

# UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE



**TENDER DOCUMENT**  
**FOR**  
**CAFETERIA**  
**SPORTS CAFETERIA (UPPER HALL)**

**ESTATE OFFICE**

Ph. No. 042-9029474

**Note:** The Last Date for submission of Tenders is 20.03.2023 at 10:30 a.m. The Tenders will be opened on same day at 11:00 a.m. in the Conference Hall adjacent to Vice Chancellor Office

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11/17/23

**CHECK LIST FOR SUBMISSION OF APPLICATION/TENDERS**

(please mark ✓ or X in relevant boxes)

- |    |  |   |
|----|--|---|
| 1. | Detail of company profile (attach all documents)<br>(Letter head/firm/employees detail/Bank Statement etc.)      | <input type="checkbox"/>                      |
| 2. | Amount of Earnest Money /Deposit at call<br>• (Total Estimated amount for Cafeteria is Rs.22,80,000/- Per Annum) | <input type="checkbox" value="Rs. 68,400/-"/> |
| 3. | Tender fee Amounting Rs.5000.00  | <input type="checkbox"/>                      |
| 4. | Affidavit on stamp paper Rs: 100/-   | <input type="checkbox"/>                      |
| 5. | Copy of Income Tax & GST/PPST/Provincial Tax (PRA)   | <input type="checkbox"/>                      |
| 6. | Price offer on Bidder's letter head per month/per annum  | <input type="checkbox"/>                      |
| 7. | Proof of Business status of the Bidder's Company   | <input type="checkbox"/>                      |

**TENDER / APPLICATION FORM**  
(Tick the Relevant)

Tender applied for

- **Sports Cafeteria (Upper Hall)**

Name of Contractor of firm/Company: .....

Amount of Earnest Money (Deposit at call)

Rs.68,400/-

- (Total Estimated amount for Cafeteria is Rs. 22,80,000/- Per Annum)

Deposit at Call No. (Quote P.O/Bank Draft/ Voucher No.) .....

Tender fee amounting Rs.

Rs.5000/-

Challan No /P O /etc. (Quote P.O/Bank Draft/ Voucher No.) .....

Postal Address of the Bidder (Head Office) .....

Telephone Numbers .....

Fax Number .....

Email Address/Web .....

Company/firm's authorized Person Name: .....

Designation: .....

Address and contact details of Branch office at Lahore: .....

Company Income Tax & GST/PST/Provincial Tax (PRA) Number .....

**Contractor Signature**  
**Contractor Stamp**

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## AFFIDAVIT (Non judicial paper of Rs: 100/-)

We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of Tender document for Cafeteria and also do hereby confirm as follows:

1. That, M/s \_\_\_\_\_ shall abide by all the instructions/conditions of the bidding document, other UET conditions, UET rules and regulations & all other special instructions given time to time and enforced by Govt. of Punjab /PPRA Punjab & University Authorities.
2. That, M/s \_\_\_\_\_ is not blacklisted or terminated by any Govt. Department/Authority in Pakistan.
3. That the information given in the application form and bidding document is correct. In case any of these information is proved incorrect, UET reserve the right to reject the bid besides forfeiting the Bid Security, disqualification of bidder and may initiate suitable legal action which may include blacklisting of the Bidder.

Name .....

Signature .....

Designation .....



Handwritten signature and date: 17/2

**ESTATE OFFICE,**  
**UNIVERSITY OF ENGINEERING & TECHNOLOGY LAHORE**

**INSTRUCTIONS TO BIDDER**

**INTRODUCTION:** University of Engineering and Technology, Lahore invites bids from reputed/eligible firms/companies registered with Income Tax & Sale Tax/Punjab Provincial Tax (PRA) for running of Sports Cafeteria (Upper Hall).

1. **Eligible Bidder:** The bidders (firm/company) who fulfill the minimum qualification criteria as mentioned in Tender documents.
2. **Scope of Work:** To provide food services to university students, staff, visitors, residents etc.
3. **Cost of Bidding:** The Bidder (firm/company) shall bear all the costs associated with the preparation and submission of its bid. University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.
4. **Bidding Document:** The Bidders are expected to examine all instructions, forms, terms and conditions etc. of the Bidding Document. Failure to furnish all information required in bidding documents in every respect will be the Bidder's risk. All bids should be submitted separately in sealed envelopes clearly mentioning the Cafeteria name for which bid is being submitted.
5. **Authentication of Erasures/overwriting:** Any erasures or overwriting shall not be accepted
6. **Rejection of Bids:** UET Reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal according to PPRA Punjab Rules
7. **Modification and withdrawal:** Bids once submitted will be treated as final and no further correspondence will be entertained in this regard. No bid will be modified after the deadline.
8. **Bid Earnest Money:** The Tender must be accompanied by 3% of the total estimated amount Rs. 68,400/-for cafeteria (total estimated for cafeteria is Rs. 22,80,000/- per annum) as earnest money in shape of deposit at call in the name of Treasurer, University of Engineering and Technology, Lahore.
9. **Deadline for submission of Bids:** Bids must be submitted not later than the specified date and time mentioned in the Bid documents/advertisement. If specified date of submission of bids being declared holiday for the university, the bids will be received up to the specified time in the next working day. The university may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligation

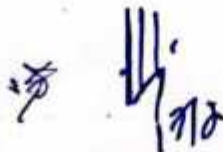
 

of the university and the bidder, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence/bid should be addressed to "Resident Officer, UET-Lahore" and tender will be opened by the "Central Procurement Cell (CPC) UET Lahore.

10. **Late Bids:** Any bid after the deadline of time and date will not be received nor entertained.
11. **Opening of Bids:** All the bids will be opened at the date, time and location mentioned in advertisement/Tender document in the presence of bidder or their authorized representatives.
12. **Period of Contract /Agreement:** The total period of Contract will be three years. University will enter into agreement with successful bidder initially for a period of one year, renewable for another period of two years on yearly basis. The renewal shall be affected after completion of each year period on satisfactory performance/ customer's report or may terminate the Contract at any time or may not renew the contract by the University prior to completion of contract period (maximum 3-years).
13. **Bid Currency:** The price in the bid document shall be expressed in Pak rupees only.
14. **Menu/Quantity/Quality:** Only the services are to be provided in accordance with approved rates by Quality and Price Control Committee UET- Lahore (Annex-I).
15. **Signing of License:** The successful bidder shall be required to enter into a Contract with university within 30 days of the award of tender/contract or within such extended period as may be specified by university. The provision of judicial papers/stamp paper shall be the responsibility of successful bidder.

**TERMS AND CONDITIONS FOR THE GRANT OF LICENSE TO RUN  
CAFETERIA UPPER HALL SPORTS CAFETERIA IN UET MAIN CAMPUS**

1. The license fee of said cafeteria will be Rs. \_\_\_\_\_ per month payable by 10<sup>th</sup> of each month to which it relates.
2. The total period of Contract will be three years. University will enter into agreement with successful bidder initially for a period of one year, renewable for another period of two years on yearly basis. The renewal shall be affected after completion of year period on satisfactory performance/ customer's report or may terminate the Contract at any time by the University or may not renew the contract prior to completion of contract period (maximum 3-years). There shall be 10% increase in existing rent after completion of each year.
3. The Licensee will pay the license fee in advance per month regularly in the University Account No.01287902801499 through Habib Bank Limited, Engineering University Branch, Lahore.
4. If the licensee fails to deposit the License fee until 10<sup>th</sup> of every month, a fine of Rs.50/- per day may be charged till the deposit of the license fee or upon satisfactory reason it may be waived off. However, after 15<sup>th</sup> of the month, the Competent Authority may like to cancel the license. (It will be the sole discretion of the University Authority)
5. The licensee will have to pay Utility Bills such as Sui Gas, Electricity and Water supply etc (Commercial Tariff) as per bill / meter reading regularly. In case the Licensee fails to deposit bills within due date, the University Authorities will have the right to disconnect the services till such time the bills and penalties (if any) are paid.
6. The Licensee will be responsible to sale the items only related to cafeteria and no other item/articles shall be allowed to sell in Cafeteria. Licensee will not be allowed to fix the prices of items to be served in the Cafeteria at his own. The rates should be displayed at visible place for information and convenience of students/faculty/visitors etc.
7. The licensee will remain under close observation of University Authorities in order to avoid any mal-practice including overcharging and subletting of Cafeteria. Violation shall lead cancellation of Cafeteria allotted to Licensee.
8. The Cafeteria will be used strictly for the purpose for which it is being tendered for and no other business shall be carried out in any case in the Cafeteria.
9. Very high standards of hygiene and cleanliness shall be observed in running of the Cafeteria and connected services by the Licensee.
10. No one will be allowed to work in Cafeteria without clearance from Estate office and Security Office & movement pass in the campus.
11. UET shall have the right to search the Licensee or his employees at any time while going out from university premises and there shall be no grievance expressed/felt on this account either by Licensee or his employees. The Security Office will issue ID Cards to the



Licensee's workers as per detail given by Licensee. The Licensee shall provide the copies of CNIC and latest photographs to security staff for passes.

12. The authorized person of Estate office or Price Quality Control Committee will inspect and oversee functioning of Cafeteria with a view to ensure hygiene and sufficient service in the Cafeteria. In case there are repeated failures or lacuna noticed by the Committee due to failure of Licensee, the Licensee shall be fined and continuation shall lead to cancellation of License.
13. The Licensee shall not allow anybody to reside in the licensed premises nor allowed to make any structural additions or alterations without written approval of the University Administration.
14. The University will not be responsible for providing furniture / fixture. The Licensee will arrange the furniture & fixture on its own cost.
15. The Licensee shall be responsible for all damages or losses to UET property by the Licensee himself or his staff and shall be liable to make good any such loss or damage except normal or wear and tear.
16. Half rent during summer vacations when University remain close for students and during the month of Ramadan shall be exempted.
17. The Licensee will not transport any articles or stores without a Gate-Pass issued by the Estate Office and Security Office.
18. The License agreement can be cancelled / terminated on one month's in writing notice from either side. The Licensee shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by UET and shall hand over the same to the Estate Office.
19. The successful bidder shall also deposit a refundable security in advance equivalent to three months' rent in favour of Treasurer, UET Lahore. The refundable security & advance rent shall be submitted by successful bidder prior to entering into agreement.
20. Incomplete bids or bid without Earnest Money will not be entertained in any case.
21. The bidder (firm/company) having relevant verifiable business experience in educational institutions especially in public universities or Government offices/departments to run Cafeterias/canteen only and having professional qualification shall be given preference subject to the fulfillment of other conditions.
22. The university employees are not allowed to participate in Tenders.
23. The prices should be quoted in Pak Rupees.
24. The offer validity should be for 60 days from the date of opening of tender.
25. In case of any withdrawal after award of tender the Earnest Money shall be forfeited.
26. The cafeteria is located inside the UET Main Campus. The bidders may visit cafeteria prior to submission of bid.
27. The Licensee will be bound to confine all the activities related to food preparation/sitting etc. within the designated premises communicated by Estate office. Any additional space

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requirement can only be considered if accompanied by proper justification. Additional rent may be imposed for the additional space if permitted.

28. In case of any dispute the matter shall be referred to the Worthy Vice Chancellor and his decision will be final & binding to the licensee.

### Evaluation Criteria for Upper Hall Sports Cafeterias:

The license will be awarded on basis of combined technical and financial evaluation under single stage two envelopes method according to Punjab Procurement Rules, 2014. The dates for demonstration and opening of financial bids will be informed to the bidders at the time of opening the technical bids. Complete evaluation on technical criteria is as under:-

#### a. Technical Bid Evaluation Criteria:

Sr. No	Criteria	Total Marks
a)	Income Tax =05, Sales Tax/Provincial Tax= 05	10
b)	Registration/license Certificate issued from Punjab Food Authority for year 2021 or 2022	15
c)	Experience of running Cafeteria in Public Sector Offices/departments or Universities with relevant Professional Experience please attach verifiable experience certificates	25
d)	Health/Fitness Certificate of Owner and Employees issued by medical lab/hospital approved by Punjab Food Authority	20
e)	Demonstration (Presentation, Dressing, Cleanliness, Taste and Quality of Food & Crockery):	30
<b>Total Marks</b>		<b>100</b>

- a) Score for GST/PST/PRA etc. shall be given if companies/firms are registered rather individual and have active certificates. Without income tax & sales tax/provincial tax company/firm may be declared ineligible.
- b) Only Category-A, Category-B or Category-C of registration certificate/license issued for the year 2021-22 by Punjab Food Authority and zero mark will be given otherwise. Category-A=15, B=10, C=08. The Punjab Food Authority verifiable License shall be for the period of 2021 or 2022.
- c) Only verifiable experience of similar job/contracts/experience obtained from public sector offices/department or Universities will be considered. Summary should be written in the proforma (Annex-II). In case of any fraud and bogus record found in this regard at any stage, a strict disciplinary action will be taken against the bidders, which may lead to ineligibility of bidder or cancellation/termination of award/contract or blacklisting of the firm. 2 marks for per year each experience will be awarded.
- d) Health/Fitness Certificate of Owner and Employees issued by the medical labs/hospital approved by PFA. However, if these certificates are not submitted at the time of submission of bids, their marks will not be counted for technical evaluation. 2 marks for each certificate will be given.
- e) All cost incurred for demonstration will be borne by the bidders and university will only provide kitchen & place for this purpose. Bidders shall have to use their own gas cylinders, fire burners and crockery etc. Venue and date for demonstration will be communicated by Estate office to all bidders.

The bidder securing 65% marks shall be considered technically qualified for cafeteria and the procuring agency shall open the financial proposals of the technically accepted bids, at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned unopened to the respective bidders. However the bids of cafeteria shall be opened by CPC after technical evaluation and shall be made on the basis of criteria given below.


**Financial Bid Evaluation:**


The highest quoted rate among technically qualified bidders shall be considered for award of contract.


  
17/11/2023  
**Javald Manzoor**  
Deputy Registrar (Estate)  
For Resident Officer

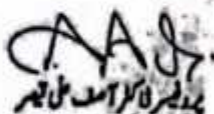
## FOOD ITEMS FOR CAFETERIA

		یونیورسٹی آف اگریکلچرل سائنسز، کوئٹہ افس آف وی کونٹریکٹس اینڈ کوالٹی کنٹرول کمیٹی	
		Ph. No: (92-42)99029244	Email: office.dsa@uet.edu.pk
(Rs)	Approved Rate of Cafeteria/Canteen by Price and Quality Control Committee		
w.e.f. 01.11.2022	Weight (g)	رقم	نمبر
130	300g	پکوان پھل لپٹ	1
120	150g/02No.	پکوان لپٹ	2
100	200g/2No.	پکوان لپٹ	3
800	1000g/10No.	پکوان گوشت (10 روٹی)	4
120	300g	پکوان	5
120	200g/2No.	پکوان سال پھل	6
90	4Pieces (120g)	پکوان لپٹ	7
120	300g	پکوان پھل لپٹ	8
60	01Piece (50g)	پکوان لپٹ	9
70	50g	پکوان لپٹ	10
170	250g	پکوان چھت/پکوان لپٹ	11
80	300g	پکوان لپٹ	12
80	300g	پکوان لپٹ	13
80	300g	پکوان لپٹ	14
90	300g	پکوان لپٹ	15
60	100g	پکوان لپٹ	16
120	150g/02No.	پکوان لپٹ	17
70	200g/02No.	پکوان لپٹ	18
70	200g/02No.	پکوان لپٹ	19
80	200g/02No.	پکوان لپٹ	20
80	200g/02No.	پکوان لپٹ	21

  
 ڈائریکٹر وی کونٹریکٹس  
 یونیورسٹی آف اگریکلچرل سائنسز، کوئٹہ

  
 ڈائریکٹر وی کونٹریکٹس  
 یونیورسٹی آف اگریکلچرل سائنسز، کوئٹہ

  
 ڈائریکٹر وی کونٹریکٹس  
 یونیورسٹی آف اگریکلچرل سائنسز، کوئٹہ

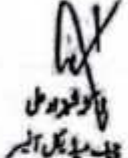
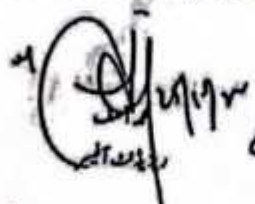
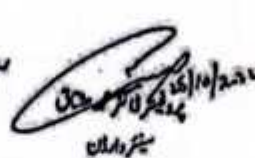
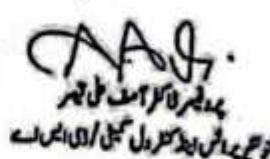
  
 ڈائریکٹر وی کونٹریکٹس  
 یونیورسٹی آف اگریکلچرل سائنسز، کوئٹہ

Note: Students/Employees can lodge complaints for overcharging, quantity and quality on following numbers/email.

042-99029244 or 0306-8485309 (Mr. Saad Butt) . office.dsa@uet.edu.pk

01.11.2022	Weight (gm)	Item	QTY
80	200g/02No.	پانی پھول	24
80	300g/02No.	پانی پھول	25
80	200g/02No.	پانی پھول	26
80	180g/02No.	پانی پھول	27
120	150g/02No.	پانی پھول	28
120	200g/02No.	پانی پھول	29
30	01No.	پانی پھول	30
20	150g	پانی پھول	31
20	150g	پانی پھول	32
12	100g	پانی پھول	33
50	250g	پانی پھول	34
30	150g	پانی پھول	35
30	200g	پانی پھول	36
50	100g	پانی پھول	37
40	150ml	پانی پھول	38
35	150ml	پانی پھول	39
35	150ml	پانی پھول	40
50	250g	پانی پھول	41
50	015coop	پانی پھول	42
70	150ml	پانی پھول	43
80	250g	پانی پھول	44
30	75g	پانی پھول	45
70	200g	پانی پھول	46
80	200g	پانی پھول	47
40	50g each	پانی پھول	48

نوٹ: قیمت میں کمی یا اضافے کے علاوہ کسی دوسری آئٹم کی خریدت کے لئے پرائس اینڈ کنٹرول کمیٹی کی ویب سائٹ منگوری ضروری ہے۔ نیز کمانے کی اشیاء میں گورنمنٹ کا منگور شدہ معیاری عمل استعمال کریں، صفائی ستھرائی کا نام خیال رکھیں۔

Note: Students/Employees can lodge complaints for overcharging, quantity and quality on following numbers/email.

042-99029244 or 0306-6485309 (Mr. Saeed Butt) office.dsa@uet.edu.pk




**DETAILS OF PAST EXPERIENCE**

S/ N	Name, address and Phone No. of client/employer	Short description of work with year	Period of Services (Years, Months & Days)		
			From	To	Period
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
<b>Total Experience (Years, Months and Days)</b>					

Note: Verifiable Performance Certificates from the all Clients for each work mentioned above are mandatory to attach herewith, otherwise the experience will not be considered.

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**BIODATA OF EMPLOYEES TO BE ENGAGED**

S/ N	Name, Father Name and Address	Designation	Qualification & Experience (In Years)	CNIC No.	Contact No.
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

Note: Please use copy of this page in case of more than 10 employees. Copies of their CNICs and other relevant information must be attached herewith.

Signatures/of authorized signatory  
with seal of the firm/co

  17/2

**CHECK LIST FOR SUBMISSION OF APPLICATION**

(Write Yes or No in the Relevant Field)

<b><u>SR. #</u></b>	<b><u>DETAIL</u></b>	<b><u>YES / NO</u></b>	<b><u>PAGE #</u></b>
1.	Profile of Firm/Company/Contractor:		
2.	Tender fee amounting Rs.5000/- Vide Challan No. _____ date: _____		
3.	3% Earnest Money in the shape of CDR vide No. _____ Rs.68,400/ for cafeteria (to be calculated on the basis of 12 months of estimated monthly rent)		
4.	GST No: _____ (Attached copy of GST)		
5.	Scaled Price offer on Bidder's letter head		
6.	Past Experience and Service Performance Certificates issued by the Organizations/Institutions		
7.	Affidavit on stamp paper Rs: 100/-		
8.	Telephone Number:		
9.	Firm/Company's authorized Person Name:		
10.	Designation:		
11.	Address and contact details of Branch office at Lahore:		



# UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE



## Tender Documents For Shops

1. Shop No. 51 Beauty Salon Business (run/operate by female only)
2. Shop No. 52 General Store (run/operate by female or male above to 50 years of age)
3. Shop No. 53 Tailoring shop (run/operate by female or male above to 50 years of age)
4. Shop NO. 27 for Photocopy Business

## **Estate Office**

**Ph. No. 042-9029474**

**Note:** The Last Date for submission of Tenders is 20.03.2023 at 10:30 a.m. The Tenders will be opened on same day at 11:00 a.m. in the Conference Hall adjacent to Vice Chancellor Office

27/03/23



**CHECK LIST FOR SUBMISSION OF APPLICATION**

(please mark ✓ or X in relevant boxes)

- |  |   |  |
|--|---|--|
| 1.                                       | Detail of Bidder/firm/Company(attach all documents)<br>(Letter head/employees detail/Bank Statement etc.)   | <input type="text"/>   |
| Amount of Earnest Money /Deposit at call |   |  |
| 2.                                       | <ul style="list-style-type: none"><li>• (Total Estimated amount for shop No. 51 is Rs.3,60,000/- Per Annum)</li><li>• (Total Estimated amount for shop No. 52 is Rs.1,11,804/- Per Annum)</li><li>• (Total Estimated amount for shop No. 53 is Rs.1,50,000/- Per Annum)</li><li>• (Total Estimated amount for shop No. 27 is Rs.1,50,000/- Per Annum)</li></ul> | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> |
| 3.                                       | Tender fee Amounting Rs.2000.00   | <input type="text"/>   |
| 4.                                       | Affidavit on stamp paper Rs: 100/-  | <input type="text"/>   |
| 5.                                       | Copy of National Tax No.  | <input type="text"/>   |
| 6.                                       | Price offer on Bidder's letter head   | <input type="text"/>   |
| 7.                                       | Proof of Business status of the Bidder's Company  | <input type="text"/>   |

*[Handwritten signature]*

# TENDER / APPLICATION FORM

(Pick tick the Relevant)

Tender applied for

1. Shop No. 51 Beauty Salon Business  
(run/operate by female only)
2. Shop No. 52 General Store  
(run/operate by female or male  
above to 50 years of age)
3. Shop No. 53 Tailoring shop  
(run/operate by female or male  
above to 50 years of age)
4. Shop No. 27 Photocopy Business

Name of Bidder/firm/company/individual registered with Income  
Tax: Please quote active Income Tax Number

.....

Amount of Earnest Money /Deposit at call

- (Total Estimated amount for shop No. 51 is Rs.3,60,000/- Per Annum)
- (Total Estimated amount for shop No. 52 is Rs.1,11,804/- Per Annum)
- (Total Estimated amount for shop No. 53 is Rs.1,50,000/- Per Annum)
- (Total Estimated amount for shop No. 27 is Rs.1,50,000/- Per Annum)

1. Shop no. 51 (Rs. 10,800/-)
2. Shop no. 52 (Rs. 3354/-)
3. Shop no. 53 (Rs. 4500/-)
4. Shop no. 27 (Rs. 4500/-)

Deposit at Call No. (Quote P.O/Bank Draft/ Voucher No.)

.....

Tender fee amounting Rs.

Rs.2000/-

Challan No /P O /etc.(Quote P.O/Bank Draft/ Voucher No.)

.....

Postal Address of the Bidder (Head Office)

.....

Telephone Numbers

.....

Fax Number

.....

Email Address/Web

.....

Contract's authorized Person Name:

.....

Designation:

.....

Address and contact details of Branch office at Lahore:

.....

Company/firm NTN No:

.....

**Contractor Signature  
Contractor Stamp**



## AFFIDAVIT (Non judicial paper of Rs: 100/-)

I do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of Tender document for shop and also do hereby confirm as follows:

1. That, M/s \_\_\_\_\_ shall abide by all the instructions/conditions of the bidding document and in addition, the other conditions of UET, rules and regulations, all other special instructions given time to time and enforced under Govt./PPRA Punjab.
2. That, M/s \_\_\_\_\_ is not blacklisted by any Govt. Department/Authority in Pakistan nor contract of undersigned is ever terminated by any department/Authorities.
3. That the information given in the application form and bidding documents is correct. In case any of these information is proved incorrect, UET reserve the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder

Name .....

Signature .....

Designation .....

Handwritten signature and initials in Urdu script.

**ESTATE OFFICE,**  
**UNIVERSITY OF ENGINEERING & TECHNOLOGY LAHORE**

**INSTRUCTION TO BIDDERS**

**1. INTRODUCTION**

University of Engineering and Technology, Lahore invites sealed bids from reputed/eligible firms/companies/individual registered with income tax for running of UET Shop No. 51 located near C-Hall for Beauty Salon Business (**run/operate by female only**), Shop No. 52 located near C-Hall for General Store (**run/operate by female or male above to 50 years of age**), Shop No. 53 located near C-Hall for Tailoring shop (**run/operate by female or male above to 50 years of age**) & Shop No. 27 located near RT Hostel for Photocopy Business. Preference will be given to those who having relevant experience for running of such business for which he/she applied for and on the basis of offering of highest rent. This will be decided by university.

**2. Scope of Work**

To provide services to Customer /Faculty/staff etc.

**3. Cost of Bidding**

The firms/companies/individual shall bear all the costs associated with the preparation and submission of its bid. University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.

**4. Bidding Document**

The firms/companies/individuals are expected to examine all instructions, forms, terms and conditions etc. of the Bidding Documents. Failure to furnish all information required by the Bidding documents in every respect will be the Bidder's risk and may result in the rejection of its bid.

**5. Authentication of Erasures/overwriting**

Any erasures or overwriting shall be valid only of the person(s) signing the bid, initial(s) them.

**6. Modification and withdrawal**

Bids once submitted will be treated as final and no further correspondence will be entertained. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdrawal the bid, if bidder happens to be successful bidder.

**7. Bid Security/Earnest Money**

The Tender must be accompanied by 3% of the total estimated amount as earnest money for each shop in shape of deposit at call in the name of Treasurer, University of Engineering and Technology, Lahore.

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8. **Deadline for submission of Bids**

Bids must be submitted not later than the specified date and time mentioned in the Bid documents/advertisement. If specified date of submission of bids being declared holiday for the university, the bids will be received up to the specified time in the next working day. The university may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligation of the university and the bidder, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence/bid should be addressed to "Resident Officer, UET, Lahore and tender will opened by the "University Central Procurement Cell (CPC) UET Lahore".

9. **Late Bids**

Any bid received by university after the deadline will be rejected and / or returned unopened to the bidder.

10. **Opening of Bids**

All the bids will be opened at the date, time and location mentioned in advertisement/Tender document in the presence of bidder or their authorized representatives.

11. **Bid Currency**

The price in the bid document shall be expressed in Pak rupees only.

12. **Signing of Contract**

The successful firms/companies/individual shall be required to enter into a contract with university within 15 days of the award of tender or within such extended period as may be specified by university.

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**TENDER DOCUMENT**

**DATE AND TIME OF OPENING OF TENDERS**

**20<sup>th</sup> March, 2023 (Monday) At 11.00 am in the Conference Room adjacent to Vice  
Chancellor's Office, UET, Lahore**

TERMS AND CONDITIONS FOR THE GRANT OF LICENSE TO RUN Shop No. \_\_\_\_\_ IN UET Main  
CAMPUS

- i. The Bidder/firm/company quoted highest bid for award of shop if not conflict with any other enforced law, rules, regulations & policy of the University and meet the other criteria as specified in introduction of Bidders "Introduction", shall be awarded the contract within the signed & extended period of bid validity.
- ii. The successful firms/companies/individual shall be required to deposit refundable security equivalent to three months 'rent in addition to advance rent.
- iii. Utility charges (Electricity, Gas & water Charges etc.) on commercial rate as per meter reading shall be charged by B & W department on monthly basis.
- iv. The successful firms/companies/individual shall pay all Govt. dues and taxes applicable from time to time under prevalent law.
- v. The successful firms/companies/individual shall be liable to register him or his/her workers with UET security office.
- vi. The successful firms/companies/individual will ensure that no hazardous or inflammable or any intoxicating material stored in the shop.
- vii. The successful firms/companies/individual shall keep the shop in good condition.
- viii. The successful firms/companies/individual shall pay the monthly rent regularly on or before the 10<sup>th</sup> of each month and after that a fine of Rs. 50/- may be charged till 15<sup>th</sup> of each month. Thereafter, the University may cancel the license after 15<sup>th</sup> of each month if rent & arrears are not paid.
- ix. The successful firms/companies/individual shall not cause any nuisance or annoyance to the adjoining occupants/licensees.
- x. The successful firms/companies/individual shall not assign or sublet or otherwise part of shop or possession thereof in favour of any person nor have the right to transfer the benefit of agreement to anybody.
- xi. The successful firms/companies/individual shall not carry out any work of structural repair or addition in the licensed shop without the prior approval of university.
- xii. For termination of this agreement one month notice will be required from either side in writing. The licensee/bidder shall vacate the licensed premises peacefully after the expiry of the licensed period or earlier termination if ordered by UET and shall hand over the possession of same immediately after termination of license to the Estate Office.
- xiii. The license will be for a period of three years in total to be renewed on yearly basis effective from the date of signing of agreement. The license shall be renewed after completion of every year on the basis of satisfactory performance or may be terminated in case of bad repute. There shall be 10 %

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increase in existing rent after completion of each year. The license shall be given initially for a period of one year.

- xiv. The successful firms/companies/individual will be responsible for all damages or losses to UET shop and shall be liable to make good any such loss or damage at his own cost except normal wear and tear.
- xv. The successful firms/companies/individual shall abide by the instructions of Government and UET authorities issued from time to time.
- xvi. The successful firms/companies/individual shall be bound to accept all terms and conditions of the bidding documents and must be signed on all papers of bidding documents
- xvii. Maintenance of high standard of cleanliness and hygienic conditions in shop (s) will be the responsibility of the bidder/licensee.
- xviii. UET shall have the right to search the shop (s) at any time and there shall be no grievance expressed/felt on this account either by bidders or his employees.
- xix. No other activity except business for which shop is given will be allowed.
- xx. In case of any complaint /misbehave on the part of bidder or his worker, shall be liable to investigation and penalty, if proved.
- xxi. In case of any dispute, the matter shall be referred to the Vice Chancellor UET and his decision will be final and binding on contractor/licensee.

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