

**/GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
ISLAMABAD MODEL COLLEGE FOR BOYS, G-13/2, ISLAMABAD**

TENDER DOCUMENT FOR COLLEGE CANTEEN

Description of Tender:

Islamabad Model College for Boys, G-13/2, Islamabad invites sealed bids from eligible firms, registered contractors, and experienced individuals for the award of the College Canteen Contract through an open competitive bidding process in accordance with the applicable Public Procurement Rules. The college canteen is a newly constructed facility with a covered area of more than 800 square feet, purpose-built to provide quality food and refreshment services to students, teaching staff, and other employees of the institution. The college is one of the largest educational institutions in the area, with an enrolment of more than 1,400 students attending both the morning and evening shifts, from Prep Class to Class X. The successful bidder will be responsible for operating and managing the canteen efficiently, ensuring the continuous availability of hygienic, nutritious, and reasonably priced food items while maintaining high standards of cleanliness, food safety, customer service, and compliance with all terms and conditions of the contract.

1. Eligibility Conditions:

Standard Bidding/Tender Document (SBD) must specify clear mandatory requirements. Bidders who do not fulfill these conditions/ not provide documents will stand disqualified:

- i. **CNIC of Bidder issued by NADRA**
- ii. **Tax Registration:** Must be an active taxpayer registered with the **Federal Board of Revenue (FBR)** for current financial year 2025-26
- iii. **Food Authority Certification:** Must hold a valid license from the relevant regional Food Authority (e.g., Punjab Food Authority or ICT administration).
- iv. **Relevant Experience:** Requires a minimum of 5 years of operating commercial cafeterias or canteens in Government or Semi-Government departments/organizations.
- v. **Affidavit:** A legally stamped document confirming the firm has never been blacklisted by any public sector organization.
- vi. **Financial Stability:** Provision of bank statements covering the last 3 fiscal years.
- vii. **Performance Certificate:** Bidders must have at least 03 satisfactory performance certificates earned from their previous clients.

Documents required:

a. For Qualitative Evaluation:

- i. Operational plan for management of the canteen
- ii. Food Authority Certification /License from the Food Authority
- iii. Hygiene arrangements
- iv. Food safety plan
- v. Cleanliness and waste disposal plan
- vi. Quality assurance and monitoring mechanism

b. For Quantitative Evaluation:

- i. Financial stability/bank statement
- ii. Years of relevant experience
- iii. Performance certificates from previous clients
- iv. Active Tax payer

2. Required Services and Scope of Work (Canteen Contract)

The contractor shall operate the canteen facility within the institution premises and provide hygienic and nutritious food items to students and staff on fixed prices. The contractor shall ensure quality food preparation, proper storage of food items, cleanliness of the canteen premises, surrounding areas, and compliance with all applicable health and safety standards. The contractor shall deploy adequate trained staff, maintain courteous customer service, and ensure uninterrupted canteen services during prescribed working hours. The contractor shall provide and maintain all necessary utensils, equipment, and consumable items required for smooth operation of the canteen. The institution reserves the right to inspect the canteen premises, food quality, hygiene arrangements, and service standards at any time. The contractor shall promptly address complaints and comply with all instructions issued by the institution regarding canteen operations.

Scope of Work

- Provision of fresh, hygienic, and quality food and beverages.
- Operation of the canteen during institution-approved working hours.
- Maintenance of cleanliness, sanitation, and waste disposal arrangements.

- Deployment of sufficient and trained canteen staff.
- Compliance with food safety, health, and hygiene regulations.
- Display of approved menu and rates at a prominent place.
- Ensuring approved food items price / rate and quality standards.
- Maintenance of canteen furniture, equipment, and utensils.
- Prompt resolution of complaints and feedback.
- Compliance with all terms and conditions of the contract and directions issued by the institution.

Important Note:

Bidder must have to quote price / rate of food items as per quantities (estimated average number of items required during a month) mentioned against each where required in the bidding/online filling of bidding document.

General Conditions:

- i. Canteen building will be hand over to contractor as per existing condition. Contract will make its wear /tear / whitewash etc if any on his/her own expenses however he will be bound to take written permission of the same from Principal by mentioning clear-cut detail of work be made therein. to be done.
- ii. Contractor will arrange furniture/chairs/stables etc for clients on his/own expenses and will carry out repair /maintenance at his / her own. College will not be responsible for any loss / damage in this regard.
- iii. The contractor shall be responsible for minor repair of all structures, fitting, fixtures and equipment installed in the designated premises and shall not claim compensation / damage / loss / deterioration what so ever are the circumstances. In case of any damage / breakage made to the canteen building, surrounding areas, assets of the college by contractor / canteen workers, same will be recovered from the contractor on the recommendation of committee /approval of authority.
- iv. Contract will have to pay all utility charges (electricity, water etc) at his/her own in addition to agreed fixed rent. Contractor will install sub-meter separately for electricity. Contractor will arrange gas at his/her own.
- v. The contractor will not be allowed to sublet canteen/contract fully or partly to anyone else, in case of violation, contract will be terminated / cancelled straightaway with any delay and security will be forfeited accordingly.
- vi. Contractor will be bound to clearly display rate list of all items on two/three different place in the canteen accessible to students. Price of food items will also be mentioned on trays/dishes /platters /shelves etc along with clear date of expiry and in case of any

one found expired / spoiled / smelled food items, same will be reported to Committee / Principal.

- vii. Contractor will be bound to do not sell any item(s) on canteen which is not enlisted in contract agreement failing which case will be referred to the Committee for taking action/recommendation etc. However, on students / public demand, if required to sale of any additional item(s) on canteen, contractor will get permission in writing from the Principal with the recommendation of Committee.
- viii. Contractor will ensure provision /availability of all enlisted items on the canteen for students and he will not provide items to the students / staff on loan on any account failing which penalty will be likely to be imposed accordingly.
- ix. Contractor will take all security measures to provide safe, secure and peaceful environment to the students/clients. He will also arrange necessary equipment in this regard such as Fire buckets, Fire Extinguisher etc. No outsider will be allowed to purchase / take items from canteen.
- x. During summer vacation, the canteen will be closed except for cleanliness/maintenance at contractor own expenses however for this purpose, prior approval of Principal of the College is mandatory.
- xi. There is will no compensation (from College/FDE side) for any damage / loss occurred due natural calamities / disasters, theft / robbery etc or in case of closure of college due to any reason. Further, canteen will remain close during public holidays, weekend and vacations/winter/spring breaks.
- xii. The college canteen will be operated according to college timings, and no staff will be allowed to stay inside after the college working hours.
- xiii. Prohibited items such as cold drinks, glass bottles, betel nuts, cigarettes, bubble gum, intoxicants, red pepper, and non-standard oil are not allowed.
- xiv. Contractor must have to use branded food items / material for cooking purpose such as milk (pure/dairy), tea (Lipton Yellow Label / Supreme/Tepal etc), ghee / cooling oil (Dalda /Kashmir Banaspati / Habib etc), spices (National / Shan), Ketch-up (National). He will ensure availability of branded food items (as permitted / enlisted in food items) of reputed national brands /companies for i.e vegetables, chicken, fruits, meat/mutton (verified / stamped from relevant authorities), milk, butter, curd, bread, egg, burger, oil, sweets, mineral water, bakery items etc and has to ensure availability of complete sealed items.
- xv. Use of cooked frozen items will be strictly prohibited. Contractor will ensure to use fresh oil for cooking / frying food items every day. The used oil shall be disposed of on close of every business day. He will take necessary measures to keep food items safe /

out of the reach of dust, pests, insects, rats etc and any items found open, teared, ripped, cracked, broken sealed should be destroyed at once without delay.

- xvi. The contractor shall ensure that canteen is free of all pests and will follow guidelines / procedure of pest control mechanism prescribed by Food Controlled Authority. He will ensure proper dispose of garbage / waste material quickly and correctly as guidelines / procedure of pest control mechanism prescribed by Food Controlled Authority.
- xvii. The contractor shall be bound to not sale all type of packed/wrapped/enveloped items/material such as toffees/cookies/packed biscuits etc
- xviii. The contractor will maintain stock & utilize good quality crockery in the canteen. Cracked and broken crockery is not allowed. The committee is authorized to dispose of cracked and broken crockery in the presence of the canteen staff.
- xix. The canteen staff (waiters, cook, sweeper etc) will wear a specific / proper uniform (navy blue with black collar, caps, gloves etc) and they need to submit a copy of their national identity card and a No Objection Certificate from the local police station to the college administration.
- xx. As part of the contractual obligations, all workers will display identify card and unauthorized worker will not be allowed to sit/run the canteen in any case.
- xxi. The Canteen workers will be required to produce fitness certificate duly signed by the Health Officer appointed by the CDA Health Directorate. In case wake of any calamity / contagious diseases, Principal of the College will have right to close canteen for unidentified period of time/days.
- xxii. All type/mode of music, singing, playing, and other unethical activities are strictly prohibited in the college canteen premises.
- xxiii. The college canteen will be operated according to college timings, and no staff will be allowed to stay inside after the college working hours.
- xxiv. Prohibited items such as cold drinks, glass bottles, betel nuts, cigarettes, bubble gum, intoxicants, red pepper, and non-standard oil are not allowed.
- xxv. The successful bidder will have to occupy / take procession of canteen within two weeks after signing agreement / award of contract. This agreement shall come into effect from the date of its signing for the period of two (02) years extendable on satisfactory performance (evaluated by the Performance Evaluation Committee and Accepted by the HOI) for further 12 months.

- xxvi. The regular / contractual staff of the educational institutions under ambit of FDE are not allowed to participate in bidding / run the canteen / cafeteria.
- xxvii. After expiry of the contract period, Contractor will be bound vacate the canteen within the 7-days after getting no demand certificate from the Committee however in case of contractor fails to vacate the canteen premises, the committee reserve the right to open the lock and after making inventory of the goods to forfeit or otherwise as the committee decides.
- xxviii. No rent will be charged during summer vacation however, during the month of Ramazan, decision regarding operational of canteen will be decided by Principal on the recommendation of the Canteen Committee as per situation and rent will be charged accordingly.
- xxix. Performance Guarantee: The successful bidder must deposit a Performance Bank Guarantee (or cash security deposit) before signing the final service level agreement.
- xxx. In case of violation /misuse of the any agreed term & condition, following minor / major penalties will be imposed on the contractor depending upon the nature of violation on the recommendation of Committee / Principal with the approval of Director General, Federal Directorate of Education (FDE):
 - a) Warning
 - b) Recovery of damages (to be determined by Committee of the college)
 - c) Fine from Rs. 5000/- to Rs. 50,000/-
 - d) Termination of contracts and forfeit of security
 - e) Blacklisting (as Clause-19 of Public Procurement Rules, 2004
 - f) Lodging FIR in area Police Station / FIA as the case may be.
- xxxi. The decision of the Committee / Principal shall be binding on the Contractor. In case of imposition of fine, contractor will deposit the same in student fund account of the college through challan.

Special Conditions:

- i. Monthly Canteen Rent: Rs. 40,000/-
- ii. Monthly Water Charges: Rs. 5000/-
- iii. Electricity bill as per actual (contractor shall have to install sub-meter)
- iv. Contractor will arrange gas at own as No gas facility is available in the college premises.
- v. Canteen Contract Security fee: Rs.240,000/- (The successful bidder will submit **Security deposit @ Rs.240,000/-** [(equal to three month rent 3(40,000)=Rs.120,000+ three month average utilities bills [(electricity (Rs.35,000) & water (fixed Rs.5000), 3x40,000/-=Rs.120,000/-] before issuance / award of Contract which will be returned/release without interest after expiry of the Contract period with the condition

that there is no recovery/damage/penalty/pending utility bills etc on the part of contractor subject to successfully completion of contract period however in case of any recovery / damage / penalty / bills etc found pending, same will be deducted / recovered from this security deposit fully/partly as the case may be.

- vi. Bidder must have to **quote price / rate of food items as per quantities (estimated average number of items required during a month) mentioned against each.**
- vii. Before commencing / award of contract, successful bidder / nominated contractor has to present advance samples of selected food items before the committee for examination / inspection their quality, quantity, hygiene conditions. The Committee shall record each aspect of the selected food items for future inspections.

Detail of Food Items and their Quantities for quoting Competitive Price/rate (price of Monthly Quantity and Unit price /rates

S. No	Items	Quantity per month (approx.)	Unit Price (in Rs.)	Price of monthly quantity	5% amount for bid security
1	Tea (Mixed) per Cup (130 milliliters)	500			
2	Green Tea (Cup) 130 milliliters	300			
3	Coffee (mixed with Milk) per Cup (130 milliliters)	200			
4	Milk Shake (Mango/Banana /Apple) per glass (230 milliliters)	200			
5	Channa Chaat (Plate) (full size 220 grams)	400			
6	Dehi Bhalay (Plate) (full size 220 grams)	400			
7	Egg Burger (Standard Size) (full size 220 grams)	300			
8	Shammi Kabab (Standard Size)	300			
9	Pakora (Vegtable+Aloo) per plate (full size 220 grams)	500			
10	Fruit Chaat (Mixed) Per plate	300			
11	Samosa chaat (Channy with single samosa) Per Plate (200 grams)	460			
12	Biryani (with channy or vegetable) per plate (200 grams)	300			
13	Chicken Birayani per plate full (220 grams)	300			
14	Aloo Chips (Plate) (200 grams)	500			
15	Aloo Samosa (Standard Size) 130 grams	600			
16	Egg Amlate (full egg)	300			
17	Egg fried (full egg)	300			
18	Daal per plate full -220 grams	500			

19	Mixed Vegetable per plate 220 grams	500			
20	Roti / Chapati (wheat) standard size 65 grams	1400			
21	Paratha (wheat) standard size 85 grams	300			
22	Naan roti (wheat) standard size	800			
23	Channa Chaat (Half Plate, 100 grams)	500			
24	Fruit Chaat (Mixed) Per Half Plate 100 grams	400			
25	Biryani (with channy or vegetable) 100 grams Half plate	400			
26	Aloo Chips 100 grams Half plate	600			
27	Samosa (small Size) 70 grams	600			
28	Daal -110 grams half plate	500			
29	Mixed Vegetable - 110 grams half plate	600			
30	Sada Birayani - 110 grams half plate	520			
31	Chicken Birayani - 110 grams half plate	400			