



(Rs. 2,000/- non-refundable)

REQUEST FOR PROPOSAL (RFP)

FOR OPERATION AND MANAGEMENT OF THREE CANTEENS SITUATED AT THREE (03) DIFFERENT CAMPUSES OF PAA SCHOOLS & COLLEGE SITUATED AT TERMINAL-1, JIAP, KARACHI

RESERVED PRICE

- | | | |
|------|--------------------------------|------------------------|
| i. | PAA Model School – 1 & College | Rs. 35,000/- per month |
| ii. | PAA Model School – 2 | Rs. 60,000/- per month |
| iii. | KBV PAA Model School – 3 | Rs. 50,000/- per month |

1. Name of Firm / Company : _____
2. Complete Address : _____

3. Cell Number & Email Address : _____
4. National Tax Number : _____

UNDERTAKING

I/we hereby undertake that:-

- a) If our RFP be accepted, I/we undertake to execute a Service Agreement with PAA Schools & College, JIAP, Karachi on stamp paper of Rs. 500/- in favour of Administrator, PAA Schools & College within seven (07) days from the receipt of letter of award for running of canteens.
- b) PAA Schools & College Administration reserves the right to accept or reject any or all the offers for sufficient and cogent reason which will be communicated to the offeror(s) on request and without being liable for any claim / compensation of any nature whatsoever. Decision of PAA Schools & College Administration shall be final and shall not be open to challenge.
- c) I/We have understood the terms & conditions, criteria of technical evaluation, scope of work and proforma for financial Proposal (Annexure 'A', 'B') and shall be bound the same. The endorsed offer is based on a thorough understanding of all these terms & conditions attached. Any deviation from the same may amount to cancellation / rejection of Request for Proposal (RFP) or RFP form.
- d) Overwriting / cutting and false/incorrect information in the RFP documents shall result on cancellation of RFP /agreement.

Dated: _____

(Signature of Offeror)

TERMS & CONDITIONS**RFP FOR OPERATION AND MANAGEMENT OF THREE (03) CANTEENS
AT THREE (03) DIFFERENT CAMPUSES OF PAA SCHOOLS & COLLEGE, TERMINAL-1, JIAP, KARACHI**

1. Administrator, PAA Schools & College invited RFP from renowned and financially strong contractors having minimum 10 years relevant and unblemished experience to operate / running of canteen(s) at any renowned educational institution or reputable organization(s).

The terms and conditions are as follows:-

Operation & Management of three (03) canteen at three (03) different campuses of PAA Schools & College situated at Terminal-1, JIAP, Karachi	Three (03) Canteens	PAA Model School -1 & College Rs. 35,000/- PM PAA Model School – 2 Rs. 60,000/- PM PAA Model School – 3 Rs. 50,000/- PM
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2. The terms and conditions are as follows:-

- a) RFPs will be opened in the presence of offeror or their duly authorized representative in the office of Addl. Director HR (BSS), HQPAA on **16th July 2026 at 1100 hrs.**
- b) The RFP Form Charges should be deposited through Bank. For any clarification, questions may be sent to Administrator, PAA Schools & College through courier or postal mail atleast seven days prior to the date fixed for the submission of offer. All replies to the queries or addendum etc. shall be considered part of RFP documents and should be signed and submitted along with the offer.
- c) All Companies / Firms / Joint Ventures / Sole-Proprietors are required to submit their bids in two (02) sealed envelopes clearly marked as Technical Offer and Financial Offer respectively. Technical Offer shall contain duly signed Technical Offer Form and documents required for Technical Evaluation, as listed under **Clause 3** of Technical Offer Form. Financial Offer shall contain duly filled and signed Financial Offer Form and appropriate financial instruments i.e. Demand Draft / Pay Order. Both of these envelopes will be put in one sealed envelope bearing the following information:
 - i. Name of Contract.
 - ii. Date and Time of submission.
 - iii. Details of the Company / Firm / Joint Venture /Sole-Proprietor with address.
 - iv. Affidavit that they have enclosed appropriate amount of security deposit / earnest money equivalent to 5% of the total contract value in the form of pay order demand draft in favour of Accounts Squadron, CAA Schools & College.
- d) The envelopes will be signed and properly sealed. The tender should be dropped in the tender box on or before 16th July 2026 at **10:30 am** and tender will be opened in the presence of bidders or their authorized representative who may choose to be present, on the same day in the supervision of

committee members in the office of Addl. Director HR (BSS), HQPAA, JIAP, Karachi. The name of all participants will be announced during the tender proceedings.

- e) The Committee will open *Technical Offer* and technically evaluate each bid in the light of proforma / evaluation form developed based on the requirements of Technical Assessment. The bidders have to obtain *80% marks* to technically qualify. Thereafter, financial offers of technically qualified bidders will be opened in the presence of their representatives, who may choose to be present, within fifteen (15) working days of approval. Date and time for the same will be communicated to the technically qualified bidders accordingly.
- f) Companies / Firms / Joint Ventures and Sole Proprietors (Registered), having relevant experience good reputation, sound financial background and fulfilling the conditions enumerated in succeeding paragraphs who are not defaulters and black listed at PAA Schools & College are eligible to participate in the tender
- g) If a sitting licensee or any of its Associated Companies / Firms and Sole Proprietors participating in any Tender has outstanding dues against it / him at any of PAA Schools & College on the date of Tender Opening, then, the same may be cleared by the bidder prior to Financial Opening. In case the bidder fails to clear the aforementioned dues prior to financial opening it / him will be disqualified and its Financial Bid will not be opened.
- h) The successful bidder is bound to complete at least 1/3rd of the contract period. If the request for termination of service agreement is received from the canteen contractor during the first 1/3rd period of the service agreement, security deposit of the canteen contractor shall stand forfeited without any notice.
- i) PAA Schools & College shall not be responsible either for non-receipt or for late receipt of RFP (Proposal).
- j) RFP Financial (Proposal) should be typed / legibly and written both in figure and words. Overwritten / erased, mutilated or doubtful quotation may likely be rejected.
- k) Only one offer as per invitation to RFP specification would be acceptable. Alternate offers would not be acceptable.
- l) Canteen Contractors applying for the RFP should quote firm and final rate. Rates quoted by the offeror should be exclusive of all government taxes like WHT, Sales Tax etc and stamp duties of any change therein. Any rate variation / conditional clause will not be acceptable.
- m) Conditional, ambiguous and incomplete proposals will not be acceptable and are likely to be rejected.
- n) Sanctity of RFP will be observed meticulously. Any information found persistently violating RFP sanctity either by post RFP correspondence or by revising the terms of quotation to the disadvantage of the lowest applicant will be disqualified for the specific RFP.

- o) RFP form should be submitted along with the offer with all columns filled carefully, duly signed and stamped. Proposal received without invitation to RFP Form attached with the Technical Offer is likely to be rejected.
- p) The Competent Authority reserves the right to reject any or all the offers for sufficient and cogent reasons which will be communicated to the offeror on request and without being liable for any claim / compensation of any nature whatsoever decision of Administrator, PAA Schools & College shall be final and shall not be opened to challenge.
- q) The Company / Firm should not be “black listed” or “Defaulter” of any Government / Semi Government Organization, Bank or DFI and PAA Schools & College. A fresh affidavit to this effect is to be submitted along with the RFP documents.
- r) Company Profile and Authority Letter on behalf of the Head of the Company / Firm also be attached with the RFP documents.
- s) The monthly rent of the canteens shall be enhanced cumulatively by 10% per annum during the contract period.
- t) The successful contractor should furnish Security Deposit in shape of Pay Order / Demand Draft in favour of **Accounts Squadron, CAA Schools & College** to the tune of an amount equivalent to 5% of the total contract value, which shall be returned upon successful completion of contract period. RFP RECEIVED WITHOUT EARNEST MONEY WILL BE REJECTED OUTRIGHTLY AND WILL NOT BE CONSIDERED FOR FURTHER PROCESSING.
- u) The successful canteen contractor not meeting the minimum requirements as per stipulations of RFP documents shall be declared as Non-responsive and financial offer of such offeror shall be returned unopened. Financial offer shall be opened in the presence of the applicants and / or their authorized representative who may like to attend the session on the date and time which will be informed to the interested parties later on after assessment of technical offer.
- v) Last three years bank statement, last three years tax returns and NTN certificate also be attached with the RFP otherwise the RFP will be rejected and will not be considered for processing.
- w) RFP shall remain valid for 120 days from the date fixed for submission of offer.
- x) Personal canvassing, recommendation or unauthorized practices for getting the contract will lead to disqualification.
- y) The contract will be initially for two (02) years which shall be extendable on yearly basis after approval of competent authority on mutual consent and satisfactory performance.
- z) Canteen staff shall observe strict hygiene standards by wearing clean attire, disposable gloves, and covered headgear. Pan, Gutka, and smoking are strictly prohibited during duty hours within the school premises. all times.

- aa) All food items must be fresh, properly stored, and prepared in a hygienic environment.
- bb) Submission of valid medical fitness certificates for all staff deployed at PAA Schools & College shall be mandatory for the successful contractor.
- cc) All the detailed staff shall remain to be the employees of the contractor and shall not be entitled to any service benefits / pension benefits / medical facility of any sort whatsoever from PAA Schools & College. The contractor shall indemnify PAA Schools & College from any such claim.
- dd) **Only Female Attendants are allowed to operate the Canteen at KBV PAA Model School – 3. Whereas, atleast two female attendants are required to be detailed at PAA Model School -1 & College and PAA Model School – 2 canteens.**
- ee) Staff deployed by the contractor must not have any criminal record and provide clearance certificate obtained from Special Branch, the contractor shall be fully responsible in this regard and relevant record be furnished to PAA Schools & College.
- ff) One month prior notice shall be given by either party in case of pre-mature termination of agreement / contract.
- gg) The personnel ought to be polite, courteous, disciplined, physically fit and alert.
- hh) The staff of the canteen contractor on duty should not to leave the place of duty under any circumstances until and unless properly relieved.
- ii) All interested bidders are required to submit proposals for all three canteens and must clearly indicate the offered rate for each respective campus in their RFP submission.
- jj) No subletting or transfer of the agreement, in any manner, is allowed / permissible.
- kk) There shall be a Price Control / Discipline Committee, headed by the Principal of the respective school and comprising two senior teachers and one member of the administrative staff, to oversee and regulate the affairs of the canteen.
- ll) The prices of all items shall be reviewed every three (03) months by the Price Control Committee, taking into account the prevailing inflation rate and after due comparison with the open market prices of the respective items.
- mm) Only food items approved by the School Administration shall be sold in the canteen. The approved rates of all the items must be displayed at a prominent place in the canteen.

3. DOCUMENTS TO BE SUBMITTED FOR TECHNICAL EVALUATION / QUALIFICATION

The contractor shall also be required to mandatorily provide following information and documents as may be applicable, while submitting their offers as part of **Technical Offer** to ascertain their eligibility.

- a) Name of Firm / Company Profile & History, Certificate of Registration / Incorporation including Memorandum and Article of Association / Partnership Deed (as applicable) Postal Address, valid contact details along with mobile numbers and branch if any.
- b) Details of qualification and experience of the Directors, Managing Director, Partner, Proprietor, key executives with designation, CNIC and present address including details of permanent employees, experience are to be provided.
- c) Valid Clientele list with telephone numbers of contact persons including satisfactory certificate from clients with point of contact along with documentary evidence of ten (10) years experience in the field.
- d) Audited Financial Statements for last three years.
- e) Financial status / health of the firm duly supported by bank certificate including last three years bank statement.
- f) Copy of Registration Certificate with income tax authorities (NTN), Registration Certificates for running of canteen etc.
- g) Details of Arbitration / Litigation and contingent liabilities, if any, with necessary justification and details of any conviction / litigation against CEO/MD. Director(s), partners, sole proprietor with result thereof or in case of no litigation, such declaration on, non-judicial stamp paper of appropriate value duly attested by Oath Commissioner.
- h) An affidavit on non-judicial stamp paper of appropriate value duly attested by Oath Commissioner that the company / firm or its Directors are not defaulter or black listed by PAA Schools & College.
- i) Certificates of background checks by special branch.
- j) Financial proposal of technically qualified firms would be opened in front of the representatives of firms at a date and time to be communicated.
- k) Financial proposal of the lowest bid will be considered appropriate by the management and would be declared successful.

- l) Technical proposal achieving 80% marks would be declared as “TECHNICALLY QUALIFIED” as per following criteria.

TECHNICAL EVALUATION CRITERIA

S #	CRITERIA	MAX. SCORE
a)	Name of Firm / Company Profile & History, Certificate of Registration / Incorporation including Memorandum and Article of Association / Partnership Deed (as applicable) Postal Address, valid contact details along with mobile numbers and branch if any.	25
b)	Details of qualification and experience of the Directors, Managing Director, Partners, Proprietor, key executives with designation, CNIC and present address including details of permanent employees, experience, number of armed guards, registered with the company are to be provided.	15
c)	Valid Clientele list with telephone numbers of contact persons including satisfactory certificate from clients with point of contact along with documentary evidence of ten (10) years experience in the field.	10
d)	Audited Financial Statements for last three years.	10
e)	Financial status / health of the firm duly supported by bank certificate including last three years bank statement.	10
f)	Copy of Registration Certificate with income tax authorities (NTN), Certificate for Running of Canteen or any food outlet , Medical Certificate of the staff	10

ANNEX 'B'

FINANCIAL PROPOSAL / OFFER

RFP FOR OPERATION AND MANAGEMENT OF THREE (03) CANTEENS AT THREE (03) DIFFERENT CAMPUSES OF PAA SCHOOLS & COLLEGE, TERMINAL-1, JIAP, KARACHI

Administrator, PAA Schools & College invited RFP from renowned and financially strong contractors having minimum 10 years relevant experience to operate / running of canteen(s) at any renowned educational institution or reputable organization(s).

The terms and conditions are as follows:-

Operation & Management of three (03) canteen at three (03) different campuses of PAA Schools & College situated at Terminal-1, JIAP, Karachi	Three (03) Canteens	PAA Model School -1 & College PAA Model School – 2 PAA Model School – 3	Rs. 35,000/- PM Rs. 60,000/- PM Rs. 50,000/- PM
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1. Name of Firm / Company : _____

2. Complete Address : _____

3. Cell Number & email address : _____

4. National Tax Number : _____

In Figures

In Words

PAA Model School – 1 & College Rs. _____ Rs. _____

PAA Model School – 2 Rs. _____ Rs. _____

KBV PAA Model School -3 Rs. _____ Rs. _____

Signature

Duly stamped and date