

Jan  
2023



**PAF-IAST**

**RENTING OUT OF INTITUTE  
CAFETERIA/CANTEEN**



**DETAILED TERMS & CONDITIONS**

**TENDER NOTICE FOR RENTING OUT OF INSTITUTE CAFATERIA/ CANTEEN**

1. Minimum rent of the cafeteria is **Rs. 200,000/-**. Bids received for less than minimum rent will not be considered. Selection of suitable party will be made purely on merit basis.
2. No “*Bay-nami*” will be accepted.
3. The party selected will enter into a Contract Agreement with the Institute Administration. Initially the contract agreement will be for six month probationary period, however if the services are found satisfactory the contract agreement will be extended for 3 years including six month probationary period.
4. The annual increase in the rent will be @ 10 % per annum.
5. An amount of Rs. 500,000/- must be accompanied with the bid as earnest money in the form of demand draft/ pay order in favor of Director Establishment, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Haripur. Bid(s) without earnest money will not be considered. The earnest money should be in the form of Bank Draft/Pay Order/ Call Deposit Receipt. No Crossed-Cheque/ Bank Challan/ Cash will be accepted.
6. The party selected will have to deposit an amount equal to rent of three months as security, which will be returned to the party on the expiry/ termination of the contract, provided that the party has paid all the utility bills and other charges etc.
7. Govt. Taxes (if any) will be charged to the contractor.
8. The party selected will arrange separate sub meter, the power will be provided by PAF-IAST on charges.
9. The contractor concerned will be responsible for the good conduct of his/ her staff.
10. The party will be responsible to make regular payment of bills including electricity, rent or any other and will deposit copy of the paid bill/ rent to Accounts Section as well as Admin Section of the Institute. If rent is not paid on time 5% of the rent will be surcharged on 10<sup>th</sup> of each month.
11. That party selected shall be liable for all negligent or accidental damages caused by party or its employees to the Shop area, its fittings and fixtures, the utility service or any other property of the Institute.
12. The party selected shall at its own expense furnish cafeteria with the furniture and other fixtures, which are sufficient to meet the requirement of the students and staff who visit shop to utilize its services. Furniture will have to be approved by Institute Administration. All this shall remain the property of the party concerned who shall have the right to take it away after the expiry of this Agreement and clearance of all dues. There will be no hanging/ loose wire (Electric, Network, Telephone, etc) in the shops and nails will not be driven into the walls without the permission of the Institute Administration. If additional electricity connections/ points are required, it will be done by the Institute Administration.
13. No alteration in the basic design of the construction work will be carried out by the contractor without written approval of Institute Administration.

14. The party selected shall not be entitled to any compensation for the work carried out in the shop by him and it will be the property of PAF-IAST.
15. Annual maintenance (white wash/ paints etc.) of the inside walls of the shops will be responsibility of the contractor.
16. The party selected will employ sufficient staff for providing quick, clean and efficient services in the Cafeteria/Canteen and maintain proper record of the employees all the time and be responsible for all their doings security wise.
17. The concerned party will arrange security clearance of its staff from concerned Police Station/ Agencies.
18. The change in staff will not be made without prior information and approval from the Institute Administration.
19. The Institute Administration will not accept any misconduct or immoral activity from the staff of the concerned party.
20. The party assigned any work by the faculty/ staff/ students will have to be completed/ delivered within the given time and unnecessary delay will not be accepted. If any work is given by Institute Administration on urgent basis, it should not be delayed.
21. The Institute may reject all bids or proposals at any time prior to the acceptance of a bid or proposal on solid reason.
22. The bid should be submitted by Jan-23<sup>rd</sup> 2023 at 1100 hours which shall be opened on same day at 1130 hours.
23. Institute reserves the right to open more food outlets at any time.
24. The Institute Administration will have the right to terminate the Contract on following grounds: -
  - a. If the party fails to make the payment of rent or bills for two consecutive months.
  - b. Any immoral activity or bad conduct is observed of any individual of the party.
  - c. If the party is unable to provide satisfactory services, good quality of food and cope with the requirement of students/ staff.
  - d. Any other administrative grounds/ reasons.
25. The rates for different services will be fixed after mutual understanding, which in no case will be more than the local market.

**Bidding Procedure/ Evaluation Criteria**

26. The bid(s) will comprise of a **“single package containing single envelope”**.
27. **“Highest Evaluated”** bid(s) along relevant experience will be accepted.

**Mandatory Requirements/Attachments:**

- a. Copy of valid NTN Certificate
- b. Proof of Active Tax Payer enlistment with FBR (current or previous year).
- c. Draft/Pay order of Rs. 500,000/ in favor of Director Establishment PAF-IAST (refundable).  
Note: Failing to provide any of the above documents will result in disqualification.
- d. Demand Draft of Rs. 2000/- in favor of Director Establishment PAF-IAST (Non-Refundable) as Stationary Charges

*Note: Failing to provide any of the above documents will result in disqualification.*

**Guidelines and data sheet of Bidders**

Provide the following information:

- 1. Name of the Contactor: \_\_\_\_\_
- 2. Experience in business \_\_\_years
- 3. CNIC No. \_\_\_\_\_
- 4. Mailing Address
- 5. Contact No(s)
- 6. Email Address
- 7. Bank Name & Account No.

**Director Establishment**  
Pak-Austria Fachhochschule:  
Institute of Applied Sciences and Technology  
Mang Haripur  
0995-931251-931708



## TENDER APPLICATION FORM

01	Name		
02	Organization/Company		
03	Mailing Address		
04	Telephone No.		
05	Email Address		
06	NTN No		STRN (if any):
07	Rs. 2000/- Bank draft attached?	Yes /No	Draft No:
		Date:	Branch code:
08	CDR of Rs. 500,000/- attached?	Yes /No	Draft No:
		Date:	Branch code:
09	Previous Business experience?	Yes/No	Years:
		Address:	
10	Have you read the conditions of the tender?	Yes/No	
11	Cost of the Bid in Rupees/Month?		
12	Cost of Bid in Rupees/Annum?		

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

Signature: \_\_\_\_\_