

EOI DOCUMENTS

Hiring of Cafeteria/Messes Services



**COMSATS University Islamabad,
Abbottabad Campus
University Road Tobe Camp Abbottabad
Tel: 0992-383591-6, 383863 Fax: 0992-383441
UAN: 0992 111-001-007**

EXPRESSION OF INTEREST

Hiring of Miscellaneous Services

1. COMSATS University Islamabad (CUI) Abbottabad Campus, a public sector University of the Ministry of Science & Technology (MoST) invites Expression of Interest (EOI) through EPADS from renowned experience catering firms/Hotels/Restaurants/Contractors/Supplier, , registered with Income Tax and Sales Tax Department of FBR/Khyber Pakhtunkhwa revenue authority (KPRA) as services provide and also on Active Tax Payer List (ATL) of FBR and KPRA for the below mentioned services. Method of selection (Quality Based) will be used.

Sr. No	Title	Tender Reference No	Bid Receiving & Opening Date Time	CDR Amount
01	Hiring of Messes, Fast Food, Tuck Shops, & Photocopier Shops Services.	CUI/Atd/Hiring of Services/30 (2024-2025)/1	January 15, 2025, 1100 Hrs & January 15, 2025 1130Hrs	25,000

2. Expression of Interest documents containing detailed requirements, terms and conditions is available for the registered bidders on EPADS at (www.eprocure.gov.pk) The Scan copy of EIOI to be uploaded through EPADS and hard-copy of sealed bidding document must be submitted physically on the closing date on the address given below.
3. The complete Tendering process shall be carried out through EPADS. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their bidding documents. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
4. The expression of Interest should be prepared in accordance with the instructions given in the EOI documents. The closing date & time of submission is mentioned as above. The EOI will be opened on the same day & time as mentioned above in the table.
5. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



Purchase Officer
COMSATS University Islamabad, Abbottabad Campus
University Road, Tobe Camp, Abbottabad
Tel: 0992-383591-6, 0992-383863
Email: nisarahmed@cuiatd.edu.pk

PART B: PREPARATION OF EOI PROPOSALS

Potential firms/companies/Contractors/Suppliers/bidders are requested to prepare the EOIs in line with following format:

Format of EOI Proposal:

EOI proposal (sealed in separate envelope) must contain following sections of information/documentation:

<p>Section-1</p>	<p>Brief Profile of the bidder on Company Letter Head with Relevant Supporting Documents:</p> <ol style="list-style-type: none"> 1. Legal Ownership (Please mention Whether the business is Sole proprietorship/Partnership/Private Company/Limited Company etc attach copy of registration documents). Also mention the Name, address, telephone, fax numbers and email address etc. of the Participating bidder. 2. Year of establishment (Mention when the business started/established, attach registration certificate as well) 3. Organizational Structure of the Bidder's Business: <ol style="list-style-type: none"> a. (Please mention whether it is a private, public private limited firm registered under the prevalent Government laws). Copy of registration documents is required. b. Complete a list of Professional Staff, including Managerial and Operational/Working Staff detailing their professional qualifications (degrees/diplomas) in relevant field. Biodata/CVs of staff must be provided. 4. Detail of Business Volume (number of business points & addresses within Rawalpindi/ Islamabad/ Abbottabad and other cities). 5. Copy of valid & Active NTN/GST Certificate (Mandatory). <p>Note: Registration as service provider with KPRA will be mandatory for a successful bidder after evaluation, <i>if contract is awarded.</i></p>	<p>Copies of NTN, GST valid certificate Mandatory</p> <p>Must attach active Status on ATL of FBR</p>
<p>Section -2</p>	<p>Financial Soundness:</p> <ul style="list-style-type: none"> • Last one & Half year (July 2023-Dec 31, 2024) Bank Statement showing financial soundness to carry out such business. (The closing Balance on Dec 31, 2024, and the number of debit & credit transactions during the above-mentioned period will be considered for bid evaluation). 	
<p>Section -3</p>	<p>A). Food Expertise: (Please mention the list of foods you are expert in)</p> <ul style="list-style-type: none"> • List and variety of Pakistani foods, 	

	<ul style="list-style-type: none"> • List and variety of Chinese foods • List and variety of Continental foods • Any other food style 	
Section -4	<p>Legal Integrity of Firm</p> <ul style="list-style-type: none"> • Affidavit on legal Stam paper of appropriate value (<i>duly attested by the notary public</i>) that the company is neither blacklisted nor in litigation with any of its public sector clients signed by the owner. 	Mandatory
Section -5	<p>Experience: The Experience of the bidder will be assessed on the following basis:</p> <ul style="list-style-type: none"> • <i>The Bidder must have verifiable relevant working experience minimum 5 years of running the business in the field of Catering/Restaurants/ Hotels/Messes/Canteen/Cafeteria.</i> The bidder who has the same/similar contracts executed and in hand with public sector Organizations/government offices since its establishment of the business will be given preference. • Please provide/attach the copies of contract/agreement/work order/agreements completed/in hand with different organizations etc. with the bid. • This shall cover the details of contracts, approximate magnitude and duration carried out along with a reference/ satisfactory certificate from the departments/organizations where the job was carried out/contract completed or in progress. <p>Note: Experience will be counted from the date of Registration (NTN registration with FBR).</p>	5 years Minimum experience Mandatory

No EOI of a firm/authorized agent will be considered, if: -

- a. Received without required documents/information or found incomplete.
- b. Received without uploading on EPADs (E-Pak Acquisition & Disposal System)
- c. Received later than the date and time fixed for EOI submission
- d. Each page of EOI or documents attached are unsigned/ unstamped. (All photocopies of documents must be signed & stamped by the bidder).
- e. EOI is signed/ stamped by the unauthorized agent instead of owner.
- f. The EOI is from a party which is blacklisted by public sector organization.
- g. The EOI is received by telephone/telex/fax/telegram.
- h. No EOI will be considered if the required documents are not annexed according to the check list Annex-B at page No. 16 of these documents.

PART C: SELECTION (EVALUATION CRITERIA)

Phase-I: Evaluation of The bidder

- At first, EOIs of bidder (firms/hotels/restaurants/Contractors/Suppliers etc) shall be evaluated based on the mandatory requirements mentioned in “**Part-B, Section-1(Tax Registration Certificate), Section-4 (Confirmation of Non-blacklisting on Stamp paper) and Section-5 (Relevant Minimum 05 Year Experience)**” of this document and responsive substance provided by applicant bidder thereto in terms of completion of mandatory documentation.
- Short-listing of Bidders will be made by evaluating EOI proposals. Following evaluation criteria will determine pre-qualification/Responsiveness of bidders for award of contract/Agreement.

S #	Evaluation Parameter	Requirement	Marks
1.	Brief Profile/Introduction	As per Section-1 of EOI format	15
2.	Financial Soundness	As per Section-2 of EOI format <ul style="list-style-type: none"> • 10 Marks, the bidder having minimum operating Capital of Rs. 1,000,000 (1Million) to bear approximate operational cost of the business every month. (1marks will be deducted against each 1 lakh if have less balance than 1 million on Closing date Dec 31, 2024) • Five marks will be awarded on the basis of debit and credit transaction history during period (from July 01, 2023, to Dec 31, 2024) 	15
3.	Food Expertise	As per Section-3 of EOI format <ul style="list-style-type: none"> • 2.5 Marks will be awarded against each expertise given in the section-4 of Part-B of this document) 	10
4.	Experience	As Section-5 of EOI format <ul style="list-style-type: none"> • Relevant Work Experience (15 Marks): experience The bidder must have at least 05 years of relevant work experience as 	30

		<p>mentioned in Section-5 of Part-B. (Experience will be counted from the date of registration with tax department (FBR). (Note: 5 marks for Minimum 05 years' experience and 2 extra marks for each 1-year experience additional experience in addition to minimum experience. (Maximum 10 extra marks can be awarded).</p> <ul style="list-style-type: none"> • Same/Similar Contracts (Maximum 15 Marks) Completed or in Hands in last 10 years; 5 marks will be given against each contract copies attached along with satisfactory performance/ experience reference letter issue by client. Note: The preference will be given to the bidders who have same/similar contracts and satisfactory performance letter issued by client. (All documents are subject to verification) 	
5.	Physical Survey/Inspection & Interview:	<p>It may include the on-Spot visit/interview/feedback about bidder's business set up/ his client site where he is offering services. The following key factors will be considered.</p> <ol style="list-style-type: none"> 1. Quality, taste and versatility of food items (05 Marks) 2. Hygienic & Serving Standard of Foods (05 Marks) 3. Past Performance / Feed Back by clients. (Marks 10) 	30

		4. Interview of The Bidder (10 Marks).	
Total Marks:			100

- The Contractor/Bidder meet mandatory requirements and obtaining a minimum of 70 Marks will be considered pre-qualified.

Phase-II: Final Evaluation and Award of Contract/Agreement.

The Prequalified bidders (Suppliers/First/Contractors/Companies etc) will be awarded contracts for providing required services to COMSATS University Islamabad, Abbottabad Campus on the terms & conditions specified in the contract/agreement/tender document.

- The Contractor/Bidder meet mandatory requirements and obtaining a minimum of 70 Marks will be considered pre-qualified. However, the numbers of Cafeteria/messes are limited, so initially first four bidders obtaining relatively higher marks shall be awarded contract for period of One year which is extendable maximum up to 03 years on basis of satisfactory performance. The rest of pre-qualified bidders shall remain on waiting list and may be awarded contract incase if any contractor fails to perform contract during above mentioned period.

Detail of Messes or Cafeteria is as following:

1. Student Messes (Qty=02) at CUI Main Campus, Under Shed
2. Salman Firdous Hostel Mess and Faculty Cafeteria (Jointly will be awarded) at CUI Main Campus (Qty=1)
3. Cafeteria/Mess at CUI Dhamtore Campus (Qty=1)

The CUI, Abbottabad Campus can disqualify firm (s) at any stage; If it finds that the information submitted for qualification was either significantly inaccurate or incomplete/fake.

The Prices/rates of the items will be fixed on mutual consensus between the Campus Service Committee and the contractors.

PART D: TERMS OF REFERENCE (TORs) OF CONTRACT

1. The contractor will provide food services for **14 hrs** (from 7AM to 9PM), 07 days a week. Scope and quantum of cafeteria/Mess/Canteen services could be increased or decreased as and when required by COMSATS University Islamabad, Abbottabad Campus. The time of the Hostel mess will be fixed by CUI, Abbottabad Campus keeping in view of requirements.
2. This agreement shall take effect from the date of signing and shall continue in force as desired by the competent authority. Initially The Contract will be issued for one year, which is extendable up to Three (03 years subject to satisfactory performance). The contractor will be on probation for the first three months from the date of signing this contract and if the performance of the contractor does not remain satisfactory, the contract will be awarded to the next successful bidder on waiting list.
3. The contractor or his authorized NOMINEE will remain present at his business point.
4. The Food and Service Committee (F&SC) will carry out detailed inspection of business Point before start of operation and Upon satisfactory report, contractor will be allowed to start operation.
5. The Contractor will ensure neat and clean turnout of his employees and shall be responsible for cleanliness of cafeteria/mess. The staff and cafeteria will be inspected any time, if found unsatisfactory, it will be answerable for mismanagement before the CUI, Abbottabad Campus administration.
6. The contractor shall undertake to sell a variety of fresh hygienic food items on the approved rates, quantity and quality as approved by the Food & Service Committee (F&SC). The members of the Committee will pay surprise visit on weekly, fortnightly or monthly basis to check quality of food items being served by the contractor. Penalties mentioned against each irregularity (if found) will be charged to the contractor as follows:
 - i. Broken Crockery Rs.10000 on every inspection.
 - ii. Unhygienic Condition of Staff/Food Rs. 25000 on every inspection
 - iii. Unhygienic Condition of Kitchen Rs. 25000 on every inspection
 - iv. Non-Provision of Bill Rs. 5,000 on each genuine Complaint
 - v. Non-Provision of Soap at hand Wash area Rs. 5,000 on every inspection
 - vi. Non wearing Uniform Rs. 10,000 for each employee.
 - vii. Over Pricing Rs. 10,000 on each complaint
7. The contractor will make sure that brands of foods ingredient approved by KPK/Punjab food authority are used in Kitchen to prepare food. On violation, strict punitive action will be taken against the contractor.

8. An annual rates variation (increase/decrease) up to 10% of food items will be admissible depending upon the circumstances and as Food & Services Committee (F&SC) of CUI, Abbottabad Campus.
9. The contractor will be independent & all services rendered under this contract are to be performed as such, and being understood that the direction and manner of performance of services of the contractor's employees/attendants/waiters shall be solely within the control of contractor. Also, the contractor shall be responsible for payment of all his employees' wages and salaries. According to laws of Pakistan, Child Labor is not allowed. The same will be implemented.
10. The contractor will provide complete record/Biodata and any other relevant information of his employees to the Security Section and (F&SC) of CUI Abbottabad Campus as per requirement. In case of any change of his staff, the contractor will intimate to the Security Section and (F&SC) of CUI Abbottabad Campus.
11. The contractor will follow the directives/regulations as assigned by the CUI, Abbottabad Campus Administration and ensure good conduct and morality.
12. The contractor shall be responsible that no objectionable or abusive language is used in the cafeteria.
13. Subletting of cafeteria is not allowed. In case of any evidence found of such event, the contract will immediately be cancelled or terminated, and performance guarantee of the contractor will be confiscated as penalty.
14. The contractor should not close cafeteria services due to any reason, even for a single working day without prior permission/exception allowed by the competent authority of CUI, Abbottabad Campus.
15. The contract will be renewable on a yearly basis subject to performance & approval of the competent authority and on the mutual consent of the parties.
16. An amount of **Rs.500,000/-** as performance security will be submitted by the contractor in the form of DD/Pay order in the name of CUI, Abbottabad Campus which will be retained up to the expiry/extension of contract period. The security deposited shall be refunded in full or in part after adjustment.
17. No party hereto shall be held responsible for any delay or failure to perform any or all the obligations imposed upon such party in case of "Force Majeure".

15. The provision of Furniture (Tables/Desks etc) and electric fitting if required, fans and lighting arrangements will be solely the responsibility of contractor and CUI, Abbottabad Campus will not honor any claim against expenses incurred by contractor on these facilities. Utility Services (supply of electricity etc.) will be charged as per actual consumption.
16. Besides providing good quality hygienic food/eatables, the contractor shall be responsible for providing/managing for cafeteria/Mess at his end:
- Provision of Printed Bills to all the customers at their demand.
 - A weighing machine placed at prominent place to check the quantity of food.
 - Best quality kitchen set up and facilities.
 - The best quality crockery.
 - Fridge, Deep Freezer & Coffee Machine etc
 - Microwave
 - Cooking Appliances
 - Table Boys/waiters for Service in proper dressing.
 - Daily cleaning/decoration of the Cafeteria/Mess/Canteen.
 - Furniture and Fixture for Service Counters.
 - Dustbin/trash bin must be installed at appropriate places.
17. In case of the occurrence of a disciplinary problem, a remedial action will be taken which may lead to a financial **Rs.10,000** penalty of /- (to be deducted from security deposits) on each occasion or termination of contract as per gravity of the incident.
18. The performance of the contractor will be continuously monitored, Upon issuance of three warning letters, the contractor will be put on probation and if the performance of the contractor does not improve, it may lead to cancellation/termination of its contract.
19. The Electricity and Gas bill shall be charged as per actual consumption, The contractor will make payment as per the following formula:
- = Total Amount of Bill paid by The University/Total No. units consumed by University X Actual Number of Units Consumed by the contractor.**
- In case of non-payment of dues within the stipulated period, electricity/gas connection will be cut off and only will be restored upon payment of Rs. 50,000 as restoration/re-connection charges.
20. Rent is waived off till Feb 28, 2025, After February, the rent will be charged Rs. 25,000 or as approved by the competent authority. The contractor shall pay rent in advance but not later than the 5th of every month. The rent will be revised every year.

21. The contractor will be held responsible for any loss/damage made to the CUI, Abbottabad Campus property intentionally or unintentionally by him or by his any employee.
22. Both parties of this contract shall have the right to terminate this contract at any time upon 60 days prior written notice. However, The University reserves the right to terminate the contract or charge a penalty, if the contractor commits severe violation.
23. The contract shall display the approved rate list (F/A) of food items duly signed by the authorized official of CUI, Abbottabad Campus.
24. The contractor is bound to provide LUNCH @40% subsidized approved rates to Staff grade employees (SG-1 & SG-2).
25. In case of any dispute, the decision of the CUI, Abbottabad Campus, Food & Services Committee will be final and binding upon the parties.

FOR AND ON BEHALF COMSATS University Islamabad, Abbottabad Campus	FOR AND ON BEHALF M/S
Name & Designation Signature	Name & Designation Signature
Witness:	Witness:
Name:	Name:
NIC No:	NIC No:
Signature:	Signature:

**(TO BE PRINTED AND TYPED ON COMPANY'S
LETTERHEAD and attach with Bid/EOI)**

Basic Information for Prequalification

Name of Company/Firm /Business _____

Nature of Business (s): _____

National Tax No. _____

General Sales Tax (GST Number) _____

Active Taxpayer Status: Yes/No. (Attach copy of certificate download from FBR Website within three days from last date of tender submission)

Business Detail

Proprietor/Owner/Managing Director Name: _____

Company/Firm/Business Address: _____

City: _____ Business Contact No: _____ Cell No: _____

Fax Number: _____ Email Address: _____ Web Address: _____

Company / Supplier Banking Details

Bank (s) Name			
Title of Account			
Account Number		Branch/City	
Type of Account		Closing Balance on Dec 31, 2024	

List of Contract/Agreement/Work Order Completed/ In hands (in Last 10 Years)

	Name of Company/Organization	Title of Agreement or Contract	Years (Contract Start & Closing date)	Approximate Value of Business per Year (Sale per Year)
1				
2				
3				

(Attach documentary proof with proper reference for the companies / organizations mentioned above along with Satisfactory reference/work completion letter issued by Client.

Administrative Setup (Snapshots)

- 1.
- 2.
- 3.

No. of Personnel & Capabilities (Mention detail)

Any Other Information (If Any)

UNDERTAKING

The above-mentioned Terms of Reference (TORs)/Terms & Conditions have been carefully read and are hereby unconditionally accepted.

Name of Bidder Firm/Company: _____

Name & Designation of Authorized Official: _____

Signature: _____

Date: _____

Company Stamp: _____

Tel / Cell Nos. _____

E-mail Addresses: _____

The filled in EOI document along with other required documents should be forwarded to:

**Purchase officer,
COMSATS University Islamabad, Abbottabad Campus.
University Road Tobe Camp, Abbottabad.**

**(Following TO BE PRINTED AND TYPED ON COMPANY'S
LETTERHEAD to ensure these documents are attached)**

Annex-B

Tender No. Hiring of Services/30 (2024-2025)

Date-----

Tender Due Date-----

CHEKCLIST of Documents/Detail Provided With EOI)

1. Profile (Complete attach as required: _____ YES NO
(Name/office address/contact Nos./administrative setup and locations etc.)
2. Copies of NTN/GST certificate etc. (attach with EOI): _____ YES NO
(Showing number of years in food/catering business)
3. Affidavit of Non Black listing: _____ YES NO
4. Detail chefs and supporting staff along with their experience and Qualification.
: _____ YES NO
5. Copies of Executed/In Hand Same/Similar Contracts: _____ YES NO
6. Bank Statement for the last One & Half years: _____ YES NO
(A sound Bank Statement from a scheduled bank of Pakistan.)
7. Undertaking acceptance of TORS: _____ YES NO
of tender without any condition.

Sign & Seal

Note: It must be filled and attached with EOI documents, and the supporting documents should be attached with EOI as sequence given in it.