

Sukkur IBA University

Tender Proc # 356



TENDER DOCUMENTS

PHOTO STATE COPY SHOP

Important Notes:

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

Last Date for Tender Submission	August 11, 2023 3:00 pm
Date of Tender Opening	August 11, 2023 3:30 pm
Venue	Sukkur IBA University Nisar Ahmed Siddiqui Road Sukkur

Sukkur - IBA University - Nisar Ahmed Siddiqui Road Sukkur - 65200, Pakistan Tel: (071) 5644142
Fax: (071) 5804419

E-mail: Website: <http://www.iba-suk.edu.pk>

TERMS & CONDITIONS OF CONTRACT

1. The agreement shall be valid initially for a period of three years and thereafter it may be extended for a further period of 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 the period of this agreement only once after six months with mutual discussions. The successful bidder will be bound to sell on the rates mentioned in approved price list issued by Sukkur IBA University.
3. The contractor will be responsible for providing all the required items at the photo state shop i.e., Photo state copy, book binding service, print out facility etc.
4. 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 Sukkur IBA University.
5. 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 the administration of his/her employees as regards general discipline and courteous behavior.
6. 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 workers on duty are in proper uniform wearing name plates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
7. The Contractor will be responsible for cleanliness of all items, furniture, fixtures and fittings, etc. in the Shop. The organization will not provide any cleaning materials/dusters, etc. for the same.
8. Very high standards of hygiene and cleanliness shall be observed in the running of the Shop 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.
9. The Shop shall be opened on seven days a week. The working hours presently are from 07:00 am to 9: 00 pm. The Shop will also function 7 days a week.

However, the shop will remain closed on Sundays and other holidays unless specifically told by the Sukkur IBA. In case the 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.
10. 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
11. (a) The 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 useful items supplied. Only the Sukkur IBA students, officers and shall be entitled to buy the things from the Shop. No outsider will be served without the permission of the Sukkur IBA.

- (b) The Contractor will not take out of the Sukkur IBA premises any articles or stores without a Gate-Pass to be issued by Sukkur IBA University authorized personnel.
12. 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.
13. 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 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.
14. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for Sukkur IBA University Photo State Copy Shop. Any addition/deletion must be communicated to Sukkur IBA University.
15. 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.
16. 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 Contractor or his employees. The Contractor will issue ID Cards to the Contractor's workers in the format approved by Sukkur IBA.
17. A Management Committee will be nominated by Sukkur IBA University to inspect and oversee functioning of the Shop with a view to ensure hygiene and sufficient service in the Shop. In case there are repeated failures or issued notices by the Committee due to failure of Contractor, the Secretary / Chairman of the 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.
18. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the Shop premises.
19. The Contractor will deposit with Sukkur IBA a sum of Rs. 50,000 (Rupees Fifty thousand only) as security deposit in shape of Bank Pay Order or demand draft for this amount towards security against the space provided by Sukkur IBA University any loss, wear-tear, breach of contract 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 loss. Otherwise, the security deposit will be refunded to the Contractor on completion of Contract. The security deposit will bear no interest.
20. (a) The Contractor shall not sublet or assign the license or use the space provided for running the photo state copy Shop for purposes other than

running a photo state copy shop and shall not allow anybody to 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 Phot State Copy 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 accruing to any goods, stores or articles that may be kept by the Contractor in the Tuck Shops premises.
21. For termination of this agreement **three months' 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 provide, 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 might have been brought by the Contractor after getting No-Dues Certificate from Sukkur IBA University and against gate-pass issued by authorized person of Sukkur IBA University.
 22. The Contractor shall keep in a conspicuous place in the Shop 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 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.
 23. 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.
 24. The Contractor has a bare permission only to run a the photo state copy 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.
 25. Working experience in running a Photo State Copy Shop must at least be of 2 years or more.
 26. The security deposit of Rs.50, 000 (Refundable) should be submitted along with the tender in the form of Bank Draft/pay order in the name of the Sukkur IBA.
 32. The electricity charges will be paid as per actual, separate sub-meters installed at the Shop by the Contractor within due dates.

33. The Rent will be paid in advance for each year from the start of lease/contract with 10% increase per annum.
34. The successful bidder will be bound to sell the items at the 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.
35. The bidders are advised to visit the site/photo state copy shop on any working day during 9 to 5 pm for better understanding before submission of proposal.
36. The tender document should be submitted with tender documents fees Rs 5,000 (Non-Refundable) in shape of pay order in favor of Sukkur IBA University if tender documents have been downloaded from the website and fees has not been submitted.
37. Sukkur IBA University will sign agreement on legal E-Stamp paper, the stamp duty will be paid by the successful bidder.

(Signature of Contractor)

Name: _____

Address: _____

Contact No. _____

ELIGIBILITY & EVALUATION CRITERIA

Eligibility Criteria

1. The bidder must have at least 2 years of experience in the relevant field

Selection Criteria

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

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 PHOTO COPY SHOP ITEMS

S. N	Name of Item	Unit	Rate to be Charged (Rs.)
1	One Side Photocopy (A4 Size)	Each	
2	Two Side Photocopy (A4 Size)	Each	
3	One Side Photocopy (Legal Size)	Each	
4	Two Side Photocopy (Legal Size)	Each	
5	CNIC & other identity cards Copy (two sides)	Each	
6	Spiral Binding	Each	
7	Tape Binding	Each	
8	Plastic Coating Document	Each	
9	Plastic Coating CNIC/other identity cards	Each	
10	Laser Printer Print Out (one side)	Each	
11	Laser Printer Print Out (two side)	Each	
12			
13			
14			
15			
16			

BID DATA SHEET

Please Bid Rent Per Month Offered by You Photo State Copy Shop Here

Rent Per Month Offered for Photo State Copy Shop Rs _____

Name of Bidder _____

Signature of Bidder _____



SUKKUR IBA UNIVERSITY

www.iba-suk.edu.pk

NOTICE INVITING TENDER

Tender # PROC/356

Sukkur IBA University invites technical and financial proposals from well reputed firms/individuals registered with Income Tax & Sales Tax Department having relevant experience in running following food points and photocopy shop facilities at main campus at Sukkur on contract basis.

S.No.	DESCRIPTION	TENDER FEE
01	Central Cafeteria	10,000
02	Canteen	5,000
03	Tuck Shops	5,000
04	Kiosks	5,000
05	Photo State Copy Shop	5,000

Tender documents can be collected from the office of Additional Director Procurement against written request and submission of tender fee Bank's pay order/demand draft in favor of "Sukkur IBA University" from **July 22, 2023** to **August 10, 2023** 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 **Aug 11, 2023 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

Tender documents can also be downloaded from SIBAU website www.iba-suk.edu.pk and submitted with tender fee.

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 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 accept or reject any or all proposals.

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

ADDITIONAL DIRECTOR PROCUREMENT

SUKKUR IBA UNIVERSITY

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