Section I
Standard Instructions to Bidders

The following data shall be applicable:-

S#	Attribute	Details
1.	Name of Purchaser	Bahria University Lahore Campus
2.	Purchaser's Address	47 C Civic Center, Johar Town, Lahore
3.	Collection of Bidding Documents from	Procurement Office Basement Bahria University Lahore
4.	Price of Bidding Documents	Rs. 2,000/- in cash non re-fundable, receipt will be provided as per attached format.
5.	Communication / Correspondence	Deputy Director/President Purchase Committee BULC 47 C, Civic Center Johar Town, Lahore. Email address: dd.bulc@bahria.edu.pk Tel: 042-99233408-15 Ext.217 Cell # 03136137335
6.	Bid Submission	Bids are to be submitted through **E -PADS** only. Any query related to E-PADS, please contact on helpline 051-111-137-237
7.	Amount of bid security	Rs. 18,000/-
	Form of Bid Security	a. The bid security shall be in the form of irrevocable, en-cashable bank draft/pay order in name of Bahria University. b. No personal cheques will be acceptable at any cost. c. The previous bid security (if any) will not be considered or carry forwarded. d. Bid security is refundable however; its claiming back shall be responsibility of the bidder. The bidder or its authorized representative will collect it from Procurement office by hand acknowledging receipt by signing in the bid security R & I register.
8.	Bid validity period.	Bid should remain valid for 90 days from the closing date.
9.	Criteria for Technical Bids Evaluation	A committee of experts will be constituted for this purpose, which shall evaluate bids. As per section III to VII. The committee may ask for fresh / revised technical proposals also (as per recommendation)
10.	Execution	The formal contract will be signed with mutual consent and if the terms and conditions of the deal are complex/ involve heavy cost/part payments/loan adjustments etc.

Section II
Special Instructions to Bidders

S#	Attribute	Details
01	Name of Project	Running of BULC Cafeteria at Bahria University Lahore Campus
02	Tender Published on	17 Nov 2026
03	Medium	Newspapers, PPRA & BU Website
05	Deadline for bid submission	25 Nov 2026 at 1100 hrs
06	Time, date, and place for bid opening.	27 Nov 2026 at 1130 hrs
07	Bidding Procedure	Single stage One envelope procedure shall apply.
08	Eligibility / Non-Eligibility Criteria	The bidder must submit following documents in alphabetical order as given below: a. Profile of Company/Firm b. The bidder must have minimum 02 x years of experience in similar field. Experience Certificates are to be attached c. The bidder must have handled similar or high value projects. Documentary evidence must be provided, which includes copies of purchase orders, certificates from client for successful completion of contract etc. c. List of infrastructure/setup comprising of staff, equipment and other associated facilities **(To be included for minimum requirement set in section III, IV and V)**. d. The bidder submits under mentioned certificates (i) Income Tax certificate. (ii) FBR Tax Return of last one year (iii) EPA/ Punjab Food Authority Registration e. Affidavit on stamp paper of Rs 300/- to the fact that bidder has not been blacklisted by any organization of the Federal/Provincial Government. h. The bidder must submit leaflets, brochures, and catalogues of quoted products, where applicable j. The bidder will facilitate the visit to the assessment team of BULC to ascertain the capability and infrastructure of the firm if required by the University.
08	Subject and file No.	Subject: Running of BULC Cafeteria File No. BULC/Pro/Café/2026

Section III
Schedule of Requirements

Details an as under: -

	Detail of Project	Allowed	Duration
a.	Running of BULC Cafeteria at Bahria University Lahore Campus	Students, Faculty, Officer and Staff	**02 Years** Contact will be extendable subject to the performance of the contractor
Cafeteria shall be operated only during university hours for the Students, Faculty members, Officers and staff unless otherwise specified by the administration.			
BID EVALUATION CRITERIA. All the proposals will be evaluated on the basis of the criteria set out in Section VI namely "BID Evaluation Criteria".			

Section IV

Minimum Requirement Infrastructure and Staff to be Deployed by Contractor:

i.	Counter Staff	01
ii.	Tables Service Staff	01 to 02
iii.	Sweeper/cleaner	01

List of Fixtures

Sr. No	Description	Quantity
1.	Tables	For 40 Persons
2.	2ton AC	02
3.	LCD with remote/ Sound System	01
4.	FAN for Sitting Area	As per requirement
5.	Exhaust FAN	As per requirement
6.	Tube lights/ LED lights	As per requirement
7.	LED lights	As per requirement
8.	Dustbin as per EPA	As per requirement
9.	Chiller	As per requirement
10.	Chiller Counter	As per requirement
11.	Hot Counter	As per requirement

Section V

MENU LIST

Rate List of Bahria University Cafeteria

Particulars	Qty / Weight	Unit Rate for Student and Faculty	Unit Rate for Lower Staff PG1-4
List of Break Fast Items			
1			
2			
3			
4			
5			
List of Lunch Items			
1			
2			
3			
4			
5			
List of Snacks Items			
1			
2			
3			
4			
5			
List of Drinks (Hot and Cold) (No Carbonated drink allowed)			
1			
2			
3			
4			
5			
List of any other Items			
1			
2			
3			

- **Any other item (if any) may please be added with the consent of Committee**
- **Bakery items should be of good quality, comparable to those offered by reputed bakeries such as Gourmet, Malmo, Cakes & Bakes, or equivalent brands.**

Rent Offered Rs. @ 30,000/- Only.

Section VI

BID Evaluation Criteria

All the proposals will be evaluated by the Local Purchase Committee prior finalization of the result. The present setup of the participants will also be visited by the Committee. Contract will be issued after considering all the factors i.e rent offered, price list, experience, visit of firm existing setups and testing of Menu.

Details of Marking Criteria are as under:

S#	Description	Weight Percentage
1.	Rent	**30%**
2.	Rate and Quality of Food Items	**70%**

Section VII

FORMAT OF AGREEMENT

BAHRIA UNIVERSITY LAHORE CAMPUS
Discovering Knowledge

THIS AGREEMENT WITNESS AS FOLLOWS

PREMISES AND FIXTURES

1. That the first party (Bahria University Lahore Campus) shall provide to the second party (Contractor) the space / premises of the Bahria University Lahore Campus Cafeteria with attached kitchen.

2. That the first party shall provide the second party (Contractor) facilities such as Electricity, water and telephone exchange number to facilitate the staff of the contractor to run the premises as cafeteria according to the standards laid down by the first party. List of fixtures, support items provided by the first party and second party are attached at the Annex A of the contract duly endorsed and signed by both parties.
3. The second party undertakes to ensure that all items of fittings, fixtures and furniture installed by the first party in the premises of the cafeteria, serving area, kitchen and store utilized by the second party are maintained in the hygienically clean and workable state.

4. The second party will guarantee to maintain in condition, and return to the university all university property issued to them or found as lost and found items with in the premises of the cafeteria.

5. The second party undertakes to provide the first party with an inventory of all items of machinery equipment and fixtures which the second party intends to install at the cafeteria premises. The said inventory should also indicate the cost price of each item, date of purchase and name of manufacturer.

6. White wash / paintwork and renovation of the cafeteria will be carried out by the BULC during the period of occupation.

7. No rent will be charged during the month of Ramadan and summer session (3 months i.e January, July and August), however it is mandatory for Second Party for operating fully functional cafeteria in these months.

HYGIENE AND SANITATION

8. That the second party undertakes to ensure that a very high standard of cleanliness and hygiene will be maintained all the time in the cafeteria and its surrounding area. Standards set forth by the Bahria University Cafeteria Policy, Punjab Food Authorities and any other regulatory bodies, are to be complied in letter and spirit by the second party.

9. The second party undertakes to carryout immediate repairs / replacement of

any items of furniture / finishes / surface and fittings in the cafeteria which may be damaged / decayed during the operation of cafeteria.

10. That the second party undertakes to ensures that the suitable arrangements will made for daily disposal in polythene garbage bags of all discharged foodstuff., servings, materials, left overs and it's depositing in the central garbage point outside the campus premises. It shall be ensured by the second party that leftover food is taken out of the campus at the close of the day. No leftover food is served the next morning.

FOOD AND BEVERAGES ITEMS:

11. That the second party undertakes to make arrangements for providing suitable quantity of paper bags and foam containers for serving of food and drinks i.e non-carbonated & non-alcoholic / beverages items which will be sold at the cafeteria.
12. The Second Party is to ensure that banned food items, food from a dubious source, etc. are not served at the campuses. Consumption of Chalia, Gutka, Pan & Chewing gum etc. is to be strictly prohibited. In addition, the items declared unsafe for health by local food authorities should not be used at BU food outlets.

13. The second party shall arrange to provide Eatables, Beverages, Refreshment, Drinks, Snakes, Fast food and Lunch etc., on self-service basis at the cafeteria at prices, which have been duly approved by the quality and control committee of BULC. The permeant / seasonal changes in food items recommended by the food Committee are mandatory to be catered for in the Menu. The second party shall prepare and prominently display approved menu and price list. Approved price list is attached at **Annex 'B'.**

14. The second party undertakes to ensure that the confectionery beverage items served at the cafeteria are obtained from high standard bakery beverage outlet Names of these suppliers will have to be cleared by the Bahria University.

15. The second party, will procure adequate crockery items for the staff and for holding parties in the cafeteria or in the campus premises "as and when required basis"

16. Incase if second party (Contractor) fails to provide cafeteria facilities (within) at any time in accordance with specific requirements, the Bahria University Lahore Campus will make alternate arrangements other catering needs at the cost of contractor, besides imposition of penalty which may exceed up to Rs15,000/-and such cost shall be recoverable from the contractor.

17. The second party undertakes to ensure that catering services are provided as per standard stipulated by the Bahria University Lahore Campus. The contractor will ensure excellent food and beverage quality all food items would be of good quality and will be subject to inspection and testing by the Food Inspector and Medical Inspector. Furthermore, the food items' prices and weights are to be standardized as per recommendation set by food committee of Bahria University Lahore campus.

18. The second party will facilitate the Food Inspector, Medical Officer and Food committee during inspection and if any violations are identified then agreed upon penalties by both parties, for various violations and deviations are to be promulgated as per **Annex C.**

ADMINISTRATION OF EMPLOYEES

19. The second party shall keep the Bahria University fully indemnified against any or all claims or losses which may result against the second party under the relevant labor laws by the cafeteria workers employed by him/her.

20. The second party shall be solely responsible for any accident sustained by his workers whether injured in the cafeteria job or otherwise and therefore shall be liable for payment of any compensation to the cafeteria workers under the laws of the Government enacted from time to time.

21. Second party shall ensure that his employees behave with university teachers, employees, students and guests politely. He will also ensure that personnel employed by him for the execution of cafeteria contract are of good Moral character and shall need to be so verified by the police authorities.

22. The contractor shall not keep in his employment any person who is medically unfit and or is suffering from any contagious disease. Before appointing cafeteria employees, the contractor shall provide medical certificates of the employees issued By DHQ / Services Hospital Lahore before starting the cafeteria and after every six Months till the completion of the contract period.

23. The contractor will ensure that the employees shall remain neat, clean, with proper shave, haircut and wear "Uniform Dress" while serving food items, drinks, or any other refreshment in the cafeteria, offices or at the place of work.

24. The Contractor shall ensure employment of a Manager who will supervise the cafe. The qualification of the Manager should be at the least matric. The contractor shall ensure that café will remain open without any break as per following timings.

Monday to Friday	08AM	-	08PM
Saturday	09AM	-	06PM
Sunday	09AM	-	06PM

In case of failure an amount up to Rs.5,000/ will be imposed as penalty on each occasion of non-compliance.

25. The second party (Contractor) will under no circumstances sublet contract or any business forming part of this agreement to any other party. No other commercial activities like PCO, photocopy etc. will be allowed. Violation will warrant immediate Cancellation of the contract and surrender of all deposits.

26. During the validity of contract, the Bahria University Lahore Campus will entertain no request for revision of rates agreed upon.

27. The second party will pay the rent as specified per month in advance through cheque / pay order / demand draft in the name of Bahria University Lahore campus by the 10th day of every calendar month.

28. If the Second Party fails to pay the rent for a period of one (1) full month or keeps the cafeteria closed for more than fifteen (15) consecutive days without providing prior written notice to the First Party, the First Party shall be entitled to take an inventory of the cafeteria's fixtures, equipment, stock, and other items, and deal with such items to recover its losses. The first party may terminate the contract on its own and sublet the cafeteria to any other vendor on immediate basis.

29. The contract is subject to termination by either party at 30 days' notice period.

However, the first party reserves the right to withdraw the permission to operate the cafeteria and terminate the contract on short notice without assigning any reason.

30. During summer session, second party will ensure availability of the food and beverages, lunch and other items.

31. First party may allow the second party to open other food outlet in university on terms and conditions mutually agreed by the both parties. Only the items as per approved By the Price Control Committee of Bahria University Lahore Campus shall be sold and no other items shall be allowed to be sold. If the contractor wants to offer any additional items he has to take approval from price control committee.

32. BULC administration may change venue of cafeteria during the contract due to any reason.

33. That any item prohibited by law cannot be sold in the cafeteria. Sale of cigarettes / cigars / drugs etc. are strictly prohibited and in case of violation the First Party shall have the right to take appropriate contractual action, including termination of this Agreement, without prejudice to any criminal or legal proceedings initiated.

34. The period of contract will be of 24 months from the date of the signing of the agreement. After the expiry of agreement, the rented place will be handed over to the BULC administration in good condition (same, as it was taken over at the start of the contract).

SECURITY:

35. The second party undertakes to strictly abide by all the safety and security regulations of the BULC and shut the cafeteria for business at the times specified and also for other purposes as desired by the campus administration.

36. The second party will ensure that the cafeteria will be operated only during institute hours for the students and staff unless otherwise specified by the administration. No person other than members of the faculty I institute I staff I students or administration staff will be allowed in the cafeteria unless they are in possession of visitors pass and accompanied by the university person.

37. The second party will ensure that suitable precautions are taken at all times against fire hazards and shall regularly inspect all the premises under its jurisdiction, particularly before closing the premises each day.

38. The second part will be responsible for the taking precautions to safeguard articles in his possession from theft or fire. He will also be held responsible for any damage, which may occur to buildings, fittings and fixtures except for normal wear and tear.

39. The second party undertakes to provide the first party a list of all employees who are either working in the cafeteria premises or visit the cafeteria on a regular basis for purpose of providing various services / support all cafeteria will be issued with entry passes. The staff of cafeteria shall wear the approved uniform and shall undergo the medical test as directed by the medical officer. They can only be deployed in cafeteria after medical officer clearance.

40. Second party undertakes to provide personal data and copy of CNIC of each worker / staff employed by him to the first party for security clearance. Second party worker will not be allowed entry if not in possession of valid entry cards

issued by the first party.

41. The second party shall be responsible to maintain all registers vouchers and other records of service as applicable to him and cafeteria workers under the relevant labor laws.

FORCE MAJEURE

42. The contractor shall not claim any compensation from the first party for the damages / losses incurred to him due to Force Majeure, i.e. natural disaster un avoidable accident war between the states (whether declared or not) operational or security reasons, etc.

INTERPRETATION

43. In the event of any dispute arising between the parties on meaning of any provision of or any term or condition of this contract or any other matter, the same shall be referred to the Director Bahria University Lahore Campus whose decision shall be final and binding for both the parties.

IDEMNITY

44. The second party shall be entirely responsible for satisfying any third-party claim arising out of, on incidental to, his I her business carried out on the premises.

45. All notices and documents required to be given under this agreement and all other communications between the parties hereto with respect to this agreement shall be in written and shall be sent by registered post, courier or other postal service at the addresses given above (or to such other addresses or numbers as notified by the parties hereto in accordance with this clause)

46. Any failure to enforce at any time or for any period anyone or more of the terms of condition of this agreement shall not be waiver of them
or of the right at any time subsequently to enforce all terms and conditions of this agreement.

47. In the event any provisions of this agreement is declared by any judicial or other competent authority to be void, illegal or otherwise unenforceable such provisions shall be deemed amended in such reasonable manners as would achieve the intention of the parties as closely as possible to the original intent or at the discretion of the party effected thereby may be served from this agreement and the remaining provisions shall remain in full force and effect.

ARBITRATION

48. The contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to this contract shall be settled amicably by the both parties. In case of any difference/dispute, arising between the parties the matter shall be referred to Director Bahria University Lahore Campus as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be litigated to any court of law.

Mandatory for Contractor (Main Note):

i. The contractor will deposit 06 Months rent as security deposit.
ii. 12 x Advance cheques in favor of “Bahria university Lahore campus (Cafeteria)” for monthly rent with date of 10th of every month.

Section VIII

R E C E I P T:

Received a sum of Rs. 2,000/- (Rupees Two Thousand Only) as non-refundable payment from Mr. _____, CNIC No. _____ Mobile No._____On account of Tender Documents supplied to M/s _____Address _____ _____ in response to Bahria University Lahore Campus Tender Notice.

*Receipt No.*_____

Date _____

_____

For Purchase Officer

ISSUE NOTE: (This portion will be retained in office)

Tender Document No. **BULC/Pro/Café/2026** issue to M/s_____

Address_____

_____Received a sum of Rs. 2,000/- (Rupees Two Thousand Only) as non- refundable payment from Mr. _____ _____,

NIC No._____ Mobile No._____

Signed
For President Purchase Committee
Bahria University Lahore Campus
47 C, Civic Center Johar Town Lahore
Tel No. (042)992331408-15

Date_____