

INVITATION TO BID

- Air University, Islamabad is an Educational & Research institution, invites sealed bids from the registered bidders, for Running of Mess Complex and Main Cafeteria at Air University BAHU Campus, Shorkot District Jhang.
- Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at Air University Main Campus, Islamabad. Bidding documents can also be downloaded from AU Web Site: www.au.edu.pk free of cost. Bidders must apply through EPADS.
- The bids, prepared in accordance with the instructions in the bidding documents, must reach at Air University Main Campus, Sector E-9, Islamabad on or before 07 May 2026 at 1100 Hours. Bids will be opened the same day at the given venue at 1130 Hours. This advertisement is also available on PPRA website at www.ppra.org.pk <http://www.ppra.org.pk/>

(ABDUL HAYEE)
Air Commodore (Retd)
Director A & S
Air University, Islamabad
Tel: 051-9153236

AIR UNIVERSITY
TENDER NOTICE
RUNNING OF HOSTEL MESS COMPLEX AND MAIN CAFETERIA
AIR UNIVERSITY BAHU CAMPUS SHORKOT
Tender No: IBD/AUBAHU/CAFE/016/2026

1. Air University invites sealed tenders, **based on single stage two envelopes bidding procedure** for running of Hostel Mess Complex and Main Cafeteria expecting around 400 to 500 students / faculty / staff at newly established BAHU Campus at Shorkot, district Jhang. The terms of the contract include but are not limited to running / management of cafeteria, provision of kitchen equipment, crockery items as required, establishment of serving counters, branding work and any additional furniture, if required.
2. Tender documents can be obtained from Air University Main Campus / BAHU Campus w.e.f 21 April 2026 on any working day. Bids must be prepared in accordance with the instructions in the bidding documents must reach Air University Main Campus E-9, Islamabad on or before 07 May 2026 at **1100 Hours**. Bids will be opened the same day at the above-mentioned venue at 1130 Hours. Bidders must apply through EPADS.
3. Air University reserves the right to reject all bids or proposals prior to acceptance or cancel the tendering process by giving a notice in this respect in pursuance of Rule 33 of Public Procurement Rules (2004).

Director A&S – Air University, Sector E-9, Islamabad Tel: 051-9153235

AIR UNIVERSITY BAHU CAMPUS,
SHORKOT

TENDER DOCUMENTS

**CONTRACT FOR RUNNING OF
HOSTEL MESS COMPLEX AND
MAIN CAFETERIA**

INSTRUCTIONS TO BIDDERS &
CONTRACT DATA

APRIL 2026
IBD/AU-BAHU/CAFÉ/015/2026

CHECKLIST FOR ESSENTAIL DOCUMENTS

CHECKLIST FOR ESSENTIAL DOCUMENTS

Note: Failure to provide any of the documents listed in the checklist below at the time of bid submission would result in technical disqualification of the firm.

S/No.	Document Name	(Initial if provided)	Page(s) where document is provided
1.	Company Profile (to be attached)		
2.	Original Affidavit declaring that firm has never been blacklisted Government Department / Civil agency (to be attached).		
3.	Details of litigation cases with organizations / individuals if any		
4.	Duly filled Appendix- A, Appendix-B & Appendix-C (to be attached) with supporting documents.		
5.	Copies of Efficiency certificate if awarded		
6.	Original bid security		
7.	Tender document duly signed and stamped on each page by the Bidder (to be attached)		

Authorized Signature, Name & Official Seal of the bidder:- _____

**INVITATION
TO
TENDERERS**

INVITATION TO TENDERERS

Address:

1. Director Campus,
Air University, BAHU Campus
near PAF Base Rafiqui at Shorkot, District Jhang.

Date: April 2026

Tender Reference No: IBD/AU-BAHU/CAFÉ/015/2026

1. The Employer invites sealed tenders from eligible firms.
2. A complete set of Tender Documents may be purchased by interested eligible Bidders on submission of a written application to the abovementioned office and upon payment of a non-refundable fee of Pak Rupees 3,000/- (Three Thousand only).
3. All Bidders must be accompanied by a Tender Security / Earnest Money of PKR 40,000/- in shape of pay order / demand draft on given address on or before 1100 hours, on **07 May 2026**. Tenders will be opened at 1130 hours on the same day in the presence of tenderers/representatives who choose to attend.
4. Air University reserves the right to reject all bids or proposals or cancel the tendering process by giving a notice in this respect in pursuance of Rule 33 of Public Procurement Rules (2004).

A. General Provisions

1. Definitions

1.1 Definition

- a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- b) "Applicable Law" means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.
- c) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract.
- d) "Contract" means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- e) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- f) "Day" means a calendar day.
- g) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- h) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its

members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.

- i) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.
- j) "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- k) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Procuring Agency to the Consultants.
- l) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- m) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.
- n) "RFP" means the Request for Proposals to be prepared by the Procuring Agency for the selection of Consultants, based on the SRFP.
- o) "Services" means the work to be performed by the Consultant pursuant to the Contract.

	<p>p) “SRFP” means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.</p> <p>q) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.</p> <p>r) “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 The Procuring Agency named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.2 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.</p> <p>2.3 The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the Data Sheet.</p>
<p>3. Conflict of Interest</p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency’s interests paramount, strictly avoiding conflicts with other assignments or its own</p>

	<p>corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.</p> <p>3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:</p>
<p>a. Conflicting activities</p>	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
<p>b. Conflicting assignments</p>	<p>(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.</p>
<p>c. Conflicting relationships</p>	<p>(iii) <u>Relationship with the Procuring Agency's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection</p>

	<p>process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.</p>
<p>4. Unfair Competitive Advantage</p>	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<p>5. Corrupt and Fraudulent Practices</p>	<p>5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.</p>
<p>6.</p>	<p>6.1 The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for the project.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.</p> <p>As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
<p>a. Sanctions</p>	<p>6.3 A firm or an individual declared blacklisted by the Authority in accordance with the above Clause 5.1 shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine. The list</p>

	of debarred firms and individuals is available at the electronic address specified in the Data Sheet .
b. Prohibitions	6.4 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries).
c. Restrictions for public employees	<p>6.5 Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they</p> <p>(i) are on leave of absence without pay, or have resigned or retired;</p> <p>(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring</p> <p>(in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and</p> <p>(iii) their hiring would not create a conflict of interest.</p>
B. Preparation of Proposals	
7. General Considerations	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
8. Cost of Preparation of Proposal	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement

	regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.
9. Language	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.
10. Documents Comprising the Proposal	10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet . If specified in the Data Sheet , the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Procuring Regulatory Framework regarding corrupt and fraudulent practices.
11. Only One Proposal	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet and subject to regulatory instructions, if any.
12. Proposal Validity	12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period. 12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price. 12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.

<p>a. Extension of Validity Period</p>	<p>12.4 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p>b. Substitution of Key Experts at Validity Extension</p>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p>
<p>c. Sub-Contracting</p>	<p>12.9 The Consultant shall not subcontract the whole of the Services.</p>
	<p>12.10 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the consultant to face the blacklisting or debarment</p>

	proceedings in accordance with regulatory framework.
	12.11 Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.
	12.12 The Proposal Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal.
	12.13 The successful Consultant's Proposal Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security.
	12.14 A Consultant shall be suspended from being eligible for tendering in any contract with the Procuring Agency for the period of time indicated in the Proposal Securing Declaration: <ul style="list-style-type: none"> (a) if the Consultant withdraws its Proposal, except as provided in ITC 12.6 or (b) in the case of a successful Consultant, if the Consultant fails within the specified time limit to: <ul style="list-style-type: none"> (i) sign the contract, or (ii) furnish the required performance security
13. Clarification and Amendment of RFP	13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet . The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below: <ul style="list-style-type: none"> i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them.

	<p>The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>ii. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.12 The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>14. Preparation of Proposals – Specific Considerations</p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>i. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts’ time input (expressed in person-month) or the Procuring Agency’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant’s own estimates for the same.</p> <p>ii. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>iii. For assignments under the Fixed-Budget selection method, the estimated Key Experts’ time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p>
<p>15. Technical Proposal Format and Content</p>	<p>15.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal</p>

	(STP) as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.
16. Financial Proposal	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet .
a. Taxes	16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.
b. Currency of Proposal	16.3 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.
c. Currency of Payment	16.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
C. Submission, Opening and Evaluation	
17. Submission, Sealing, and Marking of Proposals	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p>

**Withdrawal
of bids**

17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "**TECHNICAL PROPOSAL**", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**"

17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"

17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "**DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]**".

17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

17.9 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Procuring Agency no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.

	<p>17.10 A Consultant may withdraw its Proposal after it has been submitted, provided that written notice of the withdrawal of the Proposal, is received by the Procuring Agency prior to the deadline for submission of Proposal.</p> <p>17.11 Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.12 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p>
<p>18. Confidentiality</p>	<p>18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.</p> <p>18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Proposal (Technical Proposals)</p>	<p>19.1 The Procuring Agency will open all Proposal, in public, in the presence of Consultant' or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the BDS. The Consultant' representatives present shall sign a register as proof of their attendance.</p> <p>19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned</p>

to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.

19.3 Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.

19.4 Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. Any Modification shall be read out along with the Original Proposal except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.

19.5 The Procuring Agency's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.

19.6 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

<p>20. Proposals Evaluation</p>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<p>21. Evaluation of Technical Proposals</p>	<p>21.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
<p>22. Financial Proposals for QBS</p>	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
<p>23. Public Opening of Financial Proposals (for QCBS methods)</p>	<p>23.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated</p>

	<p>in the Data Sheet) is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.</p>
24. Correction of Errors	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
a. Time-Based Contracts	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
25. Taxes	<p>25.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the in accordance with the instructions in the Data Sheet.</p>

26. Conversion to Single Currency	For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet .
27. Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant's authorized representative.</p>
a. Availability of Key Experts	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>

<p>b. Technical negotiations</p>	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
<p>c. Financial Negotiations</p>	<p>28.6 There shall be no financial negotiations, however, it may include only the clarification of the Consultant’s tax liability and how it should be reflected in the Contract.</p>
<p>29. Conclusion of Negotiations</p>	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant’s authorized representative.</p> <p>29.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the</p>

	<p>Consultant of the reasons for doing so; and the Procuring Agency will invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.</p>
<p>30. Award of Contract</p>	<p>30. Subject to ITC 29, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:</p> <ul style="list-style-type: none"> a) eligible in accordance with the provisions of ITC 6; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any.
<p>31. Grievance Redressal Mechanism</p>	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p>

	<p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p style="padding-left: 40px;">Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p>
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	<p>31.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each</p>
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	<p>Member of the Committee. The decision of the committee shall be final.</p>
<p>32. Mechanism of Blacklisting</p>	<p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and Fails to iii. abide by the id securing declaration; <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p>

	<p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p> <p>32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring</p>
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	<p>agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
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**INSTRUCTIONS
TO TENDERERS
&
TENDERING DATA**

INSTRUCTIONS TO THE BIDDERS

GENERAL

The management of Air University (AU) desires to award the contract for running its main Hostel Mess Complex & Main Cafeteria at Air University BAHU Campus, Shorkot district Jhang.

1 Scope of Tender, Site Visit

1.1 Scope of Tender

Hostel Mess Complex of Air University BAHU Campus having two separate hostel blocks (Male & female) expected strength about 200 - 300 including the students / Faculty and staff. Similarly, BAHU Campus has one Main Cafeteria including kitchen & hall. The management of Air University desires to award the contract for running the Hostel Mess Complex and Main Cafeteria on quality-cum-cost-basis. Tender is open for all Bidders, subject to fulfil the following conditions: -

- i. Having minimum five years' experience of running the Hostel Mess & cafeteria in the reputed organizations / specifically Universities.
- ii. Having ability to offer best services conforming the Air University Guidelines provided in the tender documents.
- iii. Offering the monthly rent PKR 50,000/- or above for cafeteria and 100,000/- for hostels (Male & Female).
- iv. Establishment of Hostel Mess & Cafeteria Setup including Kitchen, Serving Counters and additional furniture & fixtures, if required.
- v. Agreed with Fixed Price List given in the tender.
- vi. Agreed to pay the monthly Utility bills on actual consumption basis.
- vii. Never been blacklisted by any Govt. Deptt / Civil organization.
Affidavit to this effect shall be furnished.

1.2 Site Visit

The Bidders are advised to visit the Hostel Mess & Cafeteria at Air University, BAHU Campus, near PAF Base Rafiqui at Shorkot, District Jhang to examine the site to obtain all information that may be necessary for preparing the tender and entering into a contract. All cost(s) in this respect shall be borne by the bidders.

2. Cost of Tendering

The bidder shall bear all costs associated with preparation and submission of bid and the Air University (AU) shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3. Clarification of Tender Documents

Any bidder requiring any clarification(s) in respect of tender documents may notify Director A&S Air University Main Campus in writing. The mentioned officer will respond to any request for clarification submitted in writing only, which is received at least 05 days before the deadline for the submission of bids. Copies of response will be forwarded to all bidders.

4. Amendment of Tender Documents

At any time prior to the deadline for submission of bids the AU may for any reason, whether at own initiative or in response to a clarification requested by the bidder, modify the tender documents by issuing addendum.

- a) Any addendum thus issued shall be part of the tender documents.
- b) To afford bidders reasonable time for taking such an addendum into account in preparing their bids, the AU may at its discretion extend the deadline for submission of bids.

PREPARATION OF TENDERS

5. Language of Tender

- a) Bidding documents and all correspondence shall be in English Language.
- b) The bid shall have a covering letter printed on firm's letter pad.
- c) All pages of the bid i.e instructions to bidders, integrity pact, contract documents, conditions of contract, monthly offered rent and fixed priced list shall be initiated/signed and official seal be affixed by the person(s) authorized to sign.

6. Documents Comprising the Tender

6.1 Each bid shall comprise a single pack containing two separately sealed envelopes. Each envelope shall separately contain.

(a) TECHNICAL PROPOSAL:-

- i. The envelopes shall be clearly marked as "TECHNICAL PROPOSAL" and in bold and legible letters to avoid confusion.
- ii. The envelope marked as **TECHNICAL PROPOSAL** shall contain:-

- (i) The Company Profile.
- (ii) Information asked through the advertisement.
- (iii) Appendix A, B & C along with relevant supporting documents

(b) FINANCIAL PROPOSAL

The envelope marked as **FINANCIAL PROPOSAL** shall contain Tender Documents (fixed price list signed and stamped by the Bidder, bid for monthly rent) and bid security in shape of CDR.

6.2 Initially, only the envelope marked as “**Technical Proposal**” shall be opened on **07 May, 2026**.

6.3 The Financial bids of only the technically qualified bidders will be opened in the presence of all bidders who choose to attend. The financial bids of non-qualified bidders will not be considered and returned unopened to the respective bidders.

7 Sufficiency of Tender

7.1 Each tenderer shall satisfy himself before Tendering as to the correctness and sufficiency of his Tender, i.e rates mentioned in the list and monthly rent offered by the Bidder, and all matters and things necessary for preparation of bid.

7.2 The tenderer is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the tender and entering into a Contract.

8. MONTHLY RENT OFFERED BY THE BIDDER & TENDER SECURITY

The financial offers of those bidders would be considered during the Financial Evaluation process, who offered the monthly rent of PKR 50,000/- or above for Main Cafeteria and PKR 100,000/- for Hostel Mess Complex (Male / Female).

- a) The bidders are advised not to keep any space for negotiation.
- b) The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect his offer.

8.1 TENDER SECURITY / EARNEST MONEY

The bidder shall furnish a tender security / earnest money of PKR 40,000/- in the form of CDR issued by a scheduled bank of Pakistan in favor of Air University, [Islamabad](#).

- a) Any Bidder not accompanied by the earnest money shall be rejected as non-responsive.
- b) The earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder.
- c) The earnest money of bidders, who are not shortlisted, can be returned earlier at AU discretion upon receiving a request.
- d) The earnest money of the successful bidder will be returned when the bidder has furnished the required performance security (equal to 03 months rent of each Hostel Mess & Cafeteria separately) and signed contract agreement.

- e) The earnest money may be forfeited:-
 - i) If a bidder withdraws his bid during the period of validity.
 - ii) In case of the successful bidder, if he/she fails to furnish the required performance security and/or sign the contract agreement within seven days of the issuance of contract award letter.

9. Validity of Bids, Format, Signing and submission of Tender

9.1 Bids shall remain valid for a period of 120 days from the date of opening of the bid.

9.2 All Schedules to Tender are to be properly completed and signed.

9.3 No alteration is to be made in the Form of Tender except in filling up the blanks as directed. If any alteration made or if these instructions be not fully complied with, the tender may be rejected.

9.4 The Tender shall be delivered in person or sent by registered mail / courier services at the address to [AU Main Campus sector E-9](#), Islamabad.

10 Deadline for Submission, Modification & withdrawal of Tenders

10.1 Deadline for submission of Tender:

The bid shall be delivered in person/registered mail/ courier services to reach [Office of the Director A & S, Air University Main Campus, sector E-9](#) at or before 1100 hours on **07 May 2026**.

- a) Sealed bids shall be received at the office of the Director A&S [Air University Main Campus E-9](#) on or before the prescribed time and date.
- b) Bids shall be submitted in sealed envelope having necessary information regarding tender notice.
- c) No bids open, emailed or faxed will be accepted.
- d) Any bid submitted after the deadline for tender submission will be returned unopened to such bidder.

10.2 Modification & withdrawal of Bid

Following terms will apply for modification or withdrawal of bid.

- a) Any bidder may modify or withdraw his bid after bid submission provided that written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- b) No bid shall be modified or withdrawn by a bidder after the deadline for submission of bids.

11 TENDER OPENING AND EVALUATION

11.1 Tender Opening & Clarification and Evaluation

11.1.1 The Employer will open the tenders, in the presence of tenderers' representatives who choose to attend, at the time, date and location stipulated in the Tendering Data.

11.1.2 The tenderer's name, rent offered, the presence or absence of Tender Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the tender opening.

11.1.3 To assist in the examination, evaluation and comparison of tenders the Employer may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing and no change in the offer or substance of the Tender shall be sought, offered or permitted.

11.2 (a) Technical Evaluation

It will examine in detail whether the documents submitted by the Bidder complies with the Technical Provisions of the Tender Documents. It will also examine that the Bidder agreed with the AU Terms & conditions mentioned in the tender documents. Detailed evaluation criteria used to evaluate the bidder for this tender is also given in the tender documents.

(b) Financial Evaluation

It will be examined in detail that:-

- i. The Bidder offered the minimum monthly rent as required by the Air University.
- ii. The Bidders agreed with fixed price list provided by [Air University](#).

12 PROCESS TO BE CONFIDENTIAL

No bidder shall contact on any matter relating to its tender from the opening of bid till the award of contract.

13 AWARD CRITERIA & AU RIGHT

13.1 This is quality-cum-cost based criteria. The contract will be awarded to the bidder who attain the highest score in evaluation criteria.

13.2 [AU](#) reserves the right to accept or reject any or all the bids prior to award without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the [AU](#) action.

13.3 In case the selected bidder fails to enter into contract, Air University may award the contract to the next responsive bidder on the list.

14 Notification of Award & Signing of Contract Agreement

- 14.1 Prior to expiry of the period of tender validity prescribed by the Employer, the Employer will notify the successful tenderer in writing (“Letter of Acceptance”) that his tender has been accepted.
- 14.2 Within 07 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful tenderer the Form of Contract Agreement provided in the Tender Documents, incorporating all agreements between the parties.
- 14.3 The formal Agreement between the Employer and the successful tenderer shall be executed within 07 days of the receipt of Form of Contract Agreement by the successful tenderer from the Employer.

15 PERFORMANCE SECURITY

- 15.1 The successful bidder shall furnish AU, performance security in the form and the amount stipulated in the conditions of contract within a period of 07 days after the receipt of letter of acceptance.
- 15.2 Failure of the successful bidder to comply with the requirements of sub-clauses 15.1 & 14.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security and contract may award to the next responsive bidder on the list.

16 GUIDELINES FOR CONTRACTOR FOR RUNNING OF AIR UNIVERSITY, Multan Campus HOSTEL MESS

16.1 EMPLOYEE PERSONAL HYGIENE:

Contractor employees will maintain good personal hygiene practices to ensure food safety by adopting all measures including but not limited to following guidelines: -

- i) Arrive at work clean – clean hair, teeth brushed, and daily bathed.
- ii) Maintain trimmed, clean, and polish-free fingernails. No artificial nails or rings be permitted in the Hostel Mess.
- iii) Wash hands (including under fingernails) thoroughly with soap,
 - Immediately before preparing food.
 - As often as necessary during food preparation when contamination occurs.
 - In the restroom after toilet use, and when you return to your work position.
 - When switching between working with raw foods and working cooked foods.
 - After touching face, nose, hair, or any other body part, and after sneezing or coughing.

- After cleaning tables.
 - Before wearing disposable gloves.
 - After eating, or drinking.
 - Any time when an unsanitary task has been performed – i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.
- iv. Wash hands only in hand sinks designated and dry with towel / tissue / hand dryer.
- v. Change disposable gloves as often as hand washing is required.
- vi. Wear appropriate clothing, clean uniform with sleeves and clean non-skid, shoes that are comfortable for standing and working on floors that can be slippery.
- vii. Wear apron during working at Hostel Mess. Take off apron before using the restroom. Change apron if it becomes stained.
- viii. Wear a cap that completely covers all hair.
- ix. Keep beards and mustaches neat and trimmed. Wearing of jewelry in the Hostel Mess is prohibited.
- x. Employees having bandage or any cut on hand is not allowed to enter into food production area of the Hostel Mess.
- xi. Smoking or chewing tobacco, use of Naswar inside Hostel Mess is strictly prohibited. Eating chewing gum or eating candy during work in the kitchen is also prohibited. Eat and drink in designated areas only.

16.2 SERVICES HYGIENE: -

Food will be served in a manner to ensure food safety. Employees involved in the service of food must follow the procedures: -

- i. Clean the service area and tables with warm soapy water and clean cloths before food placed on it.
- ii. Cloths used for cleaning food spills should not be used for anything else.
- iii. Use serving utensils with long handles to keep hands away from the food items.
- iv. Handle glassware and dishes properly so that hands are not in contact with surfaces that will be touched by food. Clean utensils before using. Use separate utensils for each food item.
- v. Wash hands before handling food. Never touch cooked or ready-to-eat foods with bare hands. Always use gloves or utensils.
- vi. Wash hands between each different task. For example, if the same employee is loading dirty dishes / plates and taking out clean dishes, a

thorough hand washing must be done between the two tasks. Hand dips are not acceptable.

vii. Remove unused flatware from tables after Service, clean the tables and reset them.

viii. Cleaning cloths and aprons are changed as needed but at least every day to minimize the risk of cross contamination.

ix. Only concerned staff should be allowed in the food production area.

x. Daily clean the café floors with Mop, using warm water, detergent & phenyl, as and when required especially during dining hours.

16.3 PEST CONTROL: -

The contractor shall ensure that Hostel Mess is free of all pests. Following procedure must be observed for PEST Control.

i. Use reputable suppliers for all deliveries. Check all deliveries before they enter Hostel Mess. Refuse supplies that have signs of pest infestation.

ii. Check doors and cabinets properly, it must be part of the regular cleaning schedule.

iii. Report to AU Admin if any signs of pests, openings, cracks, broken seals, or other opportunities for pest infestation.

iv. Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately.

v. Place food and supplies after delivery as quickly as possible into storage, especially powdered milk, flour etc, because these items attract insects/pests.

vi. Only prescribed pesticides of reputed brands shall be used when required.

16.4 FOOD ITEMS

i. Bidder must use the reputed local brands / suppliers / manufacturers food items at Hostel Mess & Cafeteria, subject to prior approval from the Campus Management.

ii. Daily purchase the fresh Meat, eggs, chicken, vegetables and fruits. Use of frozen items for cooking is strictly prohibited.

iii. Contractor must ensure the Date of manufacturing and date of expiry is mentioned on all packed items.

iv. The Contractor shall use fresh oil for frying / cooking every day. The used oil shall be disposed off on closing of the Mess every day.

NOTE:

In case of any irregularity like poor hygienic conditions or poor state of cleanliness in the Hostel Mess or poor quality of food or violation of any instruction issued by the AU Administration, the licensor may exercise powers to impose a fine of Rs 10,000/-. On repetition of the same irregularity, the amount of penalty would be doubled or tripled on repetition of the same irregularity.

Signature_____

Name_____

Designation_____

Company_____

Date_____

17. HOSTEL MESS & CAFETERIA SETUP AIR UNIVERSITY BAHU CAMPUS

(a) Furniture & Fixture: -

Dining Tables and Chairs for sitting of about 200 students, faculty / staff is provided by AU for Hostel Mess and for 100 students at Main Cafeteria. Any additional furniture, if required for both areas, is to be provided by the contractor, design as approval of AU BAHU Campus Management.

(b) Kitchen Setup: -

Establishment of complete Kitchen setup including provision & installation of modern industrial kitchen equipment, services areas & counters, installation of exhaust system (as per instruction of AU BAHU Campus Management) and complete setup of washing areas shall be responsibility of the contractor.

(c) Serving Counters: -

Establishment of serving counters according to students' strength shall be responsibility of the contractor.

(d) Crockery & Cutlery: -

Contractor shall be responsible for maintaining a reasonable quantity of ceramic crockery items at Hostel Mess and Cafeteria at his own cost. Contractor shall be responsible to take prior approval of quality crockery / SS cutlery items to be used at Hostel Mess and Cafeteria.

(e) Branding Work (If Required): -

Contractor shall be responsible to complete all branding work to uplift overall ambience of Hostel Mess and Cafeteria as per instructions of AU BAHU Campus Management.

(f) Pathway for Gas Cylinders

- Gas cylinders shall not be stored near the stove, sitting areas, or inside the building to avoid hazards. Standard mechanism / practices to be followed for placement of gas cylinders.

Drain Maintenance

- Drains in existing buildings must be:

1. Washed and cleaned weekly with warm water.
2. Treated with a dilute acid solution (9:1 ratio) after washing.

Mess Upgradation

1. The contractor is to install fly killers' machine in dining hall and kitchen of Mess & Cafeteria.
2. The contractor is to install LED TV as per the instruction of AU BAHU Campus management.
3. Wearing of uniform, ID badges and gloves by Mess & Cafeteria staff.

SPECIAL CONDITIONS: -

- The cost incurred on above said work shall be paid by the contractor and all works shall be completed as per instructions / approval of AU BAHU Management.
- However, AU will provide some concessions / reductions in the monthly rebate offered by the contractor. However, it will be decided by AU after selection of final contractor.
- The first contract duration will one year (under open framework agreements, clause 16A of PPRA Rules). On the basis of the contractor's one year performance, the contract will be extended for further one or two years on new terms & conditions after mutual understanding of both parties.
- **Contract Extension & Rent Increase**
 - If the contractor's performance is satisfactory and AU management approve a yearly extension:
 - The rent will increase by 10% annually.
 - After three years fresh tender will be floated.
 - The contract duration and reduction in the offered monthly rebate will be concluded after mutual understanding between both parties.
 - AU Management is the final decision and approving authority for designing & execution of all works given above.
 - After conclusion of contract, AU Management shall be the ultimate owner of all items available within premises of Hostel Mess & Cafeteria. Contractor would not allowed to carry out any item outside campus premises during or conclusion of the contract.

DETAILS OF RELEVANT ONGOING BUSINESS (HOSTEL MESS / CAFETERIA)

Description	Name of Organization	Serving Capacity	Contract Dated		Photocopy of Contract attached as Annex	Name, Designation, Phone & Email of Controlling Officer
			From	To		

Note-1:- Raising of this form is mandatory. Noncompliance would lead to technical disqualification.

Note-2:- The Employer reserves the right to verify above stated details and disqualify the firm at any stage before awarding the contract on providing unauthentic information.

Certificate: I hereby certify that the above details have been read, understood, filled properly & signed as authentic information:-

Authorized Signature, Name & Official Seal of the bidder: _____

INTEGRITY PACT

**DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC PAYABLE
BY THE SUPPLIERS OF GOODS, SERVICES AND WORKS**

_____ The bidder/Bidder hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, the Bidder/Bidder represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever for from GoP, except that which has been expressly declared pursuant hereto.

The bidder/Bidder certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, the bidder/Bidder agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in a amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the bidder/Bidder as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Signature_____

Name_____

Designation_____

Company_____

Date_____

TENDERING DATA

Instructions to Tenderers

Name of Employer Vice Chancellor **Air University, Main Campus Islamabad**
Tel No: 051-9153232

Brief Description

TENDER AWARD OF CONTRACT FOR RUNNING OF HOSTEL MESS COMPLEX AND CAFETERIA AT AIR UNIVERSITY MULTAN CAMPUS.

Employer's address:

Director Admin & Support Air University, Main Campus

Tender shall be quoted entirely in Pak. Rupees.

The tenderer has the financial & technical capability necessary to perform the Contract.

Amount of Tender Security fixed to PKR 40,000/- in shape of pay order and demand draft /CDR

Period of Tender Validity

90 days from the date of opening

Employer's Address for the Purpose of Tender Submission

Director Air University, Main Campus, sector E-9 Islamabad
Tel No: 051-9153236

Name and Identification Number of the Contract

Tender No. IBD/AU-BAHU/CAFÉ/015/2026

Warning

DO NOT OPEN BEFORE 1130 hrs 07 May 2026

Deadline for Submission of Tenders

1100 hrs on 07 May 2026

Venue, Time, and Date of Tender Opening

Venue: Admin Block, Air University, Main Campus E-9, Islamabad

Time: 1130 hrs

Date: **07 May 2026**

CONDITIONS OF THE CONTRACT

CONDITIONS OF CONTRACT
CONTRACT AGREEMENT FOR OPERATION AND MANAGEMENT OF
HOSTEL MESS COMPLEX & MAIN CAFETERIA

This Agreement is made on ____ day of ----- 2026 .

BETWEEN

Air University, through _____, Director Campus, (hereinafter referred to as the “**Lessor**” which includes its successors-in-office, legal representatives and permitted assigns) of the **First Part**.

AND

Name of firm _____ ((hereinafter referred to as the “**Lessee**” which includes its successors-in-office, legal representatives and permitted assigns) of the **Second Part**.

(The parties may hereinafter be individually referred to as “**Lessor**” and “**Lessee**” and collectively as “Parties”).

WHEREAS The Lessor is the Director Campus, Air University and intends to hire the services of _____ to operate and manage Hostel Mess.

WHEREAS The Lessee have been selected through Tendering Process under the provision of PPRA Rules 2004 to provide the services in accordance with the conditions of this agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties hereby agree as follows: -

1. The following documents already issued to the Lessee shall be deemed to form and be read and construed as part of this Agreement: -

(a) The Letter of Bid Acceptance No. _____

(b) The Letter of Commencement _____

(c) The tender documents, comprising but not limited to the following salient clauses: -

(i) Guidelines for the Contractor for Running Hostel Mess complex & Cafeteria at Air University BAHU Campus.

(ii) Inventory List of Hostel Mess & Cafeteria at Air University BAHU Campus

(iii) Conditions of the Contract of Hostel Mess & Cafeteria at Air University BAHU Campus

(iv) Price List of authorized items to be served at the Hostel Mess & Cafeteria

(v) Letter of Offer of the Hostel Mess and Main Cafeteria

2. Scope Of Services / Facilities

The Scope of services shall consist but not limited to the following: -

2.1 Management and operation of BAHU Campus Hostel Mess and Cafeteria.

2.2 Meals for faculty members', staff, students and visitors of the Air University BAHU Campus.

2.3 Meals for Air University BAHU Campus.

2.4 Food services for Special events / functions as and when so required / desired by Air University BAHU Campus.

2.5 Furniture & Fixture: -

Dining Tables and Chairs for sitting of about 200 students, faculty / staff is provided by AU for Hostel Mess and for 100 students at Main Cafeteria. Any additional furniture, if required for both areas, is to be provided by the contractor, design as approval of AU BAHU Campus Management.

2.6 Kitchen Setup: -

Establishment of complete Kitchen setup including provision & installation of modern industrial kitchen equipment, services areas & counters, installation of exhaust system (as per instruction of AU BAHU Campus Management) and complete setup of washing areas shall be responsibility of the contractor.

2.7 Serving Counters: -

Establishment of serving counters according to students' strength shall be responsibility of the contractor.

2.8 Crockery & Cutlery: -

Contractor shall be responsible for maintaining a reasonable quantity of ceramic crockery items at Hostel Mess and Cafeteria at his own cost. Contractor shall be responsible to take prior approval of quality crockery / SS cutlery items to be used at Hostel Mess and Cafeteria.

2.9 Branding Work (If Required): -

Contractor shall be responsible for completing all branding work to uplift overall ambience of Hostel Mess and Cafeteria as per instructions of AU BAHU Campus Management.

2.10 Pathway for Gas Cylinders

- Gas cylinders shall not be stored near the stove, sitting areas, or inside the building to avoid hazards. Standard mechanism / practices to be followed for placement of gas cylinders.

2.11 Drain Maintenance

- Drains in existing buildings must be:

- (a) Washed and cleaned weekly with warm water.
- (b) Treated with a dilute acid solution (9:1 ratio) after washing.

2.12 Mess & Cafeteria Upgradation

- (a) The contractor is to install fly killers' machine in dining hall and kitchen of Mess & Cafeteria.
- (b) The contractor is to install LED TV as per the instruction of AU BAHU Campus management.
- (c) Wearing of uniform, ID badges and gloves by Mess & Cafeteria staff.

2.13 SPECIAL CONDITIONS: -

(a) The cost incurred on above said work shall be paid by the contractor and all works shall be completed as per instructions / approval of AU BAHU Management.

(b) However, AU will provide some concessions / reductions in the monthly rebate offered by the contractor. However, it will be decided by AU after selection of final contractor.

(c) The first contract duration will one year (under open framework agreements, clause 16A of PPRA Rules). On the basis of the contractor's one year performance, the contract will be extended for further one or two years on new terms & conditions after mutual understanding of both parties.

(d) Contract Extension & Rent Increase: If the contractor's performance is satisfactory and AU management approve a yearly extension. The rent will be increased by 10% annually.

(e) After three years fresh tender will be floated.

(f) The contract duration and reduction in the offered monthly rebate will be concluded after mutual understanding between both parties.

(g) AU Management is the final decision and approving authority for designing & execution of all works given above.

(h) After conclusion of contract, AU Management shall be the ultimate owner of all items available within premises of Hostel Mess & Cafeteria. Contractor would not allow to carry out any item outside campus premises during or conclusion of the contract.

3. Terms & Conditions

3.1 Obligations of Lessor

The Lessor will be responsible for the following: -

3.1.1 Furnishing of **AU BAHU Campus** Hostel Mess & Cafeteria as per clause 2.5.

3.1.2 Provision of Electricity, and Water to Main Hostel Mess & Cafeteria at the cost of Lessee.

3.1.3 Final approval of security clearance of employees as submitted by the Lessee.

3.1.4 Final approval of Medical Fitness (FFI Chart) and subsequently monthly follow up of each employee submitted by the Lessee.

3.2 Obligations of Lessee

The Lessee will be responsible for the following: -

Manage food and Services of Air University BAHU Campus Hostel Mess & Cafeteria at prescribed rates

Will operate the kitchen and services points at Hostel Mess & Cafeteria.

3.2.1 To furnish and establish the kitchen setup for both Mess & Cafeteria as described at sub sections of clause 2.

3.2.2 Will observe the Food quality standards, Hygienic conditions and regular cleaning of the Hostel Mess & Cafeteria on daily basis including but not limited to the following places: -

- (a) Cleaning of tables/seats in areas specified for students, faculty / staff after each serving.
- (b) Regular cleaning the Hostel Mess & Cafeteria floors with Mop, using warm water, detergent & phenyl, as and when required especially during lunch hours.
- (c) Cleaning of Mess & Cafeteria washrooms through designated sanitary workers.
- (d) Cleaning of Hostel Mess & Cafeteria Kitchen and washing area through designated workers.
- (e) Hiring of skilled employees for management and functioning of the Hostel Mess Kitchen.

3.2.3 The Lessee will ensure that all the waiters / cooks wear proper clean uniform, kitchen staff caps and gloves, which is to be got approved from the Director Campus.

3.2.4 The Lessee will ensure medical checkup of all his employees before deployment in the Hostel Mess and subsequently on monthly basis. For this, the lessee will provide to **AU BAHUA Campus** Medical Officer the medical fitness certificates (duly supported by prescribed medical tests) for the employees duly signed by Medical officer of the Govt. hospital. FFI chart duly signed by **the** Medical Officer is to be displayed at appropriate place in the Hostel Mess.

3.2.5 To provide the Bio-data of its employees, record of medical checkup & vaccination to the lessor.

3.2.6 To arrange fine quality Crockery (Ceramics) and SS cutlery.

3.2.7 The Lessee shall not vary, deviate or change any part of the building and its specification without having permission in writing by the Lessor.

3.2.8 To ensure use of local branded ingredients of good repute for preparation of food items and packed spices.

3.2.9 To ensure that the reputed national brands of dry ration, oil and all ingredients are to be used.

3.2.10 To ensure the food quality standard, hygienic conditions and clean environment.

3.2.11 To ensure the food quality standard, hygienic conditions and clean environment.

3.2.12 To provide food for official tea parties/lunch/dinner whenever required / desired by the Lessor.

3.2.13 The Lessee shall not sublet this contract either in part or in whole. The subletting will result into cancellation of the contract and forfeiture of security.

3.2.14 The Lessee and all their employees shall not use such methods as against accepted social norms / customs on the said premises and the premises shall not be used for any purpose other than meals, snacks and drinks as authorized by lessor at the rates duly approved by the Licensor and displayed near the sale counter.

3.2.15 **The Lessee shall be restricted to the items that have already been specified with rates in the list given in the tender documents.**

3.2.16 Day to day maintenance of the building, its fixtures/fittings and cleanliness to the entire satisfaction of the Lessor.

3.2.17 During the managing of the business the Licensee will indemnify the Licensor from all claims which are caused to any person, whether a workman or not, while in or upon claim brought under the workmen's Compensation Act.

3.2.18 The Lessee shall be wholly responsible for all structures, fittings, furniture, fixtures and equipment in the designated premises and shall not

claim from Lessor any compensation for any damage / loss / deterioration of the said premises through any cause whatsoever.

3.2.19 The Lessee will keep and maintain a Suggestion / Complaint Book at the Hostel Mess counter all the times and put it up to the Lessor every Monday by 1000 hrs.

3.2.20 The Lessee shall comply with all the security regulations as directed by the Lessor from time to time.

3.2.21 The Lessee and his employees, whether regular or part time, be subject to security clearance by the Lessor. The Lessee will terminate the service of any of his employees, if the Lessor so desired.

3.2.22 The Lessee shall maintain kitchen fittings / fixture all accessories and Hostel Mess furniture in perfect, neat and serviceable condition.

3.2.23 **The Lessee shall properly manage waste garbage by putting it in covered bins and then disposed off to Main Waste Bin at the end of each day.**

3.2.24 The Lessee shall be responsible for providing quality lunch to low paid employees, fixed rate of PKR 170/- per head per day as per prescribed menu during the contract period.

4. Special Stipulations: -

4.1 The License may be terminated on disciplinary grounds or extremely poor performance or for maintaining poor hygienic conditions in the kitchen or Hostel Mess & Cafe dining halls. In case of termination of license on aforesaid grounds, the condition of one month notice, as stipulated in **Clause 8** will not be applicable.

4.2 In case of any irregularity like poor hygienic conditions or poor state of cleanliness in the Hostel Mess & Café or poor quality of food or violation of instructions issued by the Air University Administration, the Lessor can impose a fine of Rs 10,000/-. On repetition of the same irregularity, the amount of penalty would be doubled or tripled.

4.3 Upon any breach of either of the conditions herein contained, the Lessor may notwithstanding the waiver of any previous right of revocation, revoke the aforesaid License and thereupon the same shall become void.

4.4 The Lessee will have to pay Electric bills of the Hostel Mess & Cafeteria to Finance Deptt by 10th of every month as raised by AU Administration in accordance with the consumption / reading shown by the meter. In case of delay in payment of bills surcharge as applicable would be levied.

4.5 The contractor is to arrange gas (LPG) at his own arrangement. Gas cylinders are to be procured from Govt approved company.

4.6 On expiry of contract the Lessee shall be responsible for handing over to AU the all inventory items in serviceable & good condition, otherwise on conclusion of contract expense for repair / replacement will be deducted from security amount held with Air University. The Lessee shall use good quality items for preparation of all food and drinks. Fresh vegetables, Chicken and fruit items shall be ensured.

4.7 The Lessee shall use fresh oil for frying every day. The used oil shall be disposed off on closing of the mess & cafe every day.

5. Term of Agreement

The term of this Agreement shall be for the period of **one (01) year**, which could be extended if deemed necessary by the Lessor for further period of one or two years on new terms and conditions as agreed by both the parties.

6. Security Deposit

The Lessee shall pay in advance an amount equal to 03 months rent as security deposit at the time of signing this agreement. This amount will be refunded without interest at the time of conclusion of agreement after clearing all the liabilities, if any, of the said premises including any damage caused to the building, furniture, or equipment like Deep Freezer, Fridge, Fountain Fresh, Chiller Units, Electrical Fixture, kitchen equipment as listed and placed with this agreement.

7. Rebate

7.1 The Lessee shall pay the monthly rebate amounting to in start of the month. If the Lessee does not pay the rebate upto 10th of the month, he would be levied Rs 5,000.00 per day as surcharge.

7.2 The Lessee will be exempted from rebate during the summer vacations.

7.3 If the Lessee makes default in payment of monthly rebates as mentioned in clause 7.1 his License may be cancelled by the Lessor. The contract would be awarded to any other suitable contractor to continue the operations till the time of conclusion of next tendering process.

7.4 The Lessee shall, during the term, pay all taxes and all other charges which will become payable on account of his business. At the conclusion of contract period, the Lessee shall hand over the possession of the said premises to Lessor with clear accounts.

8. Termination

This agreement may be terminated on expiry of its term (s) if not renewed by both the parties.

The agreement may be terminated by either party by giving one months' notice in advance, duly signed on their letter heads.

If the termination is initiated by the Lessee, no compensation will be paid by the Lessor for any fixture installed by the Lessee.

In the case of termination of contract, the contract would be awarded to any other suitable contractor to continue the operations till the time of conclusion of next tendering process.

9. Entire Agreement

This agreement constitutes the entire understanding between the parties here to in connection with the subject matter.

10. Period of Operation

Lessor shall serve a mutually agreed variety of nutritious foods of high quality, in substantial quantities throughout the week/month/year.

11. Prices

The Lessee is to provide food items as per the Menu and rate as signed by the Lessor.

12. Force Majeure

Both parties will not be held responsible for any delay in fulfilment of the obligations under this Agreement due to circumstances of Force Majeure such as acts of God, War, Riots, civil commotion, Strike, Lock outs and other circumstances and disturbance which are beyond the parties control. The party unable to fulfill the obligations under this Agreement shall immediately within one week inform other Party of the beginning and the discontinuous of such circumstances. In this case the time of the fulfilment of the obligations shall be extended for a corresponding period of time.

13. Dispute Resolution

13.1 If at any time, during the subsistence of the License, any dispute, arises between the Lessee and the Lessor on any question or breach of the terms of license, either party may apply in writing to Vice Chancellor OR **Director Campus** to decide such dispute. The **Vice Chancellor**, after making such investigation, as he may deem necessary, would decide such dispute and his decision shall be final and binding upon the parties.

13.2 The Lessee agrees and undertakes that in case of any dispute he will not refer the dispute or difference of opinions etc., relating to this agreement to the media or any outside agency.

14. Notices

All notices, requests, demands or other communications with respect to this Agreement will be in writing and shall be sent at the respective address of the parties noted above.

15. Feedback

Air University Multan Campus, administration would obtain regular feedback from the students & faculty members / employees about the quality of food and services.

MENU AND
FIXED MONTHLY
CHARGES FOR
HOSTEL MESS

MONTHLY REBATE
OFFERED
BY THE BIDDER FOR
MESS COMPLEX

**LETTER OF OFFER
FOR AIR UNIVERSITY BAHU CAMPUS
HOSTEL MESS COMPLEX**

Tender Reference No. IBD/AU-BAHU/CAFÉ/015/2026

To,

**Director Admin & Support
Air University**

1. I have examined the tender documents including instructions to the bidder, Conditions to the contract and AU fixed price list, for running the Hostel Mess.

I, the undersigned, offer the sum of PKR_____
(Rupees _____) per month rent for running
Air University, BAHU Campus Hostel Mess Complex.

2. I here agree with all terms and conditions mentioned in the tender documents for Running the Hostel Mess Complex

Dated this _____ day of _____

Signature _____ in the capacity of _____

(NAME OF FIRM IN BLOCK LETTER)

ADDRESS:

Witness: _____

CONDITIONS : HOSTAL MESS CONTRACT

1. Branded Oil/Gee like Dalda / Kisan is to be used for all cooking and frying purposes.
2. National Food / Shan Masala product are to be used for meal preparation.
3. Beef/Chicken/Fish scale is 125 gram per meal per head.
4. A grade Aata is to be used for making bread.
5. Kainaat rice is to be used for biryani/pulao.
6. Pure fresh milk or nestle/olper milk is to be used for tea, kheer etc.
7. Tapal / supreme Tea is to be used for making tea.
8. Fresh seasonal vegetables to be used for saalan.
9. Previous day / previous time meal is not be mixed with fresh meal.
10. Food items are not to be stored in fridge for more than one day.
11. Flexibility for 2- or 3-times meal per day for students as and when required.
12. A Grade ceramics crockery, utensils, cups, jug and glasses are to be used.
13. While students going on weekends / leave, deduction will be made in bill accordingly, as per book in/out Register.
14. Mess charges for Staff/Faculty will be charged on, per meal basis.
15. Detail of Meal per week

Main Meal	Time per week	Remarks
Daal + Roti	2	(7Dinner + 7Lunch with Salad)
Vegetable+ Roti	2	
Pulao/Biryani + Raita	3	
Alu Beef Qeema + Roti	1	
Alu Beef Qorma+ Roti	1	
Alu Chicken+ Roti	2	
Chicken Qorma	2	
Chicken Haleem+ Roti	1	
Alu Paratha + Tea	2	
Egg omelate/fry + Paratha +Tea	2	
Alu Bhujya+Paratha +Tea	1	
Chane+Paratha+Tea	2	
Sweat (Halwa+Kheer)	2	Breakfast + dinner
Fish fry piece	1	Dinner

16. Menu can be changed within budget after prior approval of competent authority.

FIXED PRICE RS 12000/- PER MONTH PER HEAD FOR UNDERMENTIONED MENU

3-TIME MENU : AIR UNIVERSITY BAHU

رات کا کھانا	دوپہر کا کھانا	ناشتہ	دن
آلو بیف قورمہ + روٹی	دال ماش + روٹی + سلاد	آلو پرائٹھا ، چائے	سوموار
چنا پلاؤ + رائتہ	وائٹ چکن قورمہ + روٹی + سلاد	مرغ چنے، پرائٹھا ، چائے	منگل
چکن قورمہ + روٹی + کھیر	سبزی + روٹی + سلاد	انڈاہ (باش) پرائٹھا ، چائے	بدھ
بیف پلاؤ + رائتہ	دال چنا + روٹی + سلاد	آلو بھجیا ، پرائٹھا ، چائے	جمعرات
آلوچکن قورمہ + روٹی	مٹنار + سی ناپریہی ہدند	انڈاہ آملیٹ ، پرائٹھا ، چائے	جمعہ
سبزی + روٹی	چکن حلیم + روٹی + سلاد	آلو پرائٹھا ، چائے	ہفتہ
آلوچکن قورمہ + روٹی	کڑی پکوڑا + روٹی + سلاد	پرائٹھا ، چائے ، حلوہ مرغ چنے،	اتوار

**FIXED PRICE RS 8000/- PER MONTH
FOR UNDERMENTIONED MENU**

2-TIME MENU : AIR UNIVERSITY BAHU CAMPUS

رات کا کھانا	ناشتہ	دن
آلو بیف قورمہ + روٹی	، پراٹھا ، چائے انڈاہ آملیٹ	سوموار
سندھی بریانی + رائتہ	پراٹھا ، چائے چنے،	منگل
دال ماش + روٹی	، پراٹھا ، چائے آلو بھجیا	بدھ
بیف پلاؤ + رائتہ	(پراٹھا ، چائے انڈاہ (ہاش پاش	جمعرات
چکن قورمہ روٹی + کھیر +	آلو پراٹھا ، چائے	جمعہ
سبزی + روٹی	، پراٹھا ، چائے انڈاہ آملیٹ	ہفتہ
آلوچکن قورمہ + روٹی	پراٹھا ، ، حلوہ چنے، چائے	اتوار

FIXED PRICE
LIST AND
FIXED MONTHLY
REBATE FOR
CAFETERIA

FIXED PRICE LIST

Description	Rate	Description	Rate
Breakfast		Fast Food	
Tea Special (Doodh Patti)	70	Chicken Shawarma	150
Tea Mix	60	Zinger Shawarma	150
Tea with T/Bag	60	Chicken Tika Club Sandwich	80
Green Tea	50	Zinger Sandwich	150
Coffee	150	Zinger Burger	150
Cardamum Tea	120		
Tea (AU Low Paid Employees)	50	Juice Corner	
Egg Fry	50	Milk Shakes	150
Egg Omelette	60	Milk Shake with Dates / Oreo	200
Paratha	50	Fresh Juices (Mosami+Orange+Apple+Pineapple)	150
Aaloo Paratha	80	Fresh Juice (Carrot)	100
Halwa /Pori (Halwa+Pori+Chana)	200	Fresh Juice (Orange+Carrot)	150
Ice Coffee, Latte, Cappuccino	200		
Refreshment			
Fries	120		
Single Samosa+Chane+Chatni	100		
Double Samosa+Chane+chatni	180		
Potato Samosa	40		
Chicken Samosa	70		
Gol Gappy	150		
Chana Chat	150		
Dhai Bare	150		
Lunch			
Chicken Korma	150		
Chicken Biryani (250 G)	200		
Keema Aloo / Beef Aloo	150		
Mix Vegetable	100		
Cary Pakora/Chana/Dal	100		
Chapati	20		

WEEKLY MENU FOR AIR UNIVERSITY LOWER PAID EMPLOYEES ON FIXED RATE	
Food Item	Qty.
MONDAY	
Chicken Qorma	01 plate
Roti	3
TUESDAY	
Mix Vegetable	01 plate
Roti	3
WEDNESDAY	
Aaloo Qeema	01 plate
Roti	3
THURSDAY	
Daal Channa / Daal Mash / Sufaid Channa	01 plate
Roti	3
FRIDAY	
Chicken Haleem	01 plate
Roti	3
SATURDAY	
Karhi Pakora	01 plate
Roti	3

Undertaking	
1	The contractor shall be responsible to provide the quality Lunch to AU Low paid employees (around 30 employees) as per menu mentioned above for 06 days in a week. The cost of each lunch would be paid to the contractor fixed @ PKR 170/- per day per head.
2.	Air University would make payment on monthly basis against actual meals taken during the month.
3.	The Contractor shall strictly follow the weekly menu of low paid employees.

**Quantitative Evaluation Yardstick for Shortlisting the Contractors
for Hostel Mess & Cafeteria at Air University BAHU Campus, Shorkot**

A. Relevant Experience	Total Points = 40
1. Details for successfully Running Hostel Messes & Cafeteria in Universities and Reputed Organizations during last five years (above 2000 students for cafeteria / above 300 students for Hostel Mess) <ul style="list-style-type: none"> • 03 similar projects (15 marks) • Remaining on sliding scales 	15
2. Details of each business for Running Hotels / Messes / fast food outlets etc. during last five years <ul style="list-style-type: none"> • 04 similar projects (10 marks) • Remaining on sliding scales 	10
3. Ongoing Business (University Hostel Messes & Cafeterias only) (above 2000 students for cafeteria / above 300 students for Hostel Mess) <ul style="list-style-type: none"> • 02 similar projects (15 marks) • Remaining on sliding scales 	15

B. Profile of Firm	Total Points = 20
1. Length of authentic experience in relevant field. <ul style="list-style-type: none"> • 10 years (5 marks) • Remaining on sliding scale • Less than 05 years rejected 	05
2. No. of Trained Staff with relevant experience. <ul style="list-style-type: none"> ▪ Staff (minimum 5 cooks / chefs) CVs to be attached (10 Marks) 	05
3. Best Services / Efficiency Certificate from Clients if awarded. <ul style="list-style-type: none"> • Minimum 03 certificates (10 Marks) 	10

C1. Site Visit Report of Evaluation Committee for verification of details provided by the bidder	Total Points = 10
C2. Proposal & layout for Establishment of Hostel Mess & Cafeteria (Conceptual)	Total Points = 15

D. Financial Capability	Total Points = 10
1. Average working capital for the last 03 years supported Audit Reports / Financial Statements / Tax Returns. <ul style="list-style-type: none"> • PKR 4.0 Mil or above (5 Marks) • Remaining on sliding scales 	05

<p>2. Average annual turnover during last 03 years supported by Audit Reports / Financial Statements / Tax Returns. Tax Returns.</p> <ul style="list-style-type: none"> • PKR 8.0 Mil or above (5 Marks) • Remaining on sliding scales 	05
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Technical Weightage	60%
Financial Weightage	40%
Total	100%

**LETTER OF OFFER
FOR AIR UNIVERSITY BAHU CAMPUS
MAIN CAFETERIA**

Tender Reference No. IBD/AU-BAHU/CAFÉ/015/2026

To,

**Director Admin & Support
Air University**

3. I have examined the tender documents including instructions to the bidder, Conditions to the contract and AU fixed price list, for running the cafeteria.

**I, the undersigned, offer the sum of PKR _____
(Rupees _____) per month rent for running
Air University, BAHU Campus Main Cafeteria.**

4. I here agree with all terms and conditions mentioned in the tender documents for Running the Main Cafeteria

Dated this _____ day of _____

Signature _____ in the capacity of _____

(NAME OF FIRM IN BLOCK LETTER)

ADDRESS:

Witness:
