



**Bid Fee: Rs.2,000/-
(Non-Refundable)**

**Shaheed Mohtarma Benazir Bhutto
Medical University, Larkana.**

BIDDING DOCUMENTS

EXPRESSION OF INTEREST

CATEGORY-B

**Hostel Mess Services on Rental Basis at Colleges/Institutes of
Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**

Date of Issue : 04-01-2024 to 18-01-2024 (10am to 2pm).

Last Date of Submission : January, 19, 2024 (11:00 am)

Date of Opening : January, 19, 2024 (11:30 am)

Name of Firm: _____.

Pay Order / Demand Draft # _____, Amount of _____

Drawn on Bank _____ . Dated _____.

EXPRESSION OF INTEREST

All the interested parties / service providers / Contractors meeting Eligibility criteria and not black listed in any organization or authority, are invited to participate in following various Services (categories) on rental basis for the period of 12 months on “**Single Stage One Envelope**” procedure:

CATEGORY – B

S.#	Name of Work	Fee Rs.	Rental Period	Earnest Money	Date of Purchase of SBDs	Date & Time of Submission of Bids	Date & Time of Opening of Bids
1.	Hostel-5 CMC Mess Services on Rental Basis at Larkana.	2,000/-	01 Year	40,000	04-01-2024 To 18-01-2024	19-01-2024 11:00 am	19-01-2024 11:30 am
2.	Hostel-6 CMC Mess Services on Rental Basis at Larkana.	2,000/-	01 Year	40,000	04-01-2024 To 18-01-2024	19-01-2024 11:00 am	19-01-2024 11:30 am
3.	Hostel-07 CMC Mess Services on Rental Basis at Larkana.	2,000/-	01 Year	40,000	04-01-2024 To 18-01-2024	19-01-2024 11:00 am	19-01-2024 11:30 am
4.	Campus Cafeteria Services on Rental Basis at Ghulam Muhammad Mahar Medical College (GMMMC) Sukkur	2,000/-	01 Year	100,000	04-01-2024 To 18-01-2024	19-01-2024 11:00 am	19-01-2024 11:30 am
5.	Bengum Nusrat Bhutto Girls Hostel-Mess at GMM Medical College Sukkur	2,000/-	01 Year	40,000	04-01-2024 To 18-01-2024	19-01-2024 11:00 am	19-01-2024 11:30 am

C O N T E N T S

1. Introduction.....	Page 4
2. Instructions.....	Page 5
3. Bidding Data.....	Pages 6
4. Bidder Qualification Criteria.....	Pages 7
5. Summary of Financial Bid.....	Page 8
6. List of items for which rates are required.....	Page 9
7. Terms & Conditions.....	Page 10
8. Integrity Pact.....	Page 13

1. INTRODUCTION

Dear Bidder,

Thank you for the interest you have shown in response to the SMBBMU's Expression of interest for Canteen(s)/Mess(es) which have been floated in SMBBMU website.

Shaheed Mohtarma Benazir Bhutto Medical University, Larkana is premiere educational institute in Upper Sindh imparting quality education to the nation. We are interested to rent our canteens across all colleges for getting quality supply of foods, neat & clean environment to our students, staff, officers & faculty.

We expect to avail services of high standards to meet our prime & basic requirements through this transaction.

Please feel free to contact on 074-9410912 or pplo@smbbmu.edu.pk for any information and query.

Thank you.

-sd-

Planning, Procurement & Logistics Officer

2. INSTRUCTIONS

- (a) Shaheed Mohtarma Benazir Bhutto Medical University, Larkana expects that aspirant /service provider/ caterers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the bidding documents meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement(s).
- (b) It is of utmost important to fill in the bidding document form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write “*Doesn't Apply/Doesn't Arise*”. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Auction Form.
- (c) Bidding Documents can be obtained from the <http://smbbmu.edu.pk/announcements>. The bidding document Fee Rs. 2000/- shall be paid through Demand Draft/ Pay Order in favor of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**
The copy of D.D/P.O will be attached with the Bidding Documents.
- (d) The last date for submission of the Bidding Documents in sealed envelope on January 19, 2024 by 11:00am in the **Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, Larkana.** The same will be opened at 11:30am in the presence of representatives who may wish to attend.
- (e) **Earnest Money** shall be submitted as per Name of Mess/Canteen/Cafeteria and will be given along with the Bidding Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**
- (f) Successful bidder shall keep Earnest Money as a **Performance Security**. The Performance Security shall extend at least **three** months beyond the expiry of the Contract.
- (g) Kindly mentioned “**The Category & Name of Canteen/Mess**” at top left corner of the envelope.
- (h) The canteen/cafeteria/ mess visits can be arranged on the request of any bidder within 48 hours after the written request. The concern campus in-charge/ Admin Officer/ Principal will facilitate the bidder for visiting place only in official timings according to constituent college timings. i) *Note: Saturday & Sunday is holiday.* ii) *Boys hostel mess visit can be arranged only.*
- (i) Bidding Documents are also available at the Office of *Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, Larkana.*

 Stamp & Signature

3. BIDDING DATA

(a). **Name of Procuring Agency:** Shaheed Mohtarma Benazir Bhutto Medical University (SMBBMU), Larkana.

(b). **Brief Description of Work:** Hostel Mess(es) Services on Rental Basis as per needs & requirements given in the bidding details.

(c) **Procuring Agency's address:** Shaheed Mohtarma Benazir Bhutto Medical University, Moen-jo-Daro Raod, Larkana.

(d) **Amount of Earnest Money:** - shall be submitted as per Name of Mess/Canteen/Cafeteria and will be given along with Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Vice Chancellor, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.**

(e) **Period of Bid Validity (days):** - Ninety Days

(f) **Performance Security Deposit:** - Successful bidder shall keep the Earnest Money as a **Performance Security** (as per the Name of Work/Canteen/Cafeteria). The Performance Security shall extend at least **three** months beyond the expiry of the Contract in the form of Pay Order with the contract signing. The Performance Security shall extend at least three months beyond the Contract expiry.

(g) **Deadline for Submission of Bids along with time:** - Bidding Document in sealed envelope should be submitted by January 19, 2024 by 11:00am in the Office of the Planning, Procurement & Logistics Officer, Admin Block, Shaheed Mohtarma Benazir Bhutto Medical University, Moenjo-Daro Road, Larkana. The Bid will be opened on same day at 11:30am in the presence of representatives who may care to attend.

(i) **Liquidity damages:** - The bidder shall be responsible to pay all damaged accorded in whatsoever condition in the Canteen/Cafeteria/Mess. The amount of any damage or loss will be deducted from his security deposit.

(j) **Deposit Receipt No: Date: - Pay Order / Demand Draft # _____,**
Amount Rs. _____ . Drawn on Bank _____ . Dated _____.

Stamp & Signature

4. BIDDER ELIGIBILITY CRITERIA (Mandatory)

S #	Eligibility Criteria *	Yes/No
1	Valid registration certificate with Federal Board of Revenue (FBR).	
2	Minimum 3 years of experience in Canteen/cafeteria/mess management in academic institutions / corporate organizations.	
3	<u>Financial Capabilities:</u> Evidence of Cash in Hand, Credit, Current Bank Balance. Last 3 years' bank statements minimum 1 million (per year) or financial statement.	
4	Satisfactory Performance Report from last or current Institution/ organization.	
5	Affidavit of " <i>No Dissatisfactory Performance: for any litigation or blacklisting</i> " at any Institute/organization for last 3 years.	
6	Bid Security.	
7	Tender Document Fee.	

**Attached all documentary proofs. Failure to provide documents will lead the rejection of the bid.*

Stamp & Signature

5. Summary of Financial Bid:

Financial Proposal of Rent Schedule

Mess Services on Rental Basis at Various Colleges/Institutes, SMBBMU.

(Including all tax)

Sr. No.	Name of Work / Location	Minimum Rent Per month	Quoted Rent Per Month	Rent Per year (Rent x12)	Total
01	Hostel-5 CMC Mess Services on Rental Basis at Larkana.	40,000/-			
02	Hostel-6 CMC Mess (Boys) CMC, Services on Rental Basis at Larkana.	40,000/-			
03	Hostel-07 CMC Mess, Services on Rental Basis at Larkana.	40,000/-			
04	Campus Cafeteria Services on Rental Basis at Ghulam Muhammad Mahar Medical College (GMMMC) Sukkur	60,000/-			
05	Bengum Nusrat Bhutto Girls Hostel-Mess GMM Medical College Sukkur	40,000/-			

Note: **“Highest Evaluated”** bid(s) will be accepted only.

NOTE:

- **Bids Received For Less Than Minimum Rent Provided Above Will Not Be Considered.**
- **Selection Of Suitable Party Will Be Made Purely On Merit Basis.**

Stamp & Signature of contractor

6. List of Items for which rates are required

(The offered rates shall be valid for a period of 12 Months effective from the date of contract agreement)

S#	Item	Rate	S#	Item	Rate
01	Grebi		14	Daal Mash	
02	Pease Qeema		15	Daal Mong Masoor	
03	Bhujia		16	Chicken Haleem	
04	Qurma		17	Kofta Curry	
05	Biryani		18	Chappati	
06	Chapati		19	Pakora Karhi	
07	Chicken Biryani		20	Peas / Channa Pulao	
08	Chicken Karahi		21	Plain Rice	
09	Chicken Nihari		22	Vegetable Biryani	
10	Chicken Qurma		23	Zeera Rice	
11	Chicken Achari		24	Chicken Chillies with Vegetable	
12	Egg Tomato		25	Vegetable & Egg Fried Rice	
13	Daal Channa		26	Tea	

Note: All other items i.e. mineral water, cold drinks, juices etc. will be sold on market rates.

Stamp & Signature of contractor

7. Terms & Conditions

The following terms are agreed by the caterer/ supplier/Contractor/ event manager:

- (i) This contract is initially for **one year** extendable for three years and it may be terminated earlier by either side by giving 30 days' notice. However, University reserves right to terminate this contract earlier without assigning any reason and notice thereof. If the services are unsatisfactory at any time, we reserve the right to withhold any or part payments that are to be made to you i.e. Performance Security.
- (ii) Contractor will bring / provide the following Items:
 - a. Deep Freezer & Refrigerator;
 - b. Jumbo/full size Electric Water Cooler;
 - c. Cooking Range/Stove;
 - d. Micro-wave oven;
 - e. Chips Deep fryer machine with Chip Cutter;
 - f. Furniture as per need;
 - g. Crockery;
 - h. Gas/ Electricity Bill as per main/sub meter shall be borne by the Caterer/ Contractor.

The University will provide the following facilities:

- a. Mess with kitchen space
- b. Water connection
- (iii) Company Profile be attached with this document.
- (iv) Contractor will be responsible for repair maintenance of their Furniture & Fixtures.
- (v) Canteen/Mess will be for exclusive use of Students living in relevant hostels. No outsider will be allowed to avail any facility from the canteen.
- (vi) Mess will remain open from 07:00 AM to 09.00 PM seven days a week.
- (vii) The contractor will maintain quality of food and services up-to the satisfaction of the management. However, a penalty up-to maximum to Rs. 1000/- per complaint will be imposed subject to the verification by the management.
- (viii) At least three dishes shall be cooked on daily basis (i) Daal (ii) Meat (iii) Rice/chapatti.

Stamp & Signature

- (ix) Edible Oil of better quality will be used for cooking (preferably Soya supreme or any other better quality). No recycling of any cooked items shall be allowed.
- (x) Contractor will ensure that no “**Stock Out**” of any item from the displayed **Menu List**.
- (xi) Only Fresh Milk will be used for **Tea**.
- (xii) Management and Contractor will mutually decide rates of items, which are not included in price list.
- (xiii) The service boys will be neat and clean and will wear proper uniform with badge name.
- (xiv) Contractor will be responsible for cleaning, dusting, and washing of kitchen, canteen/Mess and furniture of the canteen/mess.
- (xv) Contractor will be responsible for keeping the entire canteen/mess, corners and kitchen premises neat and clean. A penalty of **Rs. 1,000/-** will be charged if any complaint will be noted during the surprise visit of the management.
- (xvi) The contractor will not be allowed to sublet the work to any other firm(s) / person(s) or contractor(s).
- (xvii) The Contractor will provide the list of staff along with CNIC Nos and complete details working in canteen/mess and issue identity cards.
- (xviii) All staff must have CNIC and that the Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- (xix) The bidder or any of his employee shall not, either during the term or within one year after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring agency’s business or operations without the prior written consent of the University.
- (xx) In case of any dispute, the decision of the Vice-Chancellor shall be final.
- (xxi) In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the SMBBMU and owner of the canteen for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of LARKANA binding to the parties.

Stamp & Signature

- (xxii) All rights reserve with the SMBBMU and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (xxiii) Company Profile be attached with this document along with quoted item specifications.
- (xxiv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to SMBBMU.
- (xxv) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax, stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxvi) **Rights:** SMBBMU reserve the right to accept or reject any or all auction(s) or terminate proceedings at any stage in accordance to the rules & regulations framed SMBBMU.
- (xxvii) **Stamp Duty:** Stamp duty 0.35% against total value of annual rent will be levied accordingly or as per rule.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Stamp & Signature

8. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the cater works;

M/s _____, the service provider/ cater hereby declares that:

- (a) Its intention not to obtain the work of any Contract, right, interest, privilege, or other obligation or benefit from the SMBBMU or any Administrative or Financial Offices thereof or any other department under the control of the SMBBMU through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the cater represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SMBBMU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SMBBMU, except that which has been expressly declared pursuant hereto.
- (c) The cater accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the SMBBMU under any law, contract, or other instrument, be stand void at the discretion of the SMBBMU.
- (d) Notwithstanding any right and remedies exercised by the SMBBMU in this regard, cater agrees to indemnify the SMBBMU for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the SMBBMU in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the SMBBMU.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP