



DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)

New M.A. Jinnah Road, Karachi-74800 (Pakistan)
Phone: 021-99231195-98, 99230307, Fax: 021-99230710

REQUEST FOR PROPOSAL(RFP) FOR CANTEEN SERVICES & PHOTOCOPY / STATIONERY SERVICES

DUET Invites proposals for Operation of Canteens and Photocopy / Stationery Shops at Jinnah Campus and Faculty of Information and Computing Sciences (I&CS), Gulberg-site, Karachi from the experienced firm in the related fields for approximately 4000 students, Faculty and staff.

Scope of Work

- Manage canteens at both Locations.
- Maintain hygiene, offer varied menu (including vegetarian options).
- Competitive pricing, digital payments, Pana flex, Electronic Menu, POS, Branding.
- Operate photocopy/stationery shop (rental charges apply) including Juice Centre, water, Tea/coffee, Tuk Shop.

1. Objectives

- Nutritious food for diverse needs.
- Efficient service, value-for-money.
- Clean, hygienic, and affordable food and beverages.

2. Eligibility Criteria

- Registrations with FBR for Income Tax, GST, SRB and Sindh Food Authority.
- Experience in food & other related services at least 5 Years.
- Financial capability:** Annual Turnover 10 million for the last 5 years.
- Technical competence. (Clientele details, experienced staff details, satisfactory performances details).
- Current Project for providing relevant services.

3. Proposal Requirements

Include company profile, technical plan, menu, pricing, payment integration, timing, quality assurance, rental offer for shop, certifications.

4. Evaluation Criteria

- Food & service quality.
- Food quantity as per price charged
- Technical competence.
- Financial proposal.
- Compliance.

5. Contract Duration and Termination Terms

- Contract Duration: Initial 2 years, extendable by 1 year (performance based)
- Termination: 60-day notice for non-performance/breach.
- Performance Guarantee: Contractor shall provide a Performance Security equivalent to PKR 1,000,000 (One Million Pakistani Rupees), valid for contract duration plus 3 months.
- Dispute Resolution: Arbitration per Pakistan Arbitration Act.

6. Rental Charges for Canteen

Rental Amount: PKR 100,000/per month (Jinnah Campus), PKR 100,000/ per month for I&CS, Gulbarg Site.

7. Rental Charges for Photocopy & Stationery Shop Services

Rental Amount: PKR 50,000/-Per Month (Jinnah Campus), PKR 50,000/- Per month for I&CS Gulberg-Site.

8. Payment Terms

- Monthly rental payable in advance by 5th of each month.
- 10% annual escalation on rental if contract extended.
- Utilities: Contractor responsible for all utilities (electricity, water, Gas etc.) for shop operations.

9. Financial Aspects

- Menu prices should be competitive, clearly listed in proposal (including taxes).
- Revenue Share: Not applicable; fixed rental for shop.
- Payment Methods: Digital payments mandatory for all DUET canteen transactions.

RFP shall be submitted through EPADS as per mentioned below schedule. EPAD web: <https://portalsindh.eprocure.gov.pk/#/> and will also be available on DUET own website: www.duet.edu.pk. Supplier are advised to get the registration on EPADS portal at <https://sindh.eprocure.gov.pk/#/supplier/registration>. Fixed amount of Bid Security Rs. 500,000/- & Tender Fee (Non-Refundable) i.e. Rs. 3000/- in shape of Pay Order in favour of Dawood University of Engineering & Technology (DUET), Karachi will submit at Director (ICT), Convener Procurement Committee at the time of submission as specified below:

Date of Issuance on EPADS From 09-12-2025 to 23-12-2025

Last Date & Time for submission:

From 09-12-2025 to 23-12-2025 (03:00 pm)

Date & Time for Opening of Bid: 23-12-2025 (03:30 pm)

In case of any Govt. Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule. Place of issuance & inquiries will be at Procurement Section and submission will be at Director, ICT, DUET, Karachi. Tenders will be opened at Seminar Hall, Dawood University of Engineering & Technology, Karachi.

A firm quoted highest rent and qualified in the evaluation/qualification shall be awarded the Contract for One Year (Extendable 04 Years). The procuring agency reserves the right to reject all or any proposal subject to the relevant provision of Sindh Public Procurements Rules 2010 (Amended till to date).

**Procurement Officer,
DUET, Karachi**