

ABBOTTABAD UNIVERSITY OF SCIENCE & TECHNOLOGY



TENDER DOCUMENT FOR MANAGEMENT AND OPERATION OF

► MAIN CANTEEN

► BOYS HOSTEL MESS

September, 2026

Stationery Charges Rs. 2000/-,

(In shape of Bank Challan / receipt in favor of Treasurer)

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INVITATION FOR BIDS

1. Abbottabad University of Science & Technology invites sealed bids from reputable contractors/ Firms/ Individuals (Pakistani CNIC holder) and are on active tax payer list of (FBR & KPRA) for the running of i. MAIN CANTEEN ii. BOYS HOSTEL MESS, on **Single stage, Two envelop procedure.**
2. Bidding documents can be obtained from Procurement Finance Office, Abbottabad University of Science & Technology on working days, during office hours (8:00 am to 4 pm) on payment of Rs.2000/- (Non-Refundable stationery charges) or download from the KPPRA website and University website (www.aust.edu.pk).
3. The complete tender process shall be carried out through KP-EPADS and the interested bidders must upload their bids online on the given site KP-EPADS.
4. Sealed tenders/bids in all respect along with CDR in Favour of Treasurer AUST should reach in the office of the undersigned till 11:00 A.M. on or before **24-09-2026** on the following address: **Procurement Section, Abbottabad University of Science & Technology, Captain Akash Rabbani Shaheed Road, Havelian-Abbottabad**
5. Received tenders/bids will be opened at 11:30 AM on **the same date** i.e. **24-09-2026** in the meeting room of Vice Chancellor office in the presence of bidders or their representatives who wish to attend.
6. In case of any query or information, please contact

Procurement Office
Abbottabad University of Science & Technology
Captain Akash Rabbani Shaheed Road, Havelian-Abbottabad
cell No 0311-9957892

INSTRUCTIONS TO BIDDERS

1. The bidder must submit the proposals in two sealed envelopes i.e. one for the Technical Bid and the other for the financial (in which the rent is quoted). (both the envelopes must be enclosed in one envelope on which the name of the bidder must be written)
2. The envelopes should be on the name (**Procurement Officer, Finance office, Abbottabad University of Science & Technology**).
3. The contract is valid for one (01) year initially, however further extendable on the discretion/approval of the competent Authority (Vice Chancellor) subject to the satisfactory performance of the contractor.
4. The bidder shall deposit bid security of **Rs. 200,000/- (Two hundred Thousand) for main Canteen and Rs. 100,000/- (One Hundred Thousand) for Boys Hostel Mess** in the shape of CDR in favour of **Treasurer Abbottabad University of Science & Technology** along with the Financial Proposal.
5. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
6. Financial bids of only qualified bidders shall be opened by the University Purchase Committee after technical qualification.
7. The contract shall be awarded to the qualified bidder who quotes the highest rent and accepts all terms & conditions of the bidding document.
8. The successful contractor shall deposit three months advance rent in designated bank account of Abbottabad UST and further that the rent shall be paid by contractor on monthly basis in advance.
9. If the contractor fails to pay/ deposit the rent latest by 05th day of the month, the university will charge a fine/ penalty to the contractor at the rate of **1%** per day of the approved amount of the rent for next ten days. If the contractor still fails to pay/ deposit the rent the university has the right to close the canteen and cancel the contract with forfeiture of the CDR.
10. In any case, university remains close for less than 15 days; all the rent will be payable by the contractor, however, if the university remains close for more than 15 days, the competent authority of Abbottabad UST (Vice Chancellor) will decide about the rent of that month depending upon the situation. Furthermore, the canteen will remain closed in holy month of Ramadan and the rent will not be charged by the university.
11. Boys hostel mess shall remain operational during holy month of the Ramadan.
12. The contractor shall not sublet the Main Canteen and Boys Hostel Mess to the other party i.e. the firm/contractor/ Individual who participated in the tender and signed the contract shall bound to run the Canteen throughout the contract period.
13. The Electricity consumption charges as per actual consumption through sub-meter would be payable by the cafeteria/canteen contractor on monthly basis. Whereas, gas shall be arranged by the contractors on their own risk and cost. Water will be provided by the university on payment to be decided by food and market committee, all the necessary management will be made by the contractor in this regard.

- 14.** In situation of Electricity Power outage, the contractor will be responsible to manage the alternative arrangement i-e generator / UPS.
- 15.** The list of the items quantity and the rates will be decided by the Food and Market Committee with the mutual consent of the contractors
- 16.** The contractor shall not in any case, keep any prohibited material/ article/ item or any other thing in the Canteen. If any prohibited material is found, the university will immediately cancel the contract and initiate a legal action against the contractor. The CDR of the security shall be forfeited and heavy fine shall be imposed as decided by competent authority of Abbottabad UST.
- 17.** The contractor shall maintain an adequate environment and up to the mark cleanliness. As penalty for not less than Rs. 10,000 may be charged in case of violating and finding unhygienic food or deguttet cleanliness. Any complaint will be noted during the surprise visit by the management.
- 18.** Canteen will be used exclusively for University Officers, Staff, Students, and their guests etc.
- 19.** The contractor will use all standard / ISO certified cooking items. The contractor will maintain quality of food and services up-to the satisfaction of the management. A penalty up-to minimum of Rs. 10,000/- per complaint will be imposed subject to verification by the management.
- 20.** It will be the responsibility of the contractor for removal and proper disposal of waste material, garbage etc. from the Canteen to outside the boundaries of the Abbottabad University of Science & Technology.
- 21.** Contractor shall equip the kitchen with cooking stoves, refrigerators, Micro-wave Oven, Glass showcase/counter/stands for display of items, Crockery, utensils etc, Table, chairs, furniture etc. insect repellants and other gadgets required for smooth provision of services in the Canteen.
- 22.** Approved Rate List will be displayed all the time prominently on the notice board of the Canteen and its constituent units Menu items would be provided as per the displayed rate list. The University Administration would constantly monitor quality, quantity and price of the items provided.
- 23.** The contractor would also be required to plan for organizing special lunch/dinner/high tea etc. for occasions such as seminars/symposium/conferences/related activities organized by different departments/sections of the university in which a special discount shall be given to the university.
- 24.** The contractor will ensure the supply of filtered water in canteen.
- 25.** Canteen will be kept open during university official timings and/or as per directives of the university
- 26.** Due to sensitive location of Canteen, contractors are bound to employ persons of good character and submit the record of all employees to the University administration. Provision of Health certificates and police clearance of all employees shall be the responsibility of the contractor. Further all employees must have some specific and proper uniform during duty hours.
- 27.** The contractor will be responsible for collection of outstanding dues, if any, from customers (employees, students). Abbottabad UST, in any way, will not be responsible in the matter.
- 28.** Three months' notice will be served by the contractor in case of cancellation of the contract and the contractor shall pay the rent of the notice period.

- 29.** Building for running the canteen will be provided by the University, repair and maintenance will be carried out by the Contractor at any cost. Contractor will not claim any reimbursement of expenses on this account
- 30.** In case the contractor fails to complete his period of the contract his CDR shall be forfeited and process of blacklisting may be initiated against him after the approval of competent authority of Abbottabad UST
- 31.** The Administration of Abbottabad UST reserves the right to implement any rules or regulations issued by government/university from time to time in the best interest of the university.
- 32.** If Abbottabad UST decides to open more canteens, cafeterias or food stalls on campus, the contractor shall not have the right of objection in this regard and decision will be made by the competent authority of the Abbottabad UST. This decision of competent authority will be final and cannot be challenged in court of law by any company, contractor, or individual.
- 33.** The competent authority may reject one or all such proposals at any time before awarding the contract however, the rejection reason will be communicated to the respective bidder.
- 34.** The competent authority may option for re-bidding in case the proposal does not satisfy its professional /financial requirements.
- 35.** No tenders/bids shall be accepted without original fee receipt or bank draft, copy of CNIC, letter head of the firm
- 36.** No bid shall be accepted without mandatory documents already mentioned in evaluation/technical criteria.
- 37.** In case of any dispute, the decision of Vice Chancellor of Abbottabad UST shall be final and subsequently acceptable for the contractor. The contractor will not challenge the decision of vice chancellor of Abbottabad UST in any court of law.
- 38.** Abbottabad UST shall reserves the right to cancel the agreement at any time.
- 39.** Items' Rate List along with quantity & approved prices will be decided and shared by the university which will strictly be followed by the contractor. The prices will be enhanced, item wise by the Competent authority from 5-15% per annum, where deems appropriate.
- 40.** All the taxes, where applicable will be payable by the contractor.
- 41.** The contractors of Main Canteen/Boys Hostel Mess will be bound to keep their operations open during all working days. No contractor shall close their operation without prior notification. If a contractor fails to operate the said services, the University shall take appropriate action against the contractor.
- 42.** The contractor must install CCTV cameras at the concern operation as per required, the food committee shall be liable to check the CCTV cameras at any time.
- 43.** In case of emergency like Food poisoning, security incident, electricity accident, gas leakage and serious injury, immediate response will be the responsibility of contractor.
- 44.** The contractor allocate the separate portion for faculty/admin staff of the University .

EVALUATION CRITERIA/ TECHNICAL CRITERIA

Sr. No.	Description	Total Marks		Marks Obtained
1	Proof of Active Tax Payer (FBR)	10	Please Attach Active taxpayer list	Mandatory
2	Proof of Active Tax Payer (KPRA)	10	Please Attach Active taxpayer list	Mandatory
3	Experience similar job (Private firm) 4 marks per year upto 20 marks	20	Please attach documentary proof	
4	Experience similar job (Government Organization) 5 marks per year upto 20 marks	30	Please attach documentary proof	
5	Non Blacklisting certificate on stampaper. .(10 marks will be awarded to the bidders having no litigation)	10	Please attach stamp paper of no litigation history	Mandatory
6	Bank statement of last one year (02 Marks will be awarded for each Rs. 100,000)	10	Please attach bank statement	
7	Interview by Tender Opening Committee/ Purchase Committee	10	HR	
	Total	100		

Note: 50% marks must be obtained against experience at sr. no. 03 & 04 as a whole.

Qualifying Marks: Bids scoring 60% (60) Marks out of 100 Marks shall be declared as Technically Responsive/qualified bids. The financial bids of technically responsive/qualified bids will be opened publicly at a time to be announced by the Abbottabad UST and the financial bids of the technically non-responsive/non-qualified bidders shall be returned un-opened to the respective bidders. In this regard, any grievances receive within seven days shall be decided by grievances redressal committee constituted by Vice Chancellor of Abbottabad UST and the decision of the grievances redressal committee shall be final and not challengeable at any court of law.

AFFIDAVIT (Non-judicial paper of Rs: 100/-)

We_____ (Firm name) do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of Tender document for **Main Canteen and Boys Hostel Mess** of Abbottabad UST and also do hereby confirm as follows:

- 1. That, Our firm shall follow all instructions and conditions of the bidding document, AUST rules and regulations, and the KPRA Rules, 2014, including any special instructions issued by AUST from time to time.
- 2. That, Our firm is neither blacklisted by any Govt. Department/Authority in Pakistan nor pursued any case in the court against this University.
- 3. That the information given in the application form and bidding documents is correct. In case any of provided information is proved incorrect or concealment of facts, Abbottabad UST reserves the right to reject the bid besides forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of our firm
- 4. The decision of the Abbottabad UST in any matter related to **Main Canteen and Boys Hostel Mess** shall be final & our firm or individual of our firm shall not challenge the decision of Abbottabad UST (Vice Chancellor) in any court of law.

Signature: _____

Name: _____

S/o: _____

CNIC.: _____

Address: _____

Witness-1:

Signature: _____

Name: _____

S/O: _____

CNIC: _____

Address: _____

Witness-2:

Signature: _____

Name: _____

S/O: _____

CNIC: _____

Address: _____

FINANCIAL BID

(Please, use separate envelope of this & seal it properly)

MAIN CANTEEN

Name of the Contractor: _____

Father Name of the Contractor: _____

CNIC (attach copy also): _____

Address: _____

Phone No: _____

Rent offered/quoted by the contractor:

Rs. (Above Rs. 152,000)_____ (Per month)

Amount in Words: above (One Hundred Fifty Two Thousand only).

Signature: _____

Stamp: _____

Note: Each page of the tender documents should be signed and stamped by the bidders.

FINANCIAL BID

(Please, use separate envelope of this & seal it properly)

BOYS HOSTEL MESS

Name of the Contractor: _____

Father Name of the Contractor: _____

CNIC (attach copy also): _____

Address: _____

Phone No: _____

Rent offered/quoted by the contractor:

Rs. (Above Rs. 22,200/-)_____ (Per month)

Amount in Words: (above rupees Twenty two thousand and two Hundred only).

Signature: _____

Stamp: _____

Note: Each page of the tender documents should be signed and stamped by the bidders.