



RUNNING OF MAIN CAFETERIA ON RENTAL BASIS AT DUET MAIN JINNAH CAMPUS AND IQBAL CAMPUS FOR BOTH”

Issued to (Name of Company / Contractor)	
Address	
Contact No.	
Received by	
Issued on	

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DUET/TENDER/CANTEEN/2023/03

INVITATION FOR BIDS
(CANTEEN/CAFETERIA SERVICES)

DUET intends to invite bids from experienced & well reputed canteen/cafeteria Service Providers/Caterers contractors / food suppliers registered with Income Tax & Sales Tax Department in the relevant category to run the canteen on rental basis by providing hygienic and quality of food at Canteen / Cafeteria (premises available at Jinnah & Iqbal campus) for the Students, Staff & Officials of Dawood University of Engineering & Technology (DUET).

Eligibility: Registration with FBR and SRB and an Active Taxpayer

Bid Security: 5% of the total rent amount of 1st year (12 months) offered by the bidder(s) in shape of Pay Order in the name of DUET, Karachi.

Selection Method: Single Stage – Two Envelop Procedure (SPP rule 46(2))

Issuance of Bidding Document:

Bidding document can be obtained during office hours from **04.04.2023 till 19.04.2023** (up to 11:00 am) against submission of non-refundable tender-fee **Rs. 3000/-** in shape of Pay Order in favour of Dawood University of Engineering & Technology (DUET), Karachi. Interested bidders can visit the canteen/cafeteria/premises from 11:30 am to 12:30 pm.

Date of Submission: 19.04.2023 (11:30 am)

Date of Opening 19.04.2023 (12:00 noon)

In case of any Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule. Place of issuance, submission, inquiries at Procurement Section and opening will be at Seminar Hall / conference room at main campus of Dawood University of Engineering & Technology (DUET), Karachi.

- At-least 05 years relevant experience in the relevant field with documentary proof / evidence
- Valid Professional Tax Certificates
- Financial Statements (Summary) and Income Tax Returns for the last three years Annual Turnover of last three years and average of last three years should not be less than Rs. 50 Million.
- Affidavit confining that the firm is not black listed by any Government, Semi Government or Autonomous Bodies on non-judicial Stamp Paper.

Selection / Evaluation:

Responsive Bidder who agreed the terms and conditions of the Bidding Documents and also offered highest net monthly rent amount, as specified in the said documents A complete detail including eligibility criteria and specifications with other mandatory details of the aforesaid tender can be downloaded from the University website. Procuring Agency may reject all or any bid subject to the provision of relevant Rules of SPPRA. Bidders are requested to give their Best and Final Prices as No Negotiations are expected. For further information (if requires) may contact in person or via e- mail to Procurement Officer (Email: procurement.officer@duet.edu.pk, Landline No: 021-99232381

PROCUREMENT OFFICER
DUET, KARACHI

Terms and Conditions

1. Contractor shall submit the proposal **FOR UPGRADING, RENOVATION OR ANY OTHER REQUIRED WORK OF “MAIN CAFETERIA INCLUDING STATIONARY & PHOTOCOPY SHOP”** at its Main campus of DUET including Drawings and BOQs according to existing layout plan provided in this document..
 2. The Contractor shall incur the cost FOR UPGRADING, RENOVATION OR ANY OTHER REQUIRED WORK OF “BOTH CAFETERIAS INCLUDING STATIONARY & PHOTOCOPY SHOP as per submitted drawings BOQs in the proposal.
 3. The contractor shall adjust the Cost in the monthly rent to be paid to DUET “during the Contract Period, as specified at page 16 of bidding documents however, all kind of utilities bill shall be paid by the contractor on actual basis. The total contract period will be 05 to 10 Years, subject to fulfillment of other conditions, as laid down in the bidding documents.
 4. The bidders are advised to visit and examine the existing canteen premises / site of works and its surrounding and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a contract against this canteen tender. Site visit will be organized by the Director Works & Service along with Procurement Section of DUET. The prospective contractors will coordinate, in advance of the date of site visit, with employer for time & place of gathering and other arrangements before proceeding to the site. All Costs in respect of site visit shall be at the contractor own expenses. Contractor shall before submitting his/her bid, satisfy him / herself in all respect.
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3. the bidder shall make his/her own investigations, enquiries and assessments, on all matters of all conditions of existing constructions at the site and its vicinity to his/her satisfaction before submitting his/her Bid.
 4. The Contractor shall ensure against liability and shall continue such insurance during the whole time any persons are employed by him on the Works. The contractor shall, without limiting his or the Employers / obligations and responsibilities and the employer against liabilities for death or injury to any person or lost of or damaged any property (other than the works) arising out of the performance of the contract. The Contractor shall produce third party insurance policy including employer to the DUET, when required, such policy of insurance and the receipt for payment of the Current premium. The rating of the insurance company should be at least A by PACRA/JCR-VIS.

5. Work “ Upgrading, Renovation/ Rehabilitation, Furniture, Elegant Decoration” of the main cafeteria shall be monitored by the Works & Services Department & Procurement Section of this University to ensure the completion of said work in six months as per Drawings and BOQs given at Annex, “A” and “B” respectively. In this respect, all the Directorate of Works and Services.

6. Contractor shall arrange completion of said work with the company/firm who must have PEC registration in the relevant category, and his/her PEC license should be valid for the Current calendar year.

7. The completion period of said work shall be first six months of the contract and during this period no monthly rent shall be charged to the Contractor but Contractor has to pay all utilities as per actual. If case of breach/ termination of contract, contractor shall not claim any amount from DUET on account of Construction/Renovation, Furniture & Fixture and Decoration.

8. After upgrading and renovation work, Contractor shall run the Canteen including a stationary shop with all necessary facilities including Deep Freezer Refrigerator, Cooking Range, Micro-wave Oven, Chips fryer machine with chips cutter, glass showcase for display items, crockery and cutlery including any other facility not mentioned above.

9. Canteen will be kept open from 08:00 AM to 8:00 PM whole week except Saturday & Sunday as per University policy. However, the canteen may be opened for facilitating food services on any special event/activity on weekends and public holidays with prior approval of the Competent Authority.

10. Bids shall remain valid for the 90 Days after the Date of Bid Opening. In exceptional circumstances, prior to expiry of the original bid validity period, the DUET may request that the bidders extend the period of validity which shall in no case be more than the original bid validity period, The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extents the validity of his Bid Security for the period of the extension.

11. Each bidder shall furnish, as pan of bid, Bid Security which should be equivalent to 5% of the first year total rent offered by the bidder in the form of Pay order / Bank Draft / Banker's cheque in Pak Rupees or an equivalent amount in a freely convertible

currency. The Bid Security shall be, at the option of the bidder, in the form of Deposit at Call / Pay Order or a Bank Guarantee issued by a Scheduled Bank in Pakistan or from a foreign bank duly counter guaranteed by a Scheduled Bank (A Rated) in Pakistan in favour of the "Dawood University of Engineering & Technology (DUET), Karachi valid for a period 28 days beyond the Bid Validity date. Any bid not accompanied by an acceptable Bid Security shall be rejected by the as non-responsive. The bid securities of unsuccessful bidders will be returned as promptly as possible, but not later than 28 days after the expiration of the period of Bid Validity. The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed the Contract Agreement.

12. The Bid Security may be forfeited: (a) if the bidder withdraws his bid (b) if the bidder does not accept the correction of his Bid Price or (c) In the case of successful bidder, if he fails within the specified time limit to finish the required Performance Security; or (ii) sign the Contract Agreement.

13. Alternate proposals by Bidders are not invited; Bidders will only have to complete the said work for the design / drawings/renovation (Civil Work & Electrification), Elegant Decoration as provided in the Bidding Documents within six months.

14. Any bid received by thee after the deadline for submission of bids will be returned unopened to such bidder. (b) Delays in the mail, delays of person in transit, or delivery of bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail,

15. The Procuring Agency will award the Contract to the bidder who has offered the highest monthly rent and agreed to perform the work upgrading and renovation of the "Main Cafeteria including stationary shop" at Main Campus as per BOQ and Drawings given at Annex. "A" and respectively with own cost.

16. The Procuring Agency reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids at any time prior to award of "Contract, without thereby incurring any liability to the affected bidders or any obligation.

17. No Negotiation with the bidder having evaluated as highest responsive or any other bidder shall be permitted, however DUET Procurement Committee may have

clarification meetings to get clarify any item in the bid evaluation report.

18. The Performance Security / Security Deposit shall be 10% of the contract price such Security shall be in the form of unconditional, irrevocable Bank Guarantee from any Scheduled Bank of Pakistan acceptable to the Procuring Agency unconditional, irrevocable Bank Guarantee from a Bank located outside Pakistan duly counter guaranteed by a Scheduled Bank of Pakistan, in favour of Employer, valid for a period (upto the completion of the Contract). Failure of the successful bidder to comply with the requirements shall constitute sufficient for the annulment of the award and forfeiture of the Bid Security. Besides, cost incurred in the work of upgrading and renovation by the Contractor shall also not be refunded, in case of failure of successful bidder.

19. Within 05 days from the date of furnishing of acceptable performance Security under the conditions of the Contract, the DEUT Will send the successful bidder the Contract Agreement in the form provided in the Bidding Documents, incorporating all agreements between the parties. The formal Agreement between the DUET and the successful bidder shall be executed within 10 days of the receipt of the duly completed contract agreement by the successful.

20. The contractor will maintain quality of food and services up-to the satisfaction of the DUET Cantcen Management Committee of the University however a penalty upto minimum Rs. 3,000 and maximum Rs 5,000 per complaint can be imposed subject to the verification by the Canteen Management committee. The CMC will perform periodically visit to monitor the same, these visits can be surprised and/or informed. The possible check list of CMC is mentioned at Page 21.

21. Contractor will be responsible for cleaning, dusting and washing of entire cafeteria /canteen and the surrounding areas of canteen keep neat and clean. All staff of the Contractor shall be trained and in neat and clean uniform with badge name and must be good ethics. The University's Canteen Management Committee shall visit periodically to check inspect the hygiene of kitchen quality, quality of food ingredients, edible oil, environment of sitting area including Air Conditioning facilities etc. and Contractor shall be bound shall follow the : recommendations and guidance provided by the said Committee. The Contractor will not be allowed to sublet the work to any other entity or person/company. The Contractor will provide the list of stock along with their attested copies of CNIC the office of the Procurement Office / Registrar.

22. DUET shall not be responsible in and way for the safety of the articles belonging

to the Contractor. In case of proven students/ employees act, damages shall be the responsibility of Contractor. That any shortage or loss found at any later stage checking shall be made good by the Contractor or in case of revocation of this act before its expiry all fittings shall be handed back by the Contractor to the DUET in good condition. Consideration being given only to genuine wear and tear.

23. Except where otherwise provided in this contract all queries and disputes relating to the interpretation of the contract or any other questions, matter or things arising out of the terms of the contract or after the expiry or termination of the contracts due to some other reason, shall be referred to the Vice Chancellor DUET, Karachi for arbitration provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his award which shall be final, conclusive and shall be binding on the parties hereto.

24. The Contractor shall be exempted from payment of rent during the period of long vacation (more than 15 Days) and Holy month of Ramadan when the canteen will remain closed for business. However the same period shall be counted towards the contract period. The Contractor shall not use the canteen space and infrastructure for marketing of any product without getting approval from Competent Authority.

25. The Contractor shall report immediately to Registrar of the University about any political and religious activities i.e. Poster, Panaflex etc. in the canteen The Contractor is liable to get the University pass made for him for him/her anti canteen staff renewable after the period specified by the Registrar. The Contractor will abide all the clauses of the terms and conditions, agreement and the instructions, which will be issued from time to time by the DUET in case of the failure / violation the minor penalty may be imposed accordingly.

26. Procuring Agency shall not be liable for or in respect of any damages or compensation payable according to the provision of the Workmen's Compensation Act 1923 and any other laws in force in respect or in consequence of any accident, injury or death arising in connection with this contract to any workman or other person in the employment of the Contractor or any sub-contractor and the Contractor shall indemnify the DUET against all such damages, compensation, claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto or in relation to.

27. The Contractor shall not be liable for forfeiture of its performance security liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligation under the Contract is the result of an event of force majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the Contractor's fault or negligence and not forcible. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

28. Contractor shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc., incurred until delivery of the contracted Services to the Procuring agency.

29. In case of conflict or primacy of interpretation the provisions of SPP Rules 2010 (amended upto date) shall have an overriding effect notwithstanding anything to the contrary contained in these bidding documents.

30. The Government of Sindh requires that Procuring Agency (including beneficiaries of donor agencies' loans), as well as bidders/suppliers / contractors under Government – financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules shall be applicable.

31.

Under following conditions Bid shall be rejected:

- i. Conditional and telegraphic bids
 - ii. Bids not submitted according to requirements mentioned in Bid Documents. Bids not accompanied by bid security & non-refundable tender fee.
 - iii. Bids received after specified date and time
 - iv. Affidavit on Stamp paper of Rs. 100/- that firm has not been black listed in any Government Organization is not provided.
 - v. Non-Compliant Bids under the eligibility criteria mentioned in bidding document.
 - vi. Bid not signed & stamped by Bidder or Authorized person with Authorization Letter.
2. Procuring Agency reserves the right to reject/cancel all or any bids if found any discrepancy.

BIDDING DATA

a. Name and address of the procuring Agency:

Dawood University of Engineering & Technology (DUET), Karachi
Situating at New M.A Jinnah Road Karachi.
Phone: 021-99232381

b. Time limit for Clarification

The DUET will respond to any request for clarification which he receives earlier than 07 (Seven) Days prior to the deadline for submission of bids.

c. Language of Bid

The bid and all correspondence and documents related to the bid exchanged by a bidder and the Employer shall be in the English language.

d. Currency of Bid and payment

The monthly rent shall be quoted by the Bidder entirely in Pak Rupees. The DUET shall receive monthly rent only in Pak Rupees and no foreign currency payments are admissible. A Bidder Experience to incur expenditure in other currencies for inputs to the works supplied from outside the country shall bear all costs and risks for arranging the requirements of such currencies through his own resources.

e. Bid Validity

Bids shall remain valid for the 90 Days after the Date of Bid opening.

f. Bid security

Bid security of which should be equivalent to 5% of the first year total rent offered by the bidder in the shape of pay order in favour of DUET Karachi, as defined in the terms and conditions of the bidding documents.

g. Deadline for Submission of Bid

As notified in the NIT

h. Venue, Time and Date of Bid Opening:

As notified in the NIT

i. Eligibility / Evaluation Criteria (Yes / No basis)

- I. Registration with FBR and SRB
- II. Active Tax payer
- III. At-least 05 years of experience in the relevant field by providing canteen services at Govt. / Semi Govt/ Public Sector Universities with documentary evidences (to be verified). Bidders should provide the copy of contracts signed by him or Supply Orders/Work Orders.
- IV. Valid Professional Tax Certificate
- V. Financial statements (Summary) and Income Tax Returns for the last three Years
- VI. Total Annual Turnover for the three years should not be less than Rs. 50 Million
- VII. Affidavit confirming that the firm has not been black listed by any Government. Semi Government or Autonomous Bodies on non-judicial stamp paper provided in the bidding documents.
- VIII. Bidders Registration Certificate from Concerned Food Authority Govt. of Sindh
- IX. Bidder shall agree to provide nominal rates with quality of foods (Items list provided).
- XI. Satisfactory Performance Certificate of Existing Canteen Running (IF ANY)
- XII. Each and Every Page of bidding document is signed and Stamped
- XIII. Complete Address with Contact Details of Bidder
- XIV. List of Staff

j. Selection Criteria

Responsive Bidder who qualifies in Technical Evaluation/Eligibility Criteria as mentioned

above on page 11 and agreed all the terms and conditions of the bidding documents and also offered highest monthly rent amount, as specified in the said documents with submission of proposal of Renovation/Construction of Civil Work , Electrification, Decoration of Whole Premises of Canteen includes Stationary & Photocopy Shop.

k. **Performance Guarantee:**

The Performance Security / Security Deposit shall be 10% of the contract price as specified in the terms & conditions of the bidding documents.

l. **Others:**

- i. In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bid shall be submitted / opened on next working days at the given time.
- ii. Tender documents can also be obtained by post against Pay order of Rs. 3000/- as courier charges in addition of tender fee.
- iii. Procuring Agency may reject all or any bid and may cancel the bidding process to subject to relevant provision of SPP rules 2010 (amended upto date)
- iv. Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) /papers of bidding documents are missing that can be obtained from the office of the Procurement Section.
- v. Bid with incomplete bidding document will not be acceptable and rejected.
- vi. The quantity and quality of food shall be periodically examined by committee notified by the University. The same Committee shall review and fix the rate at which food items and other articles shall be sold.
- vii. Contractors shall be responsible to provide constructions/ shop drawings and layout of the kitchen. The fixtures and accessories of kitchen shall have to comply with standards of commercial kitchens as prescribed by consumers Regulatory Authorities.
- viii. In matters related to management and development of the main cafeteria directives of the University shall final and bidding for all parties concerned.
- ix. Each paper of the bidding documents should be signed and stamped by the bidder.
- x. Bidder should be agreed to incur cost for upgrading and renovation of "Main Cafeteria and Iqbal Campus Cafeteria with Photocopy shop shall submit proposal including drawing, layout plans, furniture & Fixture and others as per requirement on given covered area of as per terms and conditions and drawings.

Rent Offered by the Bidder

[As per terms and conditions of the bidding documents, the Contract Period is ten or till the cost incurred by bidder adjust whichever comes first)

Sr. No.	Period	Annual Rent Adjusted and Paid by Contractor			Remarks
		Adjustment against cost incurred	To be Paid to DUET	Total	
1	Year 1				Rent shall be increased annually @ 10% per annum on amount last year paid. Contractor shall pay rent to DUET on monthly basis through Payorder in favor of "DUET, Karachi" on or before day 5th of each month in advance according to English Calendar.
2	Year 2				
3	Year 3				
4	Year 4				
5	Year 5				
6	Year 6				
7	Year 7				
8	Year 8				
9	Year 9				
10	Year 10				

Other Information:

- a. Component of adjustment of annual rent on account of cost incurred by Contractor should not be more than 60% of the total annual rent. Responsive Bidder who agreed the terms and conditions of the Bidding Documents and also offered highest monthly rent amount, as specified in the said documents.
- b. Monthly bill for collection of rent amount from Contractor and will deposit with the Finance Department whereas Services Department will recover the utilities bills.
- c. Finance Department will maintain the Monthly Rent and Utilities Recovery Accounts and will intimate outstanding amount to CSA and DWS for recovery of the same.
- d. All provincial and federal government taxes and duties etc shall be borne by the Contractor in addition to the monthly rent amount.

CERTIFICATE TO BE FILLED BY THE BIDDER

1. We guarantee to provide the requisite services exactly in accordance with the requirement / specification in the invitation to this tender.

2. We accept the terms and conditions of the contract as well as general provision applicable to government contracts.

Signature _____

Name of Official _____

C.N.I.C No. _____

Designation _____

Company Name _____

Company Address: _____

Contact No. _____

e-mail ID: _____

COVERED AREA OF JINNAH CAMPUS

**DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY
M.A. JINNAH ROAD, KARACHI**

DIRECTORATE OF WORK & SERVICES

Item No	Description of Item	Unit	Nos	L	B	H/D	Quantity
	Student Canteen	Per Sft	1	60.00	30.00		1800.00
	Canteen Kitchen	Per Sft	1	22.67	21.08		477.88
	Canteen Kitchen + female canteen	Per Sft	1	36.08	10.50		378.84
	Stationary / Photo copy Shop	Per Sft	1	14.75	12.00		177.00
	Tuck shop	Per Sft	1	1235.00			1235.00
						Net Quantity	4068.72

CONTRACT AGREEMENT

This Agreement made this ____ day of _____ 2023 by and between Vice Chancellor, Dawood University of Engineering and Technology, Karachi, including has successors in the office and Assignees / Agents, acting through the Registrar, herein after called the "University" of the one part.

And _____
of (Name of Signature Authorized Person) _____
, Located at _____

_____. Hereinafter called the "Contractor" which expression shall include their successors, local representatives of the second part.

Whereas the DUET intends to rent out the Main Cafeteria at Main Campus and whereas the contractor has agreed to perform / provide said services for the period of _____ years, subject to the terms and conditions set forth in the bidding documents of the University's Tender No. _____, hereinafter, which have been accepted by the Contractor.

Now this Agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively to them in the condition of contract here in after referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the Contractor,
(Name and Signature of authorized person)
any by _____ (Name and designation of the authorized person) on behalf of the University, all of which shall be deemed to form and be read and constructed as a part of this Agreement viz;
 - a) Articles of Agreement
 - b) Instructions of Tenderers / Terms and Conditions
 - c) Conditions of Contract;
 - d) Contractor's offer including relevant correspondence prior to signing of this Agreement with all duly filled in;
 - e) The specification of items; and
 - f) Bill of Quantity with prices.
3. In consideration of the payment to the made to the Contractor hereby covenants with the University to provide services in conformity in all respect of the Contract & the order form No. _____
4. The University hereby covenants to pay Contractor in Consideration of the

supply, and services the contract price in the manner prescribe by the Contract and approved by the University.

In witness thereof the parties have hereunto set their respective hands and seals, the day, month and year first above written.

WITNESSES:

University Registrar _____

Contractor _____

Witness No. 1 _____

Witness No. 1 _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

CONTRACT PERFORMANCE BOND
(Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry date _____

Letter by the Guarantor (Bank) to the Employer (University)

Name of Guarantor (Bank) with address:

Name of Principal (Tenderer) with address:

Penal sum of Security (Bond), (in figures and words):

Letter of Acceptance No. Date _____

KNOW ALL MEN BY THESE PRESENT, that in pursuance of the Tender Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal (Contractor) we, the Guarantor above named, are held and firmly bound unto the Vice Chancellor, DAWOOD University of Engineering and Technology, Karachi, acting through the Registrar DUET (here in after called the Employer (University) in the penal sum of amount stated above for the payment of which sum well and truly to be made to the said Employer {University), we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the (Contractor) has accepted the Employer's (University's) the contract regarding DUET main Canteen on Rental Basis at Main Campus at New M.A Jinnah Road Karachi.

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertaking, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer (University), with or without notice to the Guarantor, which notice is hereby waived and shall also well and truly perform and fulfill and the undertaking, covenants, terms and conditions of the Contract and of any and all modification of the said Documents that may hereafter be made

notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till the expiry of the guaranty period

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any under this Guarantee.

We _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the employer (University) without delay upon the Employer's (University) to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's (University's) written declaration that the Principal (Contractor) has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to the Employer's (University's) designated Bank and Account Number.

PROVIDED ALSO THAT the Employer (University) shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling the said obligations, and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer (University) or any other person.

IN WITNESS WHEREOF, the above bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being, hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness

1. Signature _____

Signature _____

Name, Title and Address (Seal)

_____Name

2. Signature _____

_____Title

Name, Title and Address (Seal)

Corporate Guarantor (Seal)

CANTEEN MANAGEMENT COMMITTEE (CMC)

CHECK LIST

Sr. No.	STANDARD	YE5	NO	COMMENT	DATE CORRECTED
1	Hair nets are worn				
2	Fingernails are short and clean				
3	Gloves worn by food handlers during preparation of raw and cooked food				
4	Open sores, cuts, or bandages on hands are completely covered while handling food				
5	Adequate hand washing and drying facilities are available				
6	Catering staff demonstrate understanding regarding when to wash hands				
7	No smoking in kitchen or canteen				
8	Is Person Hygiene training regularly provided (records available)				
9	All small equipment and utensils, including cutting boards, are thoroughly cleaned between uses and sanitized where necessary				
10	Utensils are clean and dry				
11	Work Surfaces are cleaned and sanitized				
12	All sinks and drains working properly				
13	Drawers and racks are clean				
14	Utensil are stored in a safe manner				
15	Is food from an approved source licensed food establishment? Is food in sound condition properly labeled				
16	is cooked & raw food stored & prepared separately?				
17	Is food stored in clean containers and correctly labeled?				
18	Are all foods, food equipment, and utensils stored a minimum of 15cm above the floor?				
19	Are foods dated/stored in a manner that ensures "first in, first out"?				
20	Utensils are stored in a safe manner				
21	is food provided according to prescribed rate list?				
22	Is food provided according to prescribed quantity mentioned in the rate list?				
23	Is quality of food provided is upto standard?				
24	Routine Cleaning schedule are in place for utensil, equipment and premises				
25	Is (deep) cleaning carried out according to cleaning? Are logs filled in and signed?				
26	Sanitation Chemicals used correctly				
27	Cleaning equipment stored appropriately				

28	Drinking area cleaned and sanitized				
29	Garbage container are washed and sanitized				
30	Garbage container are washed and sanitized				
31	Garbage storage area is fully protected from all kind of insects				
32	Is solid waste management is according to university's defined procedure				
33	Are waste food and other waste material is removed from the kitchen (regularly)				
34	Is waste cooking oil & fat disposed of correctly?				
35	Screens are on open windows and doors and in good repair				
36	A pest control program is in place				
37	Products are supplied by approved suppliers				
38	Immediately upon receipt, incoming food and supplies are inspected				
39	All food and supplies are promptly moved to proper storage areas				
40	Chillers / Freezer content is checked for defrosting or spoiling /damage before unloading				
41	All food are properly labeled with date of manufacturing and expiry				
42	Food is protected from contamination				
43	Separation of food and Chemicals				
44	Air-Conditioned Storage				
45	All food are stored off the floor				
46	Unit is clean				
47	Meat, Poultry/Chicken & Veg are placed in segregated manner inside the chiller				
48	Fridge and other stuff is properly cleaned				
49	food handlers medical certificate up-to-date				
50	Is food safety training regularly provided (records available)				

Sr. No.	CORRECTIVE ACTION	RESPONSIBLE PERSON	DUE DATE

Issued By (Name) _____

Received by (Print Name): _____
(Contractor Representative)

Signature: _____
Position: _____
Date: _____

Signature: _____
Position: _____
Date: _____

UNDERTAKING / AFFIDAVIT
(on non-judicial Stamp Paper of Rs 100/-)

I, _____ S/O _____
Muslim, adult Holding CNIC No. _____, Resident of _____

Do hereby declare on oath and solemnly as under:-

1. That I am the deponent of this affidavit and fully conversant with the facts mentioned herein.
2. That I am the Owner/Partner/Director of _____ situated at _____, Karachi.
3. That I hereby further declare on oath that my firm never remains black listed with any government authorities/office or in private sector.
4. That my firm is not involve in any dispute, litigation or Arbitration with any person, with any department of Federal/ Provincial or City Government, Agencies, or Organization, in any court of Law.
5. That the firm be registered as per prescribed rules and regulations.
6. That our firm in Technically & Financially strong & is capable to do tendered work.

That whatever stated above is true and correct of the best of my knowledge and belief.

Karachi.

Dated: _____

DEPONENT

