BIDDING DOCUMENTS

Procuring Agency

ISLAMABAD MODEL COLLEGE FOR BOYS, F-10/4

Islamabad

TUCK SHOP

TERMS & CONDITIONS

Prepared by:

TUCK SHOPCommittee, Islamabad Model College for Boys, F-10/4

Issued for:

TUCK SHOP Contractor

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1. Introduction and Scope

This document sets out the Terms & Conditions governing the establishment, management and day-to-day operation of the TUCK SHOP/ located within the premises of Islamabad Model College for Boys, F-10/4. The primary objective of these Terms & Conditions is to ensure the provision of clean, hygienic, high-quality and reasonably/affordably priced food to the students, teachers, staff and other persons associated with the College.

The party awarded the TUCK SHOP contract, hereinafter referred to as the "Contractor", shall be bound to comply fully and unconditionally with all the Terms & Conditions set out below. In the event of violation of any clause of these Terms & Conditions, the College Administration/tuck shop committee shall have the full right to terminate the contract, impose a penalty, forfeit the Performance Guarantee, or take any other appropriate disciplinary action.

These Terms & Conditions shall remain subject to periodic review and amendment by the College Administration/tuck shop committee and the Contractor shall be formally notified in writing of any such amendment.

This document shall form an integral part of the tender/bid document and the contract issued for the College TUCK SHOP, and the terms contained herein shall be treated as binding as if they were incorporated in the contract itself.

2. Eligibility Conditions for TUCK SHOP Contractor

1. Only registered firms/individuals appearing on the Active Taxpayers List (ATL) shall be eligible to bid for the TUCK SHOP contract.
2. The applicant shall attach attested copies of a valid National Tax Number (NTN) and General Sales Tax (GST) registration along with the application.
3. The applicant must have relevant experience of operating a TUCK SHOP ETC. Preference shall be given to applicants having experience of running a TUCK SHOP in government, semi-government or educational institutions.
4. The applicant shall submit an affidavit on stamp paper stating that it has not been blacklisted in the past by any government, semi-government or private organization.
5. The applicant shall furnish a certificate from its bank in order to establish its financial soundness.
6. The applicant must not have any serious pending litigation or legal proceedings against it.
7. The applicant shall provide a brief profile of its firm together with contact details (address, phone number, bank account).
8. The applicant shall be bound to provide the particulars, copies of identity cards and medical fitness certificates of all staff to be deployed in the TUCK SHOP.
9. A joint application submitted by more than one person/firm (Joint Venture) shall only be acceptable where expressly permitted by the College Administration.

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10. The College Administration reserves the right to seek additional information or documents from the applicant at any stage.

3. Bid Security and Performance Guarantee

1. The applicant shall submit, along with the application, a Bid Security in the form of a bank draft or pay order/cheque in favor of the designated officer of the College. Cheques shall not be acceptable as Bid Security.
2. An application submitted without the requisite Bid Security shall be treated as rejected.
3. The Bid Security of both successful and unsuccessful applicants shall be returned within the stipulated period after the announcement of the final result of the tender.
4. The successful Contractor shall be required to submit a Performance Guarantee, in the amount and form specified in the tender document, prior to the signing of the contract.
5. The Performance Guarantee may be forfeited by the College Administration in the event of any breach, loss or non-compliance with the terms and conditions by the Contractor during the currency of the contract.
6. The Performance Guarantee shall be returned to the Contractor upon completion of the contract period and settlement of all outstanding dues.
7. If the successful applicant fails to sign the contract or furnish the Performance Guarantee within the stipulated period, its Bid Security shall be forfeited, and the College Administration shall reserve the right to award the contract to the next most suitable applicant or to call for fresh bids.

4. General Rules for Operating the TUCK SHOP

1. The expenses relating to running the TUCK SHOP, such as electricity, gas, water and other premises bills, shall be borne by the Contractor.
2. The contract shall initially be awarded for one academic year and may be extended by mutual consent on the basis of satisfactory performance.
3. The Contractor shall be bound to commence TUCK SHOP operations immediately upon being declared successful and shall be responsible for the initial fitting-out of the TUCK SHOP (furniture, utensils, etc.) at its own expense.
4. The College Administration shall reserve the right to disqualify an applicant at any time if the information furnished by it is found to be false or materially inaccurate.

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5. The College Administration shall have the right to terminate the contract by giving one month's written notice, without assigning any reason.

6. Payment for items purchased from the TUCK SHOP shall be made directly and in cash by students, teachers and staff at the approved rates.

7. The Contractor shall be responsible for the arrangement and maintenance of furniture, utensils and crockery in the TUCK SHOP.

8. The salaries, safety, security and recruitment of TUCK SHOP staff shall be the sole responsibility of the Contractor.

9. Fine-quality crockery, plates and cutlery shall be used in the TUCK SHOP and kept clean and presentable at all times.

10. The Contractor shall not cause any damage to the College building or premises, and shall be solely liable for any damage caused.

11. The Contractor shall not sub-contract the management of the TUCK SHOP to any other party, nor associate any other contractor with itself.

12. No alteration, renovation or modification shall be made to the TUCK SHOP's structure, electrical fittings, sanitary fixtures or other installations without the prior written permission of the College Administration.

13. Upon expiry of the contract period, possession of the TUCK SHOP shall be handed over to the TUCK SHOPCommittee and no separate notice shall be required in this regard.

5. Responsibilities of the Contractor

1. Keeping the TUCK SHOP/ clean and in perfect hygienic condition at all times.

2. Provision of appropriate furniture for the TUCK SHOP.

3. Provision of kitchen equipment/accessories as required.

4. Use of good-quality crockery, utensils and plates/glasses.

5. Provision of a refrigerator/deep freezer.

6. Provision of an oven/microwave oven.

7. Arrangement of gas supply for cooking during College Time.

8. Keeping the TUCK SHOParea and fixtures therein in good condition, and carrying out repair and maintenance as and when required.

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9. Provision of adequately trained manpower (cooks, skilled labor, waiters).

10. Provision of clean and uniform attire for waiters and other staff.

11. Timely payment of salaries and dues to staff in accordance with the law.

12. Submission of medical fitness certificates for staff prior to commencement of duty and every six months thereafter, with certified copies displayed on the notice board.

13. Displaying the approved rate list prominently within the TUCK SHOP.

6. Hygiene and Food Safety Rules

1. The Contractor shall maintain the highest standards of hygiene in food preparation, handling and storage, in compliance with the Islamabad Capital Territory Food Safety Laws.

2. Ingredients used must be fresh, sourced from reliable vendors, and meet applicable quality standards.

3. All food shall be cooked, stored and served at appropriate temperatures to prevent contamination or spoilage. The use of any adulterated or expired ingredients is strictly prohibited.

4. All areas of the TUCK SHOP, including the kitchen, serving counters and dining areas, shall be kept in perfect hygienic condition at all times, neat, clean, disinfected and free from pests.

5. All TUCK SHOP staff must wear clean uniforms, hairnets, gloves and face masks. No person suffering from a contagious disease shall be permitted to work.

6. Waste bins shall be emptied and disinfected regularly. Food waste shall be disposed of in accordance with applicable environmental regulations.

7. The College Administration or Tuck Shop committee shall have the right to inspect the TUCK SHOP from time to time and check the quality of food and hygiene standards.

8. In case any adulterated, sub-standard or spoiled food item is found, the contract may be terminated immediately, and legal action may also be initiated where warranted.

9. In the event any fine or penalty is imposed by the Islamabad Food Authority, the Contractor shall be solely responsible for its payment and compliance.

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7. Staff-Related Regulations

1. The particulars of all persons employed in the TUCK SHOP (age, permanent address, attested copy of CNIC) shall be furnished to the College Administration prior to commencement of the contract.
2. In the event of any change in staff or induction of a new employee, the Contractor shall immediately inform the College Administration in writing and provide the relevant particulars.
3. All TUCK SHOP staff must maintain a courteous, professional and respectful demeanor at all times while dealing with the College's students, teachers and staff.
4. Orders shall be fulfilled promptly and with minimal waiting time so as not to disrupt the College's academic activities.
5. No TUCK SHOP employee shall engage in inappropriate conversation, misconduct or any form of misbehavior with students. Any employee found guilty of such conduct shall be removed with immediate effect.
6. TUCK SHOP staff shall fully observe the College's prescribed dress code and discipline requirements.
7. During academic hours, TUCK SHOP staff shall not move about the College premises unnecessarily; staff shall remain within the TUCK SHOP area and perform duties as assigned.

8. Rates, Menu and Payment Terms

1. The rate list for all items sold in the TUCK SHOP shall be prepared with the approval of the College's TUCK SHOPCommittee.
2. The approved rate list shall be displayed prominently and legibly within the TUCK SHOP.
3. The Contractor shall not charge any amount in excess of the approved rates. Any proven instance of overcharging shall attract a penalty.
4. Branded and packaged items (e.g., cold drinks, bottled water, juices, yoghurt, biscuits, etc.) shall be provided at prevailing market retail rates.
5. Any revision in the rates shall only be made with the prior written approval of the TUCK SHOPCommittee.
6. Rates for special events or meetings shall be determined on the basis of mutual negotiation.
7. Payments shall be made directly, in cash, by the students, teachers or staff purchasing items from the TUCK SHOP.
8. The Contractor shall not use sub-standard raw material (e.g. oil, spices, flour, milk, vegetables, meat, etc.); strict legal action shall be taken in case of violation.

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9. Quality Control, Monitoring and the TUCK SHOPCommittee

1. A TUCK SHOPCommittee shall be constituted within the College to oversee the affairs of the TUCK SHOP and monitor the implementation of quality standards and these Terms & Conditions.
2. The TUCK SHOPCommittee shall have the authority to inspect the TUCK SHOP without prior notice, check the quality of food, and call for relevant records at any time.
3. The Contractor shall be bound to rectify any deficiency or shortcoming identified by the Committee within the stipulated time period.
4. The recommendations and decisions of the Committee shall be implemented subject to the final approval of the College Administration.
5. The Committee shall review complaints received from students and staff and recommend appropriate action.

10. Prohibited Items and Activities

1. The storage, sale or use of drugs, intoxicants, alcohol or cigarettes/tobacco products within the TUCK SHOP premises is strictly prohibited.
2. The sale of any unhealthy, sub-standard or expired item, contrary to the College's prescribed standards, is prohibited.
3. Display of any unapproved material (publications, advertisements, etc.) contrary to the College's discipline is prohibited within the TUCK SHOP.
4. No gambling, betting or any unlawful activity shall be permitted within the TUCK SHOP premises.
5. Violation of these prohibitions shall result in immediate disciplinary action against the Contractor and, where necessary, action under applicable law.

11. Penalties, Breach of Contract and Disciplinary Action

1. In the event the Contractor violates any clause of these Terms & Conditions, the College Administration may issue a written warning.
2. In case of a minor violation, a portion of the Performance Guarantee may be forfeited as a penalty, the rate of which shall be determined by the College Administration having regard to the nature of the violation.
3. In case of a serious or repeated violation, or in case of adulteration/contamination of food, the College Administration may terminate the contract immediately without prior notice.

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4. In the event of termination of the contract, the Performance Guarantee may be forfeited in full, and the Contractor may be barred from participating in any future College contracts.

5. The Contractor shall be liable to compensate the College for any damage caused to its property, furniture or equipment.

6. All decisions relating to penalties shall be made on the recommendation of the TUCK SHOPCommittee, subject to the final approval of the College Administration.

12. Contract Duration, Extension and Termination

1. The contract shall become effective from the date of signing and shall initially remain valid for one academic year.

2. The contract may be extended by mutual consent, subject to the Contractor's satisfactory performance.

3. In the event of extension, the rates may be revised by mutual consent, having regard to the Consumer Price Index (CPI).

4. Should the Contractor wish to terminate the contract, it shall give at least one month's prior written notice, together with valid reasons, to the College Administration.

5. The College Administration shall have the right to terminate the contract at any time by giving one month's written notice, without assigning any reason.

6. In the event of termination, the Contractor shall continue to provide services until alternative arrangements have been made by the College Administration.

13. Dispute Resolution

1. Any dispute relating to the management of the TUCK SHOP shall in the first instance be resolved through mutual negotiation.

2. If a dispute cannot be resolved through mutual negotiation, the matter shall be referred to the TUCK SHOPCommittee.

3. The decision of the Principal/College Administration, made on the recommendation of the TUCK SHOPCommittee, shall be final and binding on both parties.

14. Miscellaneous Provisions

1. The TUCK SHOP may remain closed on the College's designated holidays.

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2. In case of an emergency requiring the closure of the TUCK SHOP, the Contractor shall immediately inform the College Administration.

3. The opening and closing times of the TUCK SHOP shall be determined by mutual agreement.

4. In addition to college staff, other support staff performing official duties at the College shall also be entitled to avail the TUCK SHOP facility.

5. Any other item/facility required for the operation of the TUCK SHOP may be provided subject to the approval of the TUCK SHOPCommittee.

6. These Terms & Conditions may be made available in both English and Urdu; in the event of any discrepancy, the version specified by the College Administration as authoritative shall prevail.

15. Grievance Redressal Mechanism

1. Any student, teacher or member of staff may submit a written complaint to the TUCK SHOPCommittee regarding the services, quality or rates of the TUCK SHOP.

2. Every complaint received shall be reviewed by the TUCK SHOPCommittee within seven days, and appropriate action shall be taken.

3. The identity of the complainant shall be kept confidential so that any person may lodge a complaint without fear.

4. Recurring complaints of a similar nature shall be taken into account in the Contractor's annual performance review.

5. A complaint register or suggestion/drop box shall be placed at a prominent location within the TUCK SHOP for this purpose.

16. TUCK SHOP Timings and Holidays

1. The opening and closing times of the TUCK SHOP shall be determined in line with the College's academic hours, with the approval of the TUCK SHOPCommittee.

2. The TUCK SHOP shall generally remain open on the College's academic days from before the start of college hours until the end of the school day, unless otherwise directed by the Committee.

3. During College holidays, examination periods or special occasions, changes to the TUCK SHOP's operating hours shall be at the discretion of the TUCK SHOPCommittee.

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4. The TUCK SHOP may remain closed during the College's general holidays, unless the College Administration directs that it remains open on a particular occasion, in which case the Contractor shall comply.

5. Should closure of the TUCK SHOP become necessary for an unavoidable reason, the Contractor shall inform the College Administration in writing at least one day in advance, except in emergency situations.

17. Undertaking (Contractor's Declaration)

I have fully read and understood the above Terms & Conditions prescribed for the TUCK SHOP of Islamabad Model College for Boys, F-10/4. I hereby undertake to comply strictly with all these terms and conditions, and I acknowledge that any violation thereof shall render me liable to such action as the College Administration may deem appropriate.

Name of Contractor / Firm: _____

CNIC Number: _____

Address: _____

Contact Number: _____

Signature: _____

Date: _____

Approved by College Tuck Shop Committee:

Name & Signature: _____

Designation: _____

Seal: _____

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18. Sample Rate List

S.No	Item	Full	Rate	Half	Rate
1	Tea (per cup)	70 ml		40 ml	
2	Potato Samosa	120 g			
3	Chicken Samosa	120 g			
4	Samosa Chaat (single samosa)	200 g (per plate)			
5	Chana Chaat Plate	200 g (per plate)		100 g (per plate)	
6	Samosa Roll (Vegetable)	100 g			
7	Plain Pakora	200 g (per plate)		100 g (per plate)	
8	Chicken Sandwich	100 g			
9	Plain Burger	200 g		100 g	
10	Egg Burger	200 g		100 g	
11	Sugar Chips	200 g		100 g	
12	Green Tea	75 ml			
13	Biryani (Chickpeas/Vegetable)	200 g		100 g	
14	Biscuits / Toffee / Chocolate / Soft Drink —		Market Rate		

19. Evaluation Criteria of Bids

1. Meeting all prerequisite eligibility conditions mentioned in point No.02.
2. Offering highest rent for the space occupied by the proposed allottee.
3. Offering aggregate lowest price/rate for the mentioned items in point No.18, sample rate list, without any compromised on items quality.

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ISLAMABAD MODEL COLLEGE FOR BOYS, F-10/4, ISLAMABAD

TENDER NOTICE FOR TUCK SHOP (2026–2027)

Experienced, sales-tax-registered firms/companies are invited to submit tenders through EPADS(PPRA) for the tuck shop of this procuring Agency.

Tender Procurement Procedure:
The tender procedure shall be conducted in a single stage, in which each firm/company shall submit its technical and financial documents single sealed envelope.

Terms & Conditions:

1. Within fifteen days of the publication of this advertisement, firms/companies shall submit their tender-related documents — a complete application including name, copy of CNIC, tax number, and a three-year experience certificate from any government or semi-government firm — in a sealed envelope, by **11:00 AM on _____ 2026.**
2. The tender shall be opened on **Date/Time**.....in the presence of the Tender Committee and the representatives of the participating tenderers. In case of any emergency or holiday, tenders may be received the following day and will be opened on that same day.
3. Incomplete bids, bids/applications received after the stipulated time, and those not meeting the standards of the Public Procurement Regulatory Authority (PPRA) will not be accepted.
4. This institute shall be authorized to cancel the tender at any time without prior notice.
5. The firm/company meeting the required standards shall be bound to comply with the food quality and hygiene standards prescribed by the Procuring Agency IMCB F-10/4.
6. Details of biding documents available on EPADS.

Muhammad Rashid
Principal
IMCB, F-10/4, Islamabad

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