

EOI DOCUMENTS

Hiring of Services for Mess/Cafeteria at CUI Dhamtour Campus



**COMSATS University Islamabad,
Abbottabad Campus
University Road Tobe Camp Abbottabad
Tel: 0992-383591-6, 383863 Fax: 0992-383441
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EXPRESSION OF INTEREST

Hiring of Mess/Cafeteria Services at CUI Dhamtour Campus

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/Cafeteria Services at CUI Dhamtour Campus	CUI/Atd/Mess Services/01 (2025-2026)	August 01, 2025, 1100 Hrs & August 01, 2025 1200Hrs	50,000.00

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 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 advised 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:

Section-1	Brief Profile of the bidder on Company Letter Head with Relevant Supporting Documents: 1. Legal Ownership (Whether the bidder is Supplier/Contractor/ Sole proprietary firm or partnership business concern) 2. Year of establishment 3. Organizational Structure of the Bidder's Business (whether it is a private, public sector, public private limited firm registered under the prevalent Government laws). Copy of registration documents is required. 4. Complete list of Professional Staff including Managerial and Operational/Working Staff detailing their professional qualification (degrees/diplomas) in relevant field. Bio-data/CVs of staff must be provided. 5. Detail of Business Volume (number of business points & addresses within Rawalpindi/ Islamabad/Abbottabad and other cities). 6. Copy of NTN/GST/Services Provider registration certificate (Mandatory). Note: Registration as service provider with KPRA is mandatory incase the contract is awarded to a successful bidder after evaluation. 7. Name, address, telephone, fax numbers and email address etc. of the Participating bidder. (Note: Form is given on Page No.10-11, 12 and Check list on Page No.13 , that is required to be filled and printed on the letter head	
Section -2	Financial Soundness: • Last one-year Bank Statement showing financial soundness to carry out such business. (The number of transactions will also be considered during evaluation).	
Section -3	A). Food Expertise: • List and variety of Pakistani foods to be offered fast food items, • List and variety of Chinese foods to be offered including fast food	

	items • List and variety of Continental foods to be offered including fast food items • Any other food style	
Section -4	Legal Integrity of Firm • Affidavit on legal paper of appropriate value (<i>duly attested from notary public</i>) that the company is neither black listed nor in litigation with any of its public sector client	Mandatory
Section -5	Experience: • The Bidder must have verifiable relevant working experience [5-15 years] of running the business in field of Catering / Restaurants/ Hotels/Messes/Canteen. The bidder who has executed the same/similar contracts and have in hand Same/similar contracts with public sector/government offices since establishment of the business will be given preference. • Please provide the list of contracts along with copies of contract/agreement/work order etc. • This shall cover the detail of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the job was carried out.	

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

- Received without required documents/information or found incomplete.
- Received later than the date and time fixed for EOI submission
- The EOI is unsigned/ unstamped
- EOI is signed/ stamped by the unauthorized agent instead of owner.
- The EOI is from a party which is black-listed, by public sector organization.
- The EOI is received by telephone/telex/fax/telegram.
- No EOI will be considered if the required documents are not annexed according to the sequence given in the check list Annex-B at page No. 12 of these documents.

PART C: SELECTION CRITERIA

Phase-I: Evaluation of The bidder

- At first, EOIs of firms/hotels/restaurants/Contractors/Suppliers shall be evaluated based on the mandatory requirements mentioned in “**Part-B, Section-1(6), Section-5 and Relevant experience required in Section-6**” 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 of firms leading towards financial bid competition according to the criteria;

S #	Evaluation Parameter	Requirement	Marks
1.	Brief Profile/Introduction	As per Section-1 of EOI format	10
2.	Financial Soundness	As per Section-2 of EOI format • The bidder must have minimum operating Capital of Rs. 400,000 to bear approximate operational cost of the business every month. Five Marks will be given against balance of Rs.500,000 and also One extra mark would be awarded against each increment of Rs.100,000 in bank balance up-to Rs.1.00 million.	10
3.	Food Expertise	As per Section-3 of EOI format • 2.5 Marks will be awarded against each expertise given in the section-4 of Part-B of this document)	? 15
4.	Experience	As per Section-5 of EOI format • The bidder must have relevant experience as mentioned in Section-6 of Part-B. • The preference will be given to the contractor have same/similar contracts. • This shall cover the detail	35

		of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the job was carried out.	
5.	Physical Survey and Inspection of Services Quality and Professional Standard	On-spot/Physical visit at business points/ locations (hotels/ cafeterias/ canteens will be made to evaluate following key factors; 1. Quality, taste and versatility of food items 2. Hygienic Standard of Foods 3. Serving Standard 4. Professional Expertise of Staff 5. Level of Business Soundness. 6. Feed back. Note: Above mentioned each parameter carry 5 marks.	30
Total Marks:			100

- First four contractors obtaining relatively high marks will stand pre-qualified/eligible for financial bid competition stage.
- Applications of blacklisted/ not meeting mandatory conditions vendors shall not be considered.
- The CUI, Abbottabad Campus shall disqualify firm (s), if at any stage; it finds that the information submitted for qualification was either significantly inaccurate or incomplete.

Phase-II: Financial Bidding and Award of Contract

Save as otherwise provided, the criteria for final selection to award of contract will be basing upon the following method:

- a). Competitive bidding among prequalified firms on prescribed “Financial Bid Form” **(Bid form will be provided later on)**. The winner/lowest bidder will be awarded contract.

OR

- b). Award of contract to selected prequalified firm(s) based on fixed price terms as specified by the COMSATS University, Abbottabad Campus.

Selected firms will be awarded contract for providing catering services Faculty and Student Cafeteria/Mess COMSATS University Islamabad/CUI, Abbottabad Campus on the terms & conditions specified in the contract agreement and any integral parts of contract/agreement thereof (Part-D to this document provides draft TORs of contract agreement). The rates of the items will be fixed on mutual consensus of Campus Service Committee and the contractor.

PART D: TERMS OF REFERENCE (TORs) OF CONTRACT

1. The contractor will provide food services for 14 hrs (from 0700 hrs to 20000 hrs,), 07 days a week or on mutual consent of contractor and Food Service Committee. 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 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. The contractor will be on probation for the first three months from the date of signing of this contract and if performance of the contractor does not remain satisfactory, the contract will be awarded to next successful bidder.
3. The contractor shall undertake to sell variety of fresh hygienic food items on the rates and quality as approved by the CUI, Abbottabad Campus. The CUI, Abbottabad Campus authorities will pay surprise visit on weekly, fortnightly or monthly basis to check quality of food items being served by the contractor.
4. An annual increase of 5-10% in rates of food items will be admissible depending upon the circumstances and as decided by the higher management/competent fora of CUI, Abbottabad Campus.
5. 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.
6. The contractor will provide complete record/Bio-data and any other relevant information of his employees to the Security Section CUI, Abbottabad Campus as per requirement.
7. The contractor will ensure neat and clean turnout of employees and shall be responsible for cleanliness of the cafeteria. Staff cafeteria will be inspected at any time and if found unsatisfactory, the contractor will be answerable for mismanagement before the CUI, Abbottabad Campus administration.
8. The contractor will follow the directives/regulations as assigned by the CUI, Abbottabad Campus Administration and ensure good conduct and moralities.

9. The contractor shall be responsible that no objectionable or abusive language is used in the cafeteria.
10. No subletting of cafeteria will be permissible without prior permission of the CUI, Abbottabad Campus competent authority.
11. 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.
12. The contract will be renewable on yearly basis subject to performance & approval of the competent authority and on mutual consent of the parties.
13. An amount of **Rs.500, 000/-** as performance security will be submitted by the contractor in form of DD/Pay order in the name of CUI, Abbottabad Campus which will be retained up to the expiry of contract period. The security so deposited shall be refunded in full or after adjustment as the case may be.
14. No party hereto shall be held responsible for any delay or failure to perform any or all of 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 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 will be responsible for providing/managing for cafeteria/Mess at his end:
 - 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.
 - Standard size dustin/trash bin must be installed at appropriate places

17. In case of occurrence of a disciplinary problem, a remedial action will be taken which may lead to financial penalty of **Rs.10000/-** (to be deducted from security deposits) on each occasion or termination of contract as per gravity of the incident.
18. The Electricity and Gas bill shall be charged as per actual consumption, The contractor will make payment as per 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.
19. Before the **5th** of every month, The contractor shall pay Rs. **25,000**/month as a rent (Rupees Fifty Thousand Only) or a rent approved by the Campus Services Committee for each Cafeteria/Mess allotted to a contractor. The rent will be revised every year.
20. The contractor will be held responsible for any loss/damage made to the CUI, Abbottabad Campus property intentionally or unintentionally.
21. Either of two parties of this contract shall have the right to terminate this contract at any time upon 30 days prior written notice. However, The University reserves the right to terminate the contract or charge a penalty, if the contractor commits severe violation.
22. The contract shall display the approved rate list of food items duly signed by the authorized official of CUI, Abbottabad Campus.
23. The contractor is bound to provide food items to Lower Staff grade employee at subsidized rates agreed by mutual consent of the Campus Service committee and the contractor.
24. In case of any dispute, the decision of the CUI, Abbottabad Campus Services Committee will be final and binding upon the parties.
25. According to The laws of Pakistan, the child labour is not allowed at the campus.

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)**

Basic Information for Prequalification

Name of Company/Firm /Business _____

Nature of Business (s): _____

National Tax No. _____

General Sales Tax No. /As Service Provider No. _____

Active Tax Payer Status: Yes/No.

(Note: Copies of Tax Registration and Active State Certificate which are subject to verification since the last of date of tender submission and opening.)

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		Balance by the	

**(TO BE PRINTED AND TYPED ON COMPANY'S
LETTERHEAD)**

List of Current Customer/ Companies/ Organizations/ Businesses

	Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

(Attach documentary proof with proper reference for the companies / organizations mentioned above)

Detail of Same/ Similar Contracts / Catering Projects Undertaken by the bidder

	Title of Contracts / Projects / Services	Value of Contract	Year	Organization	Performance
1.					
2.					
3.					

Administrative Setup (Snapshots)

- 1.
- 2.
- 3.

No. of Personnel & Capabilities (Mention detail)

Any Other Information (If Any)

**(TO BE PRINTED AND TYPED ON COMPANY'S
LETTERHEAD)**

Annex-B

Tender No. Mess Services/01 (2025-2026)

Date-----

Tender Due Date-----

CHEKCLIST of Documents/Detail Provided With EOI)

1. Profile : _____ ☐ YES ☐ NO
(Name/office address/contact Nos./administrative setup and locations etc.)
2. Year of establishment/Experience : _____ ☐ YES ☐ NO
(Showing number of years in food/catering business)
3. Managerial Setup/organization of Firm : _____ ☐ YES ☐ NO
4. Detail, qualification and cooking experience of chefs and supporting staff.
: _____ ☐ YES ☐ NO
5. Copy of NTN/GST Certificates : _____ ☐ YES ☐ NO
6. Bank Statement for the last One year : _____ ☐ YES ☐ NO
(A sound Bank Statement from a scheduled bank of Pakistan.)
7. Affidavit of Non-blacklisting : _____ ☐ YES ☐ NO
8. List & Copies of Same/Similar Contracts: _____ ☐ YES ☐ NO
9. Acceptance of terms & conditions : _____ ☐ YES ☐ NO
of tender without any condition.

Sign & Seal

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

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.**