

COMSATS University Islamabad, Wah Campus



EOI for the Hiring of Services of Contractor for Campus Cafeteria & Refreshment Center

Tender No. CUIW/PS/TEN/25-26/33

**Incharge Purchase Section
COMSATS University, Wah Campus, G.T Road, Wah Cantt.
Phone No: 051- 4534200-2, Ext: 222, Fax No: 051-4546850**

Tender Notice
Single Stage –Two Envelope
COMSTS University Islamabad, Wah Campus
EOI for the Hiring of Services of Contractor for Campus Cafeteria & Refreshment Center

COMSATS University Islamabad-Wah Campus, a Public Sector University invites Expression of Interest from well renowned, experienced and financially sound vendors/ firms/ companies through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Two-Envelope**” procedure basis from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for the **Hiring of Services of Contractor for Campus Cafeteria & Refreshment Center.**

1. The Bid Security for the Bid is **Rs. 10,000/- for each category separately**, in the form of Call Deposit/Bank Draft (refundable) drawn in Favor of “COMSATS University Islamabad Wah Campus” (FTN/NTN: 9010814-5); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Wah Campus on the address given below.
2. **The complete Tendering process shall be carried out through EPADS.**
3. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents.
4. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051 -111-137-237.
5. Closing date of submission is **April 06, 2026 by 11:00 hours**. The bids shall be opened half hour after the closing time in the presence of the bidders who wish to be present, in Purchase office Admin Block, COMSATS University Islamabad, Wah Campus.
6. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.



Contact Person and Submission
Incharge Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt
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DOCUMENTS REQUIRED

Firms having valid NTN and GST registration are eligible to submit their proposals with following information & documents.

1. Full name with location of the Office, along with postal address, e-mail, details of administrative setup.
2. Status of Firm (Limited Company, Partnership or Proprietorship) with year of establishment, showing number of years in relevant field / business, supported by documentary evidence.
3. Copy of NTN Certificate.
4. Copy of GST Registration Certificate.
5. Firm's Bank Account Statements for the period of **One (01) year** and a current certificate of Sound Financial Stability from a Scheduled Bank in Pakistan.
6. Firm Experience must be attached (**Atleast 2 years**)
7. List, quantity and present location of Catering Equipment, Machinery, Quality of Seating Arrangements/ Furniture, Crockery / Cutlery of Good Quality, All Equipment etc. owned by the Firm.
8. Affidavit worth Rs.50/- that the **contractor is not black listed** from any government department and is not involved in any litigation with any party.
9. **Submission of Bid Security / Earnest money of Rs. 10,000/- (Refundable) for each category separately**, in shape of DD/Pay Order in favour of COMSATS University Islamabad, Wah Campus. The bids without the earnest money will be rejected (Attach Earnest money with Technical Bid)

QUALIFICATION CRITERIA

10. **Physical ground checks will be made by the committee to verify the information in the documents and firm's setup.**
11. Documentary proof will be required for satisfactory performance / execution of similar tasks in near past.

KEY RESPONSIBILITIES

12. The firms will provide their complete services as and when required.
13. Cafeteria Contractor will bring / provide the following Items whenever and wherever required
 - a. Deep Freezer & Refrigerator
 - b. Cooking Range
 - c. Micro-wave Oven
 - d. Chips boiler machine with Chip Cutter
 - e. Glass showcase for display of items
 - f. Crockery
14. The firms must have the capability to cope with crucial circumstances during any event/conference/seminar etc.
15. Pay Order / Demand Draft amounting to **Rs.200,000/- for Cafeteria and Refreshment Center (Separately for each)** as performance security fee (Refundable and to be retained up to the expiry of contract period, initially for 1 year and extendable after committee satisfaction) shall be submitted in favour of COMSATS University Islamabad, Wah Campus to the address given below before issuance of the contract.
16. The Contractor shall pay **Rent of the Cafeteria** premises on the monthly basis @ Rs. **25,000/-** (Sixty Thousand Only) per month latest by 10th of each month to CUI Wah Campus or as decided by the committee, whereas rent will not be charged for Semester break and Holy month of Ramadan.
17. The Contractor shall pay **Rent of the Refreshment Center**, on the monthly basis @ Rs. **25,000/-** (Twenty-Five Thousand Only) per month latest by 10th of each month to CUI Wah Campus or as decided by the committee, whereas rent will not be charged for Semester break and Holy month of Ramadan.
18. However, the Contractor will be responsible to maintain the University's property handed over to him at the time of agreement.
19. The Contractor shall pay all the Utility Charges (Electricity etc.) at actual reading on monthly basis latest by 10th of each month and Utilize their own Gas cylinder for cooking with proper safety measurement.

OTHER TERMS & CONDITIONS

20. **Disqualification of Suppliers and Contractors:** CUI Wah Campus will disqualify a supplier or contractor if it finds, at any time, that the information submitted by him

- concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
21. **Blacklisting:** If the supplier fails to execute order as per laid down terms and conditions in the tender / order or the performance is not satisfactory or is found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firms/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to Director (CUI Wah Campus) whose decision will be final.
 22. Tender will be on “**Single Stage Two Envelope**” basis
 - a. **Envelope Number 1(Technical Bid).** Containing desired document e.g. NTN, GST, Bank Statement, Technical Expertise etc. as asked at page 6 of the Tender Document. On tender opening date, technical bid will be opened and the participants who will qualify, their Business Site(s) will be visited by the Committee from CUI Wah Campus on the basis of sites visit the committee qualify or disqualify the participant.
 - b. **Envelope No 2 (Containing Rate List)** of only qualified participant will be opened, for which date will be communicated to all the qualified participant on the completion of sites visit.
 - c. Finally, the Committee will approve the bidder for award of the contract. The decision of the committee will final and acceptable to all parties
 23. CUI Wah Campus reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rules. The decision in this regard will be firm, final and binding on all bidders.

Services Assessment Form

1. Name of Firm: _____
2. Address of the Firm: _____

3. Name of the Owner (s): _____
4. CNIC No. of the Owner (s): _____
5. Contact Nos.: _____

Sr. No.	Particulars	Status (Yes/No)
a.	Address	
b.	Status of Firm	
c.	NTN No	
d.	GST No	
e.	Bank Statement	
f.	List of Managerial and Support Staff	
g.	Company Assets	
h.	Affidavit Attached	

Note: Please write "Yes" or "No" in above "**Status**" Column as per required documents attached by you with this tender document.

**Sign/ Stamp
Owner/Bidder**

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Rate List of Selected Items for Rate Comparison

1. Cafeteria (List of Items)

S#	Description	Weight / Quantity	Rate (Rs.)
1.	Paratha Regular	1-No	
2.	Paratha Aalu	1-No	
3.	Chicken Roll Pratha	1-Serving	
4.	Roti (Chapati) 140 g	1-No	
5.	Naan 150 g	1-No	
6.	Egg Fried	1-Egg	
7.	Egg Omelet	1-Egg	
8.	Bread Slice (5"X5")	1-pc	
9.	French Toast (5"X5")	2-pcs	
10.	Tea (Mix)	1-Cup	
11.	Doodh Patti	1-Cup	
12.	Chicken Biryani 1/8 chicken pc, with Raita	1-serving, 400gm	
13.	Beef Biryani	1-serving, 400gm	
14.	Chicken Pullao/Kabuli Pullao, with Raita	1-serving, 400gm	
15.	Fried Rice (Vegetable/ Egg), with Raita	1-serving, 400gm	
16.	White Rice with Daal	1-serving, 400gm	
17.	Peas / Channa Pullao with Raita	1-serving, 400gm	
18.	Chicken Manchurian	1-serving, 300gm	
19.	Chicken Haleem	1-serving, 300gm	
20.	Matar Qeema	1-serving, 300gm	
21.	Mutton Qorma	1-serving, 300gm	
22.	Beef Kofta Kurry	1-serving, 300gm	
23.	Beef Nihari	1-serving, 300gm	
24.	Mutton Nihari	1-serving, 300gm	
25.	Aalu Anda Kari	1-serving, 300gm	

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S#	Description	Weight / Quantity	Rate (Rs.)
26.	White Channas	1-serving, 300gm	
27.	White Channas with Aalo	1-serving, 300gm	
28.	Chicken Chanay 1/8 chicken Pc	1-serving, 300gm	
29.	Daal Maash	1-serving, 300gm	
30.	Daal Channa	1-serving, 300gm	
31.	Daal Moong	1-serving, 300gm	
32.	Vegetable (Any Type)	1-serving, 300gm	
33.	Mix Vegetable	1-serving, 300gm	
34.	Aalu ki Bhujia	1-serving, 300gm	
35.	Karri Pakora	1-serving, 300gm	
36.	Chicken Qorma	1-serving, 300gm	
37.	Chicken Karahi	1-serving, 300gm	
38.	Chicken Jalfrezi	1-serving, 300gm	
39.	Chicken Achari	1-serving, 300gm	
40.	Chicken Roast (1/8 chicken Pc)	1-Serving	
41.	Chicken Boti BBQ	4 pcs	
42.	Chicken Tikka BBQ 1/4 pc	1-serving	
43.	Russian Salad	1-Bowl	
44.	Raita	1-serving	
45.	Salad	1-serving	
46.	Sweet Any Type	1-serving	
47.	Cold drinks (Cola Next/Gourmet)	Regular (250 ml)	
48.	Cold drinks (Cola Next/Gourmet)	(500 ml)	
49.	Cold Drinks (Cola Next/Gourmet)	1.5 litter	
50.	Mineral water (Nestle/Aquafina)	Small (500 ml)	
51.	Mineral water (Nestle/Aquafina)	1.5 litter	

Note:

1. **“Seasons Canola” / “Dalda”** oil will only be used for cooking and frying.
2. **“National Ketchup”** will be used only
3. Cameo White crockery for faculty and officers will be used.
4. Good Quality melamine crockery will be used for students.

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5. Good quality steel cutlery will be used.
6. ***"MilkPack and Olpers"*** brands of milk will be used.
7. Good Quality of drinking Glass will be used.

Date: _____

Sign: _____

Name: _____

CNIC No: _____

Address: _____

2. Refreshment Center (List of Items)

S#	Description	Weight / Quantity	Rate (Rs.)
52.	Channa Chat	1-Serving	
53.	Dehi Bhallay	1-Serving	
54.	Fruit Chat	1-Serving	
55.	Chicken Chowmien	1-Serving (300g)	
56.	Macroni with Chicken & Vegetables	1-Serving (300g)	
57.	French Fries (Chips)	Per Plate	
58.	Pakora (Aalu / Mix Vegetable)	Per plate 250 gm	
59.	Samosa (Aalu)	1-pc	
60.	Samosa (Vegetable)	1-pc	
61.	Samosa (Chicken)	1-pc	
62.	Samosa Plate	Single	
63.	Samosa Plate	Double	
64.	Milk Shake (Banana & Apple)	Large (400 ml)	
65.	Milk Shake (Apple)	Large (400 ml)	
66.	Milk Shake (Strawberry)	Large (400 ml)	
67.	Milk Shake (Mango)	Large (400 ml)	
68.	Juice (Orange)	Large (400 ml)	
69.	Juice (carrot)	Large (400 ml)	
70.	Juice (Pomegranate)	Large (400 ml)	
71.	Lemon Soda (Disposable Glass)	Large (400 ml)	
72.	Cold drinks (Cola Next/Gourmet)	Regular (250 ml)	
73.	Cold drinks (Cola Next/Gourmet)	(500 ml)	
74.	Cold Drinks (Cola Next/Gourmet)	1.5 litter	
75.	Mineral water (Nestle/Aquafina)	Small (500 ml)	
76.	Mineral water (Nestle/Aquafina)	1.5 litter	

Note:

1. **“Seasons Canola” / “Dalda”** oil will only be used for cooking and frying.
2. **“National/Shangrila Ketchup”** will be used only
3. Cameo White crockery for faculty and officers will be used.
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5. Good quality steel cutlery will be used.
6. **"Milk Pak and Olpers"** brands of milk will be used.
7. Fresh/Good Quality fruit will be used.
8. Good Quality of drinking Glass will be used.

Date: _____

Sign: _____

Name: _____

CNIC No: _____

Address: _____
