

THE UNIVERSITY OF AGRICULTURE
PESHAWAR



REQUEST FOR PROPOSAL (RFP)FROM
CONTRACTORS/SHOP KEEPERS/FIRMS

FOR

ALLOTMENT OF MAIN CANTEEN / SHOPS
AT THE UNIVERSITY OF AGRICULTURE PESHAWAR

AUGUST,2026

DIRECTORATE OF ADMINISTRATION
THE UNIVERSITY OF AGRICULTURE, PESHAWAR



DIRECTORATE OF ADMINISTRATION

THE UNIVERSITY OF AGRICULTURE PESHAWAR

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NOTICE INVITING TENDER

The University of Agriculture, Peshawar invites sealed bids from eligible firms/individuals for the grant of license for operation, management and maintenance of the Main Canteen & Shops of The University of Agriculture, Peshawar on monthly rent fee basis.

S#	Name of Work	Earnest Money	Last date of submission & Time	Date & Opening Time
01	Allotment of Main Canteen of the University	Rs. 200,000/-	15-09-2026, 10:00 hrs	15-09-2026, 10:30 hrs
02	Allotment of Shops (02 Nos)	Rs. 50,000/- Each	15-09-2026, 10:00 hrs	15-09-2026, 10:30 hrs

Terms & Conditions:

The bidder/applicant shall:

1. Bidding documents containing detailed terms and conditions, specification and requirement etc. are available for bidders on KPPRA <https://www.kppra.gov.pk> and University Website <https://www.aup.edu.pk>
2. The affidavits in hard form regarding Non-Black Listing / Bankruptcy (confirming that bidder is not Blacklisted by any Government/Semi Government Organization nor any banking institution), in (original) shall be submitted in a separate envelope.
3. Possess a valid National Tax Number (NTN) issued by the Federal Board of Revenue (FBR).
4. Possess relevant experience in operation/management of canteen, cafeteria, restaurant or similar food service facility.
5. Comply with all applicable food safety, hygiene and health regulations.
6. The original bid fee receipt Rs.2,000/- Each (original) per form and CDR must be accompanied by bid security in shape of call deposit in the name of Treasurer University of Agriculture, Peshawar into Account No. PK26KHYB5317003007797396 "The Bank of Khyber, University of Peshawar, University Campus Branch, Peshawar" shall be submitted in a separate envelope to the undersigned.
7. The license shall be awarded to the highest evaluated responsive bidder offering the highest monthly rent fee, subject to fulfillment of eligibility requirements and acceptance of all terms and conditions contained in the bidding documents.
8. The University reserves the right to accept or reject any or all bids and to cancel the bidding process at any stage in accordance with applicable Government rules, regulations and the policies of the University.

Director Administration
The University of Agriculture, Peshawar
Tel: 091-9221167

INSTRUCTION TO BIDDERS

1. Invitation

The University of Agriculture, Peshawar invites sealed Financial Bids from eligible individuals/firms for the allotment of the Main Canteen & Shops of the University on a contract basis for a period of three (03) years.

2. Scope of Work

The Contractor/shop Keeper shall:

- Operate the Main Canteen of the University during the University-prescribed working hours.
- Provide fresh, hygienic, and good-quality food and beverages.
- Display the approved price list prominently.
- Maintain cleanliness inside and around the canteen.
- Ensure courteous behavior of all employees.

3. Qualification Criteria

Bidders must meet all mandatory criteria listed below. Failure to upload or submit physical evidence of any required document shall lead to immediate disqualification during technical evaluation:

- Tax Registration: Valid National Tax Number (NTN) issued by the Federal Board of Revenue (FBR) and active status on the Active Taxpayers List (ATL).
- Provincial Revenue Registration: Valid registration with the Khyber Pakhtunkhwa Revenue Authority (KPRA) where applicable.
- Food Safety Licensing: Valid license or registration certificate from the Khyber Pakhtunkhwa Food Safety & Halal Food Authority (KPFSA).
- Operational Experience: Minimum three (03) years of verifiable commercial experience in operating institutional canteens, university cafeterias, corporate dining halls, or reputable food chains.
- Affidavit of Integrity: Original sworn legal affidavit on PKR 100 stamp paper attesting that the firm/individual has never been blacklisted by any public, private, or semi-government organization, nor defaulted with banking institutions.

4. Basis of Award

The contract shall be awarded to the Highest Evaluated Responsive Financial Bidder who satisfies all prescribed technical eligibility requirements and offers the highest acceptable monthly rent fee to the University. The minimum base rent for the Main Canteen shall be Rs. 150,000/- per month, whereas a minimum rent of Rs. 25,000/- per month shall be applicable for each individual shop, where applicable. Bids quoting rent below the prescribed minimum base rent shall be considered non-responsive and shall not be eligible for further consideration.

5. Performance Guarantee

The successful bidder shall additionally furnish a Performance Guarantee of Rs. 500,000/- (Rupees Five Hundred Thousand only) for Canteen and Rs. 125,000/- (Rupees One Hundred Twenty-Five Thousand only) for each shop before execution of the contract.

6. Technical Evaluation for Canteen (Total 100 Marks)

Technical bids will be evaluated based on the following comprehensive evaluation criteria
Qualifying marks is 60 Marks:

Evaluation Criteria	Scoring Breakdown & Sub-Criteria	Max Marks
1. Relevant Experience	• > 5 Years in Institutional Catering (50 Marks) • 3 to 5 Years Experience (40 Marks) • 1 to 3 Years' Experience (25 Marks)	50
2. Financial Capacity	• Average Annual Turnover > PKR 05 million (10 Marks) • Turnover PKR 03M to 05M (07 Marks) • Turnover PKR 01M to 03M (05 Marks)	10
3. Regulatory & Quality Certifications	• Valid KPFSa License + ISO 22000 / HACCP (10 Marks) • Valid KPFSa License only (05 Marks)	10
4. Quality Control & SOP Manual	• Comprehensive Hygiene, Waste Disposal & Food Safety Plan submitted in bid	10
5. Staffing & Uniform Standards	• Police verification plan, medical certificates & structured staff	10
6. Existing Client Certificates	• 3 or more positive performance certificates from previous institutional clients	10

7. Obligations of the Contractor/shop Keeper /shopkeeper

The Contractor/shop Keeper / Shop keeper shall:

1. Not sell tobacco, cigarettes, narcotics, alcohol, or any prohibited items.
2. Not sublet, transfer, or assign the contract without prior written approval of the University.
3. Comply with all University rules, food safety regulations, and applicable laws.
4. Be responsible for the conduct of employees and any loss or damage caused by them.
5. Pay all applicable taxes, duties, and other Government levies.

8. Rights of the University

The University shall have the right to:

- Inspect the canteen at any time.
- Issue written instructions regarding cleanliness, food quality, rates, or discipline.
- Impose penalties for violations of the Agreement.
- Terminate the contract in accordance with Clause 11.

9. Penalty

The University may impose penalties for:

- Poor hygiene or sanitation.
- Sale of substandard or expired food.
- Overcharging beyond approved rates.
- Late payment of monthly rent.
- Violation of any condition of this Agreement.

Repeated violations may result in termination of the contract and forfeiture of the Performance Security.

10. Utilities

Payment of electricity, gas, water, or any other utility charges shall be made as per the University's policy and applicable rules.

11. Termination

The University may terminate this Agreement by giving the Contractor/shop Keeper two (02) month's prior written notice if the Contractor/shop Keeper /Shop keeper:

- Fails to pay rent on time.
- Violates any provision of this Agreement.
- Provides unsatisfactory services.
- Engages in misconduct or illegal activities.

Upon termination, the Contractor/shop Keeper shall vacate the premises within the period specified by the University.

12. Dispute Resolution

Any dispute arising out of this Agreement shall, in the first instance, be resolved amicably. If unresolved, the matter shall be referred to the Competent Authority of the University and, where necessary, dealt with in accordance with the laws of KPPRA.

13. Governing Law

This Agreement shall be governed by the laws of the KPPRA.

14. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all previous discussions or understandings relating to the subject matter.

15. Approved Rates

The Contractor/shop Keeper shall sell all food and beverage items strictly according to the rates approved by the University. No increase in prices shall be made without prior written approval of the Competent Authority.

16. Food Quality

The Contractor/shop Keeper shall ensure that all food items are fresh, hygienic, and prepared from standard-quality ingredients. The sale of expired, adulterated, or substandard food items is strictly prohibited.

17. Inspection

The University, through its authorized officers or Vigilance Committee, may inspect the canteen, kitchen, food items, and records at any time without prior notice. The Contractor/shop Keeper shall fully cooperate during such inspections.

18. Hygiene and Sanitation

The Contractor/shop Keeper shall:

- Maintain cleanliness of the kitchen, dining area, counters, and surrounding premises.
- Ensure proper disposal of waste.
- Provide clean uniforms, gloves, and head covers for food handlers.
- Comply with all public health and food safety requirements.

19. Working Hours

The canteen shall remain open during the working hours prescribed by the University. The University may revise the timings whenever required.

20. Employees

The Contractor/shop Keeper shall employ competent and well-behaved staff. Any employee found involved in misconduct, indiscipline, or objectionable behavior shall be removed immediately upon written instructions of the University. A police clearance is required for the employees.

21. Damage to University Property

Any damage caused to university property by the Contractor/shop Keeper or his employees shall be repaired or compensated by the Contractor/shop Keeper at his own cost.

22. Utilities

Electricity, gas, water, and other utility charges, wherever applicable, shall be borne by the Contractor/shop Keeper in accordance with the University's policy.

23. Installation of Electricity and Gas Meters

The Contractor/shop Keeper shall arrange for the installation of separate electricity and gas meters for the canteen premises, as required by the University or the concerned utility service providers. All costs associated with the installation, connection, security deposit, meter charges, testing, commissioning, and other ancillary works shall be borne by the Contractor/shop Keeper.

24. Furniture, Fixtures and Fittings

The Contractor/shop Keeper shall provide, install all necessary furniture, fixtures, and fittings required for the proper operation of the canteen, including tables, chairs, counters, shelves, storage units, and serving fixtures. All such items shall be of good quality, durable, hygienic, and suitable for commercial food-service operations, subject to the approval of the authorized representative of the University.

25. Delay in Payment of Rent

If the monthly rent is not deposited by the due date, the University may impose a late payment surcharge. Persistent default may result in cancellation of the contract and forfeiture of the Performance Security.

26. Prohibited Activities

The Contractor/shop Keeper shall not:

- Sell cigarettes, tobacco, narcotics, alcohol, or any prohibited item.
- Store any hazardous or illegal material.
- Allow gambling or any unlawful activity within the canteen premises.

27. Assignment and Subletting

The Contractor/shop Keeper shall not assign, transfer, or sublet the contract or any part thereof without prior written approval of the University.

28. Force Majeure

Neither party shall be held liable for failure to perform its obligations due to events beyond its reasonable control, including natural disasters, war, civil disturbance, government restrictions, epidemics, or other force majeure events.

29. Blacklisting

If the Contractor/shop Keeper commits fraud, submits false information, repeatedly violates the contract, or fails to comply with lawful directions of the University, the University may terminate the contract, forfeit the Performance Security, and initiate blacklisting proceedings in accordance with the applicable procurement rules.

30. Renewal

This Agreement shall automatically expire after three (03) years. Any extension or renewal shall be entirely at the discretion of the University and shall require the prior approval of the Competent Authority. The Contractor/shop Keeper shall have no automatic right to renewal.

31. Jurisdiction

Any legal proceedings arising out of this Agreement shall be subject to the jurisdiction of the competent courts at Peshawar, Pakistan.

32. University's Right

The University reserves the right to reject any or all bids, cancel the tender process, or terminate the contract in accordance with the applicable procurement rules and the University's policies, without incurring any liability.



THE UNIVERSITY OF AGRICULTURE, PESHAWAR

BID FORM

Tender: Allotment of Main Canteen/Shops

Bidder Information

Name of Bidder/Firm: _____

CNIC/NTN No.: _____

Postal Address: _____

Mobile No.: _____

Email: _____

Financial Offer

I/We hereby offer a Monthly Rent of:

Rs. _____ (In Words: _____) Per Month

for operating the Main Canteen of The University of Agriculture, Peshawar for a period of three (03) years, in accordance with the terms and conditions of the Tender Documents.

Bid Security

I/We hereby confirm that a Bid Security of Rs. _____ (Rupees _____ only) in the form of Call Deposit Receipt (CDR) in favour of Treasurer, The University of Agriculture, Peshawar is enclosed with this Financial Bid.

CDR No.: _____

Bank Name: _____

Date: _____

Declaration

I/We declare that:

I/We have carefully read and understood all terms and conditions of the Tender Documents.

I/We agree to abide by all conditions of the Contract.

I/We understand that the contract shall be awarded to the highest responsive financial bidder, subject to approval by the Competent Authority of the University.

The information provided is true and correct.

Name of Bidder: _____

Signature: _____

Company Stamp: _____

Date: _____



THE UNIVERSITY OF AGRICULTURE, PESHAWAR

AGREEMENT FOR ALLOTMENT OF MAIN CANTEEN / SHOPS

This Agreement is made on this _____ day of _____ 2026 between The University of Agriculture, Peshawar (hereinafter referred to as "The University of Agriculture, Peshawar"), of the First Part, and Mr./M/s _____ having CNIC/NTN No. _____ office/address at _____ (hereinafter referred to as the "Contractor/shop Keeper"), of the Second Part.

1. Purpose

The University hereby awards the contract for operation of the Main Canteen of the University to the Contractor/shop Keeper on the terms and conditions contained in this Agreement.

2. Contract Period

The contract shall remain valid for three (03) years, commencing from _____ to _____ unless terminated earlier in accordance with this Agreement.

3. Monthly Rent

The Contractor/shop Keeper shall pay a monthly rent of Rs. _____ (Rupees _____ only), payable in advance on or before the 5th day of each month.

4. Security Advance

The Contractor/shop Keeper shall deposit a Security of Rs. _____ before taking possession of the canteen. The security shall be refundable after expiry of the contract, subject to clearance of all dues and satisfactory performance.

5. Purpose and Award of Contract

The University hereby awards the contract to the Contractor/shop Keeper for the allotment, operation, management, and maintenance of the Main Canteen of the University of Agriculture, Peshawar on monthly rent fee basis. The Contractor/shop Keeper shall operate the canteen strictly in accordance with:

- Terms and conditions
- Bidding documents/ Instruction to Bidders

- Specifications

And other applicable University rules and regulations, and the directions issued by the Competent Authority from time to time.

IN WITNESS WHEREOF

The parties have signed this Agreement on the date first written above.

FOR THE UNIVERSITY

Witness No. 1

Name: _____

Name: _____

Designation: _____

CNIC: _____

Signature: _____

Signature: _____

Official Seal: _____

FOR THE CONTRACTOR/SHOP
KEEPER

Witness No. 2

Name: _____

Name: _____

CNIC No.: _____

CNIC: _____

Signature: _____

Signature: _____

Date: _____