on single stage one envelope procedure for canteen & tuck shop contract IBA Community colleges & schools from the eligible and well reputed & experienced individuals/firms registered with income tax, sales tax/SRB for running canteen & tuck shop on contract for IBA community colleges & schools at Sukkur, Khairpur, N.Feroze, Dadu, Jacobabad, Larkana & Ubauro.

S.#	DESCRIPTION
01	CANTEEN
02	TUCK SHOP

#### Tender Schedule - Date and Time

	Issue / Sale		Submission	Opening	Tender Fee
	From	To			
01	June 24, 2023	July 12, 2023	13-07-2023 03:00 PM	13-07-2023 03:30 PM	Rs. 2000 each

The bids shall comprise a single package containing one sealed envelope. Bid Security **Rs. 25,000** must be attached in shape of pay order/demand draft in favour of Sukkur IBA University.

The rate quoted should be inclusive of GST, Income Tax, SRB (Sindh Services Tax) and government duties etc.

#### Eligibility Criteria:

- The bidder must have at least 3 years of experience in the relevant field
- Details of turn-over (Including in terms of Rupees) of at least last three years
- Registration with FBR & SRB
- Affidavit that firm has never been blacklisted.
- Company/Firm Profile

Tender Fee in shape of Pay order should be in favor of Sukkur IBA University. Bidding documents can be obtained and shall be submitted in the office of Additional Director Procurement as per above schedule. Bidders are requested to give their Best and Final Price. Bidding Documents containing detailed terms and conditions are also available at Website [www.iba-suk.edu.pk](http://www.iba-suk.edu.pk)

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

Procuring agency reserve the right to accept or reject any or all bids prior to the acceptance of a bid.

Please send your queries: [hari@iba-suk.edu.pk](mailto:hari@iba-suk.edu.pk)

**ADDITIONAL DIRECTOR PROCUREMENT**  
**SUKKUR IBA UNIVERSITY**  
Nisar Ahmed Siddiqui Road, Sukkur Tel: 071-5644142  
Fax 071-5804419

PID/H/47/2022