

*APRIL 2026*

**NIT**

**“PROVISION OF CAFETERIA SERVICES”**



# *Fatima Jinnah Women University*

## *The Mall, Rawalpindi*



### **TENDER NOTICE FOR PROVISION OF CAFETERIA SERVICES AT FJWU CAMPUS 1**

Fatima Jinnah Women University (FJWU), Rawalpindi invites bids from well-established economically sound parties for Provision of Cafeteria Services at the University.

#### **Terms & Conditions**

- 1) All interested bidders should be registered with Income Tax, Sales Tax and Punjab services Tax Department and must be an active tax filer.
- 2) Bidding Firms should be in business of catering / cafeteria services for at least 3 years at University/ College / Corporate / Commercial level serving at least 5000 customers daily.
- 3) The University may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any bidder who submitted a bid or proposal, the ground for its rejection of proposals, but is not required to justify those grounds.
- 4) Five percent (5%) of the estimated annual rent (as mentioned below) must be accompanied with the bid separately as earnest money (refundable to the unsuccessful bidders) in the form of Demand Draft / Pay Order / Call Deposit Receipt in favor of **Treasurer Fatima Jinnah Women University, Rawalpindi**. Bid(s) without earnest money will not be considered. Bids with LESS earnest money will not be entertained. No Crossed-Cheque / Bank Challan / Cash or any other instrument other than Demand Draft / Pay Order / Call Deposit will be accepted. University FTN is 9020016-0.
- 5) **A pre bid meeting will be held at 11:30 Hours on 11<sup>th</sup> May, 2026**. All interested parties are advised to attend the pre bid meeting.
- 6) Bidder should not have been black listed and debarred by procuring agency and PPRA. An affidavit in this regard will be submitted by the bidder.
- 7) Tender Documents are available on Punjab PPRA as well as on university website. Detailed Terms & Conditions / Tender documents can be downloaded from Punjab PPRA as well as from university website after uploading / publication of the tender notice. Minimum Estimated Annual Rent of the cafeteria is as follows:

- **Cafeteria Rs. 2,460,000/- Bid Security @ 5% Rs. 123,000/-**

- 8) URL: <https://eproc.punjab.gov.pk/ViewTenders.aspx>. (The tender has already been uploaded on authority website on 30<sup>th</sup> April, 2026.

#### **1. Procurement Method:**

- 1) Single Stage – Two Envelope

#### **Evaluation Criteria:**

- 1) Evaluation shall be done as per rule 38-A of PPRA rules 2014. Technically complied and highest evaluated Bid will be accepted.

Interested parties may submit their bids in purchase office till 1100 hours on **20<sup>th</sup> May 2026**. The bids will be opened on the same day at 1130 Hours. In case of any official or local holiday, falling on the last date for submission of the bids, the next working day will automatically be the date for opening.

#### **Chair Purchase Committee**

Fatima Jinnah Women University, The Mall Rawalpindi  
Telephone: 051-9292900 (Ext: 1166)

# *Fatima Jinnah Women University*

## *The Mall, Rawalpindi*

### Detail Terms & Conditions for Cafeteria Services

1. Bids received for less than minimum rent(monthly) will not be considered. Selection of suitable party will be made purely on merit basis.
2. The interested bidder is advised to quote the rent on proper Letter Head Pad mentioning NTN and valid address with contact details.
3. No “*Bay-nami*” will be accepted.
4. All interested bidders should be registered with Income Tax and Sales Tax Department and must be an active tax filer.
5. Bidding Firms should be in Business of catering / cafeteria services for at least 3 years at university/college/corporate/commercial level serving at least 5000 customers daily.
6. Five percent (5%) of the estimated annual must be accompanied with the bid separately as earnest money (refundable to the unsuccessful bidders) in the form of Demand Draft / Pay Order / Call Deposit Receipt in favor of **Treasurer Fatima Jinnah Women University, Rawalpindi**. Bid(s) without earnest money will not be considered. Bids with LESS earnest money will not be entertained. No Crossed-Cheque / Bank Challan / Cash or any other instrument other than Demand Draft / Pay Order / Call Deposit will be accepted. University FTN is 9020016-0.
7. A Waiver in rent may be given upon the approval by the Competent Authority during the month of Ramazan.
8. Bidding Firms should not have been black-listed and debarred by Procuring Agency or PPRA.
9. Bidding Firm should not have a litigation case going on with any government or civil department or semi-government department relating to its business. **An Affidavit in this regard will be submitted by the Firm.** If it is found at any stage that firm had made a wrong statement, the contract will be terminated and security fee will be confiscated.
10. The annual increase in the rent will be @ 10 % per annum .
11. Bidding Firm will have to provide bank statement for last three years to prove that it has a reasonable annual turnover and has bank balance to pay the security, rent and other utility charges of the cafeteria.
12. The Bidding Firm will furnish the details of services being provided in last three years at University / College / Corporate / Commercial level.
13. The short-listed firms will be physically inspected by the University Administration / Cafeteria Committee. In addition, the bidding firms are likely to make a presentation before the University Admiration regarding their capability for provision cafeteria services.

14. The Firm selected, will be required to sign an agreement with the University. Initially, the agreement will be for six (6) months probationary period. If the services are found unsatisfactory, the agreement will be terminated. If the services during the probation period are found satisfactory, the agreement will be applicable for three years (including six months probationary period).
15. The party selected will arrange separate electric meter directly from IESCO (if required).
16. The parties selected will have to detail female staff to provide the services. Male staff can be detailed with the prior permission of the University Administration. The contractor concerned will be responsible for the good conduct of his / her staff.
17. The party will be responsible to make regular payment of bills including electricity, rent or any other and will deposit copy of the paid bill / rent to Accounts Office as well as Registrar Office of the University. If rent is not paid on time 2 % of the rent will be surcharged on 5<sup>th</sup> of the month.
18. That party selected shall be liable for all negligent or accidental damages caused by them or its employees to the cafeteria area, its fittings and fixtures, the utility service or any other property of the University.
19. The party selected shall at its own expense furnish cafeteria with the furniture and other fixtures, which are sufficient to meet the requirement of the students and staff who visit cafeteria to utilize its services. Furniture will have to be approved by University Administration. All this shall remain the property of the party concerned who shall have the right to take it away after the expiry of this Agreement and clearance of all dues. There will be no hanging/ loose wire (Electric, Network, Telephone, etc) in the cafe and nails will not be driven into the walls without the permission of the University Administration. If additional electricity connections/ points are required, it will be done by the University Administration.
20. No alteration in the basic design of the construction work will be carried out by the contractor without written approval of University Administration.
21. The party selected shall not be entitled to any compensation for the work carried out in the cafe by him and it will be the property of FJWU.
22. Annual maintenance (white wash / paints etc.) of the inside walls of the cafe will be responsibility of the contractor.
23. The party selected will employ sufficient staff for providing quick, clean and efficient services in the cafe and maintain proper record of the employees all the time and be responsible for all their doings security wise.
24. The University reserves the right to cancel the contract at a notice of one month in case of violation of any stipulation of the contract or failure to pay the rent/utility charges in time or failure to pay any government taxes leviable by the government/ semi- government authority or corporation.
25. There are two other grounds on which the agreement can be terminated: -
  - a. **Administration/ Efficiency Ground.** This termination can be based on any general administrative failure, inefficiency, failure to abide by the terms of the agreement, any complaints from the students/ staff regarding the quality of service or of food and drink served in the cafeteria, or the hygienic conditions in the cafeteria, or non- availability of required eatable items, or not opening the cafeteria on specified time, or non-availability of staff. All this shall be investigated and if found to be true, the university shall have the right to terminate this agreement. In case of termination/ cancellation of

contract, the contractor shall be given a notice of the month.

- b. Ethical Grounds.** The contractor and their employees will be responsible for decent behavior in their dealings with the students and staff. If the contractor or any employee is found indulging in any immoral or indecent activity, the contract will be terminated immediately with a notice of 15 days only with no compensation.
26. The minimum rent is Rs. 205,000/- (Rupees Two Lac and Five thousand only) per month. The bid received for less than said amount will not be considered. The rent should be quoted in Pak Rupees in figures as well as in words.
  27. The selection of successful party / Firm will be made keeping in view the higher standard and previous experience; therefore, it is not necessary that only the highest bidder is selected.
  28. The selected party will have to deposit an amount equal to rent of three months as “Security against rent / utility charges. The security will be refunded on expiry / termination of the contract after adjusting the pending rent / utility charges / any other outstanding amount.
  29. In addition to the rent, the selected party will pay “Advance Tax” @ 10% per annum of the total rent of the year. In case of unregistered firm (non-filer), the selected party will pay “Advance Tax” as per government rules of the total rent of the year.
  30. Rental amount will have to be paid in advance each month. The rental amount will be increased by 10% per annum. The increase of 10% will be based on the rent of previous year. Late deposit charges will be imposed @ 2% per month in case of delay in provision of rental amount.
  31. The Selected party shall be bound to sign the contract agreement, payment of security money and occupation of Cafeteria building within ten (10) day of issuance of Award Letter, otherwise, the University has the right to cancel the contract agreement.
  32. The selected party will re-model / renovate / furnish the cafeteria at its own expense. No amount will be paid by the University at the time of expiry / termination of contract agreement.
  33. The Selected party shall ensure installation of proper gas connection in cafeteria from a registered/ renowned firm so as to ensure safety and protection of students / staff / faculty.
  34. The Selected party shall arrange adequate crockery, cutlery, utensils, furniture and staff etc as usually required to run the University Cafeteria. In addition, the party shall arrange Refrigerators, Deep Freezers, Microwave Oven and other necessary equipment for smooth and efficient functioning of Cafeteria. All this shall remain the property of the party who shall have the right to take it away but after expiry of the contract, however, subject to permission from the University Cafeteria Committee.
  35. The Selected party shall be liable for all negligent or accidental damages caused by its employees to the Cafeteria Building, its fittings and fixtures (including sanitary & electricity fittings), or any other university property. Proper Inventory of all such items of the Cafeteria in possession of the selected party shall be signed by him/ her at the time of entry into Cafeteria/ handing over of the Cafeteria. He/she shall maintain it proper functional and fit condition.

36. The rates of eatables / food items indicated in the Bid of successful party will be fixed, which will remain applicable for at least one year. No increase in rates at own without approval of competent authorities will be acceptable. Rates will be reviewed after one year, if necessary.
37. The rates list of eatables / food items which will be provided by the selected party must be displayed at prominent places in cafeteria premises, duly signed by the Chair Cafeteria Committee/ members of Cafeteria Committee.
38. The Selected party will use good quality stuff and will not sell any item of food or drink which is anyway adulterated, spurious, impure, stale, unhealthy or unhygienic and not approved. For cooking purpose, the ghee/ cooking oil will be of good quality like Sufi Canola Oil or Rafhan Corn Oil etc.
39. The Selected party shall be required to establish one stall meant for lower staff (BPS-5 & Below), which will provide them two cups of tea per day and food for lunch (Daal Chapatti or Sabzi Chapatti) at subsidized rates i.e on no profit basis.
40. Fatima Jinnah Women University shall have the authority, without notice to the contractor, to inspect the cafeteria premises and to test the items of food and drink served in the cafeteria. If the cafeteria premises are found unclean or the food and drink is found to be adulterated, stale spurious, unclean, unhealthy, unhygienic or unfit for human consumption, the University shall have the right to terminate the contract. On three adverse reports from University Cafeteria Committee, the contract shall be liable to cancellation even before the expiry of the contract period. This is also application to the first three months and rest of the contractual period.
41. The selected party will employ sufficient staff for providing quick, clean and efficient services in the cafeteria so that the students / Faculty / staff do not wait unduly for the services.
42. The Contractor shall ensure that all staff members undergo a complete medical checkup and provide a valid medical fitness certificate prior to resuming duties at the university premises. Furthermore, the contractor shall ensure periodic medical examinations of all staff after every year three (03) months, and updated medical fitness certificates shall be submitted to the university administration. Any staff found medically unfit shall not be allowed to work until declared fit.
43. The selected party shall ensure that the staff employed at the Cafeteria should not be below the age of 18 years. The staff employed at the cafeteria must be in possession of CNIC for security reasons.
44. The selected party shall ensure that the staff employed at the cafeteria does not bring "Android Cell Phone" at the university premises due to security reasons.
45. The selected party shall make an endeavor to employ 50% female staff at the cafeteria for smooth dealing with the university female employee's students.
46. The contractor shall ensure that all staff members are duly verified through the concerned police Department/Special branch before employment. Copies of police verification documents shall be submitted to the security office for record. Any staff without proper verification shall not be allowed to work within the university premises.

47. While signing the contract licensor shall ensure the licensee has deposited the security amount which in no case shall be less than Rs. 615,000/- before handing over the cafeteria. The security will be refunded on expiry/termination of the contract after adjusting the pending rent/utility charges/any other outstanding amount.
48. In case of violation of any terms, poor service quality, or complaints, the University reserves the right to impose penalties up to 10% of monthly rent or issue warning notices.
49. The contractor shall be responsible for insuring their goods, equipment, and staff. The University shall not be liable for any loss, theft, or damage.
50. Any dispute arising out of this agreement shall be resolved through mutual discussion. If unresolved, it shall be referred to arbitration under relevant laws of Pakistan.
51. The contractor shall not sublet or transfer the cafeteria to any third party without prior written approval.
52. The contractor shall not disclose any confidential information related to the University.
53. Any signboards, branding, or advertisements must be approved by the University Administration.
54. The successful bidder shall install and maintain CCTV cameras at their own cost within the shop/premises as per the directions of the University Administration. The cameras shall remain functional at all times, and view of these CCTV Cameras connected with university Security Office.
55. The selected party shall provide suitable dress / uniform to its staff to differentiate them from the university staff / faculty / students.
56. The selected party shall ensure installation of Fire Fighting Equipment at cafeteria premises so that timely action is taken in case of fire incidence.
57. The selected party will pay the utility charges (Electricity / Gas / water) regularly. If the party fails to pay the utility charges for two months, the University reserves the right to terminate the contract and the outstanding charges will be adjusted from security deposit.
58. The agreement will be personal to the contractor and shall not be capable of being assigned, shared, sublet or otherwise disposed of and the contractor shall not grant or attempt to grant any rights in it.
59. The Selected party will keep the cafeteria premises in clean and well-maintained condition at his/ her expenditure. Kitchen, pantry hall should be kept clean, well maintained and renovated wherever necessary for his / her convenience after approval from the competent authority. However, no such amount spent / invested by the contractor will be claimed at any stage.
60. The selected party will provide list of all his / her employees or staff along-with copies of CNIC to the Security Office of the University giving their names and home addresses. The University, however, reserves the right to ask for removal of any of his/ her employees staff within specified period without assigning any reason and decision of the university in this respect shall be final and binding.

61. The selected party shall display a Board inside and outside the cafeteria building regarding approved rates of eatables/ food items as approved by the University Cafeteria committee.
62. The University may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
63. In case of the termination of the contract, pre-mature or otherwise, no compensation claim will be entreated by the University.
64. Any individual who is employee of FJWU (permanent / contractual) will not take part in the Tender directly or indirectly.
65. Any communication intended for the selected party / contractor shall be deemed sufficiently served if handed over personally or addressed to the representative or delivered to responsible employee(s) of the contractor working in the Cafeteria. A letter so addressed sent by the registered post shall be deemed to have reached the selected party/ contractor at the same time which it ought to be in course of post to be delivered at the address (provided by the selected party / contractor at the time of contract or later updated on his/ her written request) to which it is sent.
66. All the disputes relating to or connected with the contract agreement whether arising during the agreement period or on its termination, shall be referred to the Vice Chancellor, Fatima Jinnah Women University, Rawalpindi or any person or University Cafeteria Committee nominated by her, whose decision therein shall be final and conclusive in all the manners and shall not be questioned in any court of law.
67. The variety of eatables / items to be provided in the cafeteria is indicated in the lists attached as Annexure "A" & Annexure "B".
68. If the selected party / contractor intends to provide any additional food item(s), he / she should have to seek prior permission / approval from the University Cafeteria Committee along-with rates of such foods item(s).

#### **Bidding Procedure/ Evaluation Criteria**

69. The bids will comprise of a "single package containing two separate envelopes". Each envelope should contain separately the "Technical Proposal" and the "Financial Proposal".
70. The envelopes should be marked as "TECHNICAL PROPOSAL" and the "FINANCIAL PROPOSAL" in bold and capital letters.
71. Initially the envelope marked "Technical Proposal" will be opened and bids will be evaluated as per specifications indicated in Annexure "A" & Annexure "B". The firm(s) failing to qualify technically, will not be short-listed and their financial proposals will not be entertained.
72. The "Financial Proposals" of only those firms will be opened/ considered, which will meet the tender's specifications. The "Financial Proposals" shall be opened in the presence of the participating firm(s), Date/ time will be communicated to the firms in advance.
73. Financial proposals of bids found technically non-responsive will not be entertained/ will be returned un-opened and the concerned firm/ individual will be informed accordingly.
74. "Technically Compliant" bid(s) will be accepted.

75. Following criteria will be followed for evaluating the bids:

S.#	Particulars	Marks	Total Marks
1	Valid license from Punjab Food Authority	10	<b>10</b>
2	<b>Relevant Experience</b>		<b>15</b>
	3 to 7 years	5	
	7 to 10 years	10	
	More than 15 years	15	
3	Subsidized Rates of Eatables (Annexure 'A') & Rates of Eatables (Annexure 'B') – Reasonable and affordable rates will be considered	20	<b>20</b>
4	Overall condition of existing setup of bidder (if applicable) – May be assessed through visit or provided evidence	10	<b>10</b>
5	<b>Financial Position</b>		<b>15</b>
	2 to 4 million Cash Balance	5	
	4 to 5 million Cash Balance	10	
	More than 5 million Cash Balance	15	
6	NTN/GST current certificate and proof of active tax payer	10	<b>10</b>
	<b>Total</b>		<b>80</b>
	<b>Only the Bids securing minimum 65% marks would be declared technically accepted.</b>		

76. **Amendment to the Tender Document**

- a) University (The Procuring Agency) at any stage prior to the deadline for submission of the Tender but not later than three (3) days before the closing date of the submission of Bid at its own initiative or in response to a clarification requested by the prospective Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).(if required)
- b) The Procuring Agency shall notify the amendment(s) in writing on to the prospective Bidder(s) who requested the clarification.

# **Proforma to be filled by the Bidder**

**Name of purpose Applied for:** \_\_\_\_\_

**Name of the Company / Contractor:** \_\_\_\_\_

**Date of Establishment:** \_\_\_\_\_

**Corporate Status:** \_\_\_\_\_

**Owner/Proprietor/MD/CEO Name:** \_\_\_\_\_

**CNIC No.** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact No (s).** \_\_\_\_\_

**Cell No(s).** \_\_\_\_\_

**NTN No.** \_\_\_\_\_

**Bank Name & Account No.** \_\_\_\_\_

**Note: Please attach all relevant certificates copy of NTN Registration Certificates along with the bid.**

# Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1	Name of the company:
2	<b>Registered Office:</b>
Address:	
Office Telephone Number:	
Fax Number:	
3	<b>Contact Person:</b>
Name:	
Personal Telephone Number:	
Email Address:	
4	<b>Local office if any:</b>
Address:	
Office Telephone Number:	
Fax Number:	
5	<b>Registration Details:</b>

a) Audited Financial Statement Attachment/Income Tax Returns (Last \_\_\_\_ year (s))

Yes	No
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b) Details of Experience (Last \_\_\_\_ Years)

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/Pos	Amount

# General Information Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

Particulars				
<b>Company Name</b>				
<b>Abbreviated Name</b>				
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>	
			<b>Punjab Food Authority Registration No</b>	
<b>PRA Tax No.</b>				
<b>No. of Employees</b>			<b>Company's Date of Formation</b>	

\*Please attach copies of NTN, GST Registration & Professional Tax Certificate

<b>Registered Office Address</b>		<b>State/Province</b>	
<b>City/Town</b>		<b>Postal Code</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email Address</b>		<b>Website Address</b>	

77. The Bidding firms are advised to quote the rates by considering the following aspects:-
- a. The selected party should be in position to invest sufficient amount on account of renovation / re-modeling / equipping / furnishing of the Cafeteria building.
  - b. The selected party will have to employ sufficient staff (male/female) in the Cafeteria for serving purpose. All the employees will wear proper uniforms.
  - c. For mix tea, Packed Milk of good quality will be used.
  - d. For separate tea, Everyday Milk or any other equivalent milk powder will be used.
  - e. Tea Bags of Lipton / equivalent will be used for separate tea along-with Disposable Cup.
  - f. Good Quality Aata (Flour) will be used.
  - g. Packed Masalay (National/ Shan or equivalent) will be used for cooking purpose.
78. List of Document to be Furnished
- Complete company profile along-with address / contact number / other particulars.
  - Annexure “A” & Annexure “B” i.e. rates of Eatables.
  - Copy of National Tax Number / General Sales Tax Number.
  - Bank Statement of last 1 Year.
  - List of Institutions / organizations, where party has been working for the last 3 years.
  - List of personnel / staff.

**Annexure "A"**  
**LIST OF EATABLES / FOOD ITEMS**

<b>S.No.</b>	<b>Name of Items / Eatables</b>	<b>Rates</b>
1.	Daal (150 gm)	
2.	Sabzi (150 gm)	
3.	Channay (150 gm)	
4.	Haleem (150 gm)	
5.	Chicken Qorma/Chicken Karahi (1/8 <sup>th</sup> Chicken piece)	
6.	Alu Qeema (150 gm)	
7.	Tandoori Roti (100 gm)	
8.	Tandoori Naan (100 gm)	
9.	Samosa (100 gm)	
10.	Tea Mix (1 Cup)	

## LIST OF EATABLES/ FOOD ITEMS

S.No.	Name of Items / Eatables	Rates
1.	Naan with Samosa	
2.	Chicken Tikka (1/4 <sup>th</sup> Chicken piece)	
3.	Pakora/ Pakoray (100 gm)	
4.	Biryani with Shami (300 gm)	
5.	Biryani with Chicken with 1/8 <sup>th</sup> piece (300 gm)	
6.	Samosa Chaat (Single Samosa)	
7.	Samosa Chaat (Double Samosa)	
8.	Aloo Channa Chaat (150 gm)	
9.	Dahi Bhallay Chaat (150 gm)	
10.	Separate Tea with Disposable Cup (1 Cup)	
11.	Paratha (125 gm)	
12.	Omlate (1 egg)	
13.	Fried Egg (1 egg)	
14.	French Fries-Small (50 gm)	
15.	French Fries-Large (100 gm)	
16.	Chicken Roll (80 gm)	
17.	Vegetable Roll (80 gm)	
18.	Shami burger (125 gm)	
19.	Shami burger with Egg (125 gm)	
20.	Fresh Juices/ milk Shake (300 ml)	
21.	Chicken Corn Soup (1 bowl)	