

Government of Pakistan
Federal Directorate of Education
(Planning & Development Wing)

FDE(P&D) No.F.7-81/23 (Dev)

the Islamabad, 15th June, 2026

✓ The Principal,
Islamabad Model College for Girls,
Nilore (FA),
Islamabad.

Subject: REQUEST FOR PERMISSION CANTEEN TENDER.

I am directed to refer subject cited above and to convey the approval to float tender of canteen in strict adherence to codal formalities/ SOPs issued by FDE vide letter No.F.1-199/2022-23(Audit) FDE dated 2-2-2023 (Copy enclosed).

2. This is issued with the approval of Director P&D.

Zahid Kamal
(ZAHID KAMAL)
Deputy Director (P&D)

Copy for information:

- APS to Director (P&D).
- Office file.

F. 1-199/2022-23 (Audit) FDE
Government of Pakistan
Federal Directorate of Education

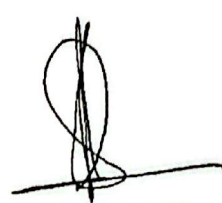
Islamabad, the 2nd February, 2023.

Subject: **DAC MEETING ON DRAFT AUDIT REPORT ON ACCOUNT OF MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING FOR THE AUDIT YEAR 2022-23**

The Departmental Accounts Committee during its meeting held on 26th January, 2023 discussed subject report pertaining to educational institutions working under the ambit of Federal Directorate of Education and shown displeasure/concerns regarding non-adherence to PPRA Rules / Codal formalities / SOPs on account of the following matters and directed that:

- i). All those Canteen's contracts awarded without competitive process, should immediately adopt the competitive process and complete the procedure within 30-days in accordance with Federal Directorate of Education letter No. F. 4-80/99 (Dev) FDE dated; 22.07.2014 and FDE's instruction vide letter No. F. 1-74/2022/MISC/MC/FDE dated; 26.04.2022 & F. 3-26/2022 (Admn) FDE dated; 26.05.2022 (copies enclosed) as well as PPRA Rules 2004.
 - ii). Similarly, all those institutions which have awarded contract for hiring the services of Security Guards without following the competitive process should immediately adopt the tendering process, duly completed and finalized within 30-days in accordance with PPRA Rules 2004.
 - iii). No Civil Works from Student/College Funds as well as Recurring Budget should be carried out without the involvement of Pak. PWD and prior approval of the Head of the Department, i.e. Director General (Education).
3. The management of all the educational institutions are hereby directed to strictly implement above instructions in true letter & spirit.
4. This issues with the approval of Director General (Education).

Encl: **As above.**


(TANWIR AHMED)
Director (Finance & Audit)

Distribution:

- All the Area Education Officers
- All Islamabad Model Colleges/Schools, Federal Area & Islamabad.

Copy to:

- PS to Director General (Education).
- APS to Deputy Director General (Operation).
- APS to Director (Admn & Services).
- APS to Director (Finance & Audit).
- APS to Director (Model Colleges).
- APS to Director (Schools).
- All Area Education Officers with the request to ensure its submission and compliance to the above instructions in each and every institution of their respective area.
- Office order file.


(SYED WASIF HUSSAIN ZAIDI)
Admn Officer (Audit)

Government of Pakistan
Federal Directorate of Education
(Planning and Development Wing)

No.F. 4-80/99 (Dev)FDE

Islamabad the, July 22, 2014

To

All the Heads of
Islamabad Model Schools & Colleges
(Urban & Federal Area)
ISLAMABAD.

Subject:-

STANDARD OPERATING PROCEDURES (SOP) FOR
CANTEEN/TUCK SHOP/CAFETERIA IN THE INSTITUTIONS
UNDER FEDERAL DIRECTORATE OF EDUCATION.

A number of cases have been reported that the Canteens are being run in the schools/colleges without any defined terms & conditions and creating the discipline problems. Resultantly, FDE has to face various cases in the Courts and Waqafi Mohtasib.

The competent authorities have also taken serious note on running of canteen without adopting proper procedures including approval from P&D Wing FDE, defined terms and conditions and PPRA rule.

In this regard, Standard Operating Procedures (SOPs) for canteen/tuck shop/cafeteria in the Islamabad Model Schools & Colleges have been formulated to facilitate the Heads/institutions. These SOPs have been devised to award/run the canteen in proper manner and to avoid legal/audit objection.

The present contractors may also be informed in written to follow these terms and conditions with immediate effect. Copy of the agreement made between the parties may also be sent to P&D Wing, FDE for record.

This issues with the approval of Joint Educational Adviser (Education), CA&DD/ Director General (Edu), FDE.

(TAJ MUHAMMAD BHATTI)
Director (P&D)

Copy to:-

- The Director (A&F), FDE
- The Director (Model Colleges), FDE
- The Director (Colleges), FDE
- The Director Schools (Male), FDE
- The Director Schools (Female), FDE
- All Area Education Officers, (Urban, BharaKau, Nilore, Sihala and Tarnaul)
- P.S to Director General (Education), FDE
- Master File.

(ZAFAR IQBAL YOUSUF ZAI)
Deputy Director (P&D)
051-9263219

**STANDARD OPERATING PROCEDURES (SOP) FOR RUNNING CANTEEN/TUCK SHOP/CAFETERIA IN ISLAMABAD MODEL SCHOOLS & COLLEGES UNDER
FEDERAL DIRECTORATE OF EDUCATION**

The Standard Operating Procedures (SOP) for award of Canteen contract in the Islamabad Model Schools & Colleges has been formulated to facilitate the Heads/institutions. These SOP have been devised to award/run the canteen in structured manner and to avoid legal/suitor's objection.

PROCEDURE:

1. A Canteen Committee will be constituted by the Head comprising of Head/VP of the institution and at-least two senior members (teachers).
2. The Canteen committee will award the contract for canteen after fulfilling codal formalities i.e. Permission from P&D Wing, FDE, Open Tender, Evaluation with ensuring selection criteria and terms and condition.
3. Subsequent to the technical/financial evaluation, the agreement with detail terms and conditions (attached) will be signed on legal paper with qualified/lowest contractor.
4. The regular/contractual staff of the institution will not be allowed to run the canteen / tuck shop / cafeteria.
5. Separate/sub meter for electricity/gas is mandatory, for which proper record will be maintained by the Committee on monthly basis.
6. The rent of the canteen will be deposited in Government Treasury.
7. The Canteen Committee reserves the right to obtain feedback from the previous/present clients of the contractor and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the quality of food and services, provided or being provided by the contractor. The decision of Canteen Committee in this regard shall be final and binding on all contractors.

SELECTION CRITERIA

- Able to provide food and drinks that meet the health/nutritional standards;
- Able to provide good service and quality food at reasonable prices; and
- Able to observe a high standard of food and personal hygiene.

DURATION

The contract for canteen will be awarded for three years, which is not extendable in any case. Prior to completion of three years, the head will approach to P&D Wing, FDE for permission and subsequently proceed through open tender afresh. Further, the Committee has the right to cancel the contract on one month notice, if found any discrepancy / violation in the terms and conditions.

ELIGIBILITY

In Girls Colleges / Schools, the preference will be given to the Female Contractor. However, Male contractors can also apply and the school administration, after having been satisfied can award the contract to male member. The contractor will be asked to appoint female worker in the female institutions and also administration of the Canteen will consists on his wife/daughter etc. In any case, male workers will not be allowed to run the canteen in female institutions.

RENT OF CANTEEN

The monthly rent of the canteen will be calculated according to the enrolments of the institution at the following rate. The enrolment at the time of signing agreement will be counted for the purpose.

- Institute with enrolment upto 300, the minimum rent will be Rs. 2,000/- or above as the Head/Committee decides. (With separate/sub meters for gas and electricity)
- Institute with enrolment 301 to 600, the minimum rent will be Rs. 3,000/- or above as the Head/Committee decides. (With separate/sub meters for gas and electricity)
- Institute with enrolment 601 to 1200, the minimum rent will be Rs. 5,000/- or above as the Head/Committee decides. (With separate meters for gas and electricity, sub-meter will not be allowed)
- Institute with enrolment 1201 to 2000, the minimum rent will be Rs. 7,000/- or above as the Head/Committee decides. (With separate meters for gas and electricity, sub-meter will not be allowed)
- Institute with enrolment 2000 or above, the minimum rent will be Rs. 10,000/- or above as the Head/Committee decides. (With separate meters for gas and electricity, sub-meter will not be allowed)

SECURITY CHARGES

The refundable security (Once) will be charged as per following rates. The same will be refunded after closure of agreement and meeting the damage if caused by contractor;

- | | |
|-----------------------------|----------|
| o Primary/Middle School | 15,000/- |
| o Secondary | 25,000/- |
| o Higher Secondary/Colleges | 35,000/- |
| o Post Graduate institute | 50,000/- |

PLACE FOR CANTEEN

There is proper space available in each institution for canteen however the institution where the canteen does not exist, the school administration will provide a space of 12x10 feet and contractor will construct the canteen on his/her own expenses according to the specification given by the P&D, Wing, FDE. The canteen committee will examine the estimate submitted by the contractor. Subsequent to the confirmation/validation by the Canteen Committee, the work will be started and accordingly the expenditure will be adjusted in monthly rent of the canteen. Any additional expenditure/construction will not be allowed without the recommendation of Committee and approval of P&D Wing, FDE.

(TAJ MUHAMMAD BHATTI)
Director (P&D)

All the Heads of
Islamabad Model Schools & Colleges
(Urban & Federal Area), ISLAMABAD.

Copy to:-

- P.S to Director General (Education), FDE;
- A.P.S to Director (A&F), FDE;
- A.P.S to Director (Model Colleges), FDE;
- A.P.S to Director (Colleges), FDE;
- A.P.S to Director Schools (Male), FDE;
- A.P.S to Director Schools (Female), FDE;
- All Area Education Officers, (Urban, BharnKau, Nilore, Sihala and Tamual).
- Master File.

(ZAFAR IQBAL YOSUUF ZAI)
Deputy Director (P&D)
051-9263219

F. 1-74/2022/MISC/MC/FDE
Government of Pakistan
Federal Directorate of Education
(Model Colleges wing)

Islamabad the, April 26, 2022

All the Principal,
Islamabad Model Colleges / Ex. F.G. Colleges,
Islamabad.

Subject:- COLLEGE CANTEEN TENDER.

I am directed to refer to the captioned subject and to convey that competent authority i.e. Director General, FDE has desired that henceforth, tendering process will be observed to invite bids for award of canteen contract of the institutions concerned subject to adhering the following SOPs/guidelines:-

- i). Utility bills including electricity, gas and water shall have to be paid by the contractor in addition to monthly rent determined during this process.
- ii). Institutions shall also arrange installation of separate gas and electricity sub-meters.
- iii). Rate of all selected food items shall be fixed and advertised by the committee along with tender document. The committee shall consist of Principal, Director concerned and Director Monitoring, FDE.
- iv) Successful bidder shall deposit three months rent and as security which will be released after termination of contract.
- v) Rent shall be paid in advance on quarterly basis while utility bills shall be paid on monthly basis. Security amount can be adjusted in case of any default or breakage, required repair, white wash, etc.
- vi) Public Procurement Rules, 2004 shall be followed strictly.
- vii) The college shall constitute a committee which will be assigned responsibility to monitor smooth function/quality control of the canteen.

2. This issues with the approval of Director General, FDE.

o/k
(NOOR AHMAD KHAN)
Assistant Director (MC)

Copy to:

- > P.S to Director General, FDE.
- > APS to Director (Colleges), FDE Islamabad.
- > Office order file.

MOST IMMEDIATE

No.F.3-26/2022 (Admin) FDE
GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION

Canteen

Islamabad, the 26th May, 2022

CIRCULAR

It is circulated for information and compliance of all the concerned institutions that contracts for canteens must be awarded as per the SOPs and under the PPRA Rules. Fresh awards / extensions, if any, may be processed well in time as per the given policy and transparency must be ensured by the Heads of Institutions. Administrative and Financial approval in all such cases are a prerequisite to avoid any audit observations. The Director General, FDE has been pleased to approve the following guidelines, in continuation and partial modification of existing SOPs (copy attached), to the extent mentioned below, for the advertisement of tender to invite bids for award of canteen contract of the schools/colleges:

- Utility bills including Electricity, Gas and Water shall have to be paid by the contractor in addition to monthly rent determined during the process
- Institutions shall also arrange insulation of separate gas and electricity Sub-Meter
- Rates of all selected food items shall be fixed and sought by the committee as part of the tender documents. The committee shall consist of Principal (as Secretary), Director concerned (as Chairman) and Director Monitoring (as Member) OR any appropriate representative from FDE
- Successful bidder shall deposit three months' rent as a security which will be released after termination of contract
- Rent shall be paid in advance on quarterly basis while utility bills shall be paid on monthly basis. Security amount can be adjusted in case of any default or breakage, required repair, white wash etc
- PPRA Rules 2004 shall be followed strictly
- The college shall constitute a committee which will be assigned responsibility to monitor smooth functioning / quality control and hygienic condition of the canteen.

Javed I. Mirza
(JAVED IQBAL MIRZA)
Director (Admin)

- i. All the heads of educational institutions.
- ii. The Directors concerned / All Area Education Officers
Federal Directorate of Education, Islamabad.

Copy to:

1. PS to D.G. (Edu).
2. APS to DDG, FDE.
3. Notice Board.
4. AD (IT), FDE with the request to upload on official website.
5. Circular file.

Dy. No.	2022	(A) FDE
Dated	28/05/22	

A/c

28/5/22

- A/c

*Canteen Committee
copy to undersigned
P.A.*

28/5/22



IMPORTANT NOTICE FOR PROCURING AGENCIES

Launch of the New Official Website of PPRA

All Procuring Agencies are hereby informed that the new official website of the Authority will go live with effect from **19th January, 2026**.

User accounts of procuring agencies on the new website of PPRA have already been created and **activation links have been sent** on the given emails. In order to start using the website, users are required to complete the password-setting process by following the steps outlined in the email. **If your account has not been created or the activation email has not been received, you are requested to duly fill in the attached form and forward it along with a covering letter to the email address given below. It is further clarified that registration on the new website shall not be carried out without submission of the requisite information, and in the absence of registration, uploading of tenders and evaluation reports shall not be permitted.**

All procurement and disposal related activities, including publication of bidding documents, evaluation reports, contract awards, and other statutory disclosures, shall be carried out through the new website from the above-mentioned date. **The data of old website will remain accessible through a tab on the new website.**

In case any Procuring Agency finds that its account is not created, activated, inaccessible, or activation email is not received, the concerned agency is advised to immediately **contact PPRA Team for assistance** through following email address or the Contact number(s):

For Queries

✉ webhelp@ppra.gov.pk

☎ 051-9204448