

**TENDER DOCUMENT FOR  
SERVICES OF FOOD ITEMS AT  
QUAID-E-AZAM ACADEMY FOR EDUCATIONAL  
DEVELOPMENT, PUNJAB  
WAHDAT COLONY, LAHORE**



**TO BE DEPOSITED IN THE OFFICE OF  
DEPUTY DIRECTOR (ADMN), QAED, PUNJAB,  
WAHDAT COLONY, LAHORE**

**Last Date of Submission: 29-10-2018**

**Free of Cost Tender Documents**

**QUAID-E-AZAM ACADEMY FOR EDUCATIONAL  
DEVELOPMENT, PUNJAB  
WAHDAT COLONY, LAHORE**

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## **ABOUT QAED**

Quaid-e-Azam Academy for Educational Development (QAED) formerly known as Directorate of Staff Development DSD is an apex training institute for in-service and pre-service training of the teachers of public schools it has established a wide network of training institutions throughout the province. It has established 36 District QAEDs, and over 2000 Academic Development units in Punjab.

THE CONTRACT FOR AWARD OF CANTEEN SERVICES THROUGH THIS TENDER SHALL COME INTO FORCE **WITHIN ONE MONTH OF AWARD OF THE CONTRACT.**

Earnest Money: **Rupees. 200,000/- which is less than 5% of Total Estimated Cost** of the contract Deposited vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on (Bank) \_\_\_\_\_ in favour of: **AD (Admn), Quaid-E-Azam Academy for Educational Development, Punjab Wahdat Colony, Lahore**

(Note: Tenders received without earnest money will not be considered and summarily rejected without any notice or instructions.)

<b>COMPANY/FIRM/CONTRACTOR PROFILE</b>	
1. Name of the Company/Firm and Complete registered address 1(a) Legal Status: (Individual, Proprietary firm, Partnership firm, Limited Company or Corp.)	
2. Details of Contact Person: -Name -Designation -Contact No: -Fax No(s) -e-mail address	
3. Statutory Details: (Photocopy to be attached) -Registration No. of the Firm - Sales Tax Registration No.	
4. Year of commencement of Business/canteen work	

5. List of present and past clients (Please use separate sheet for each) as per the following format:

Sr. No.	Name of the organization/contractor with complete postal address	Name & designation of the contact person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served
1					
2					

6. Volume of business done during the last three years (please submit documentary evidence)

Details of annual financial turnover	2015-2016	2016-2017	2017-2018

## TERMS AND CONDITIONS

Please read the Terms & Conditions carefully before filling up the document. The terms and conditions of the Tender invited for the allotment of Canteen at Quaid-e-Azam Academy for Educational Development (QAED), Punjab, Wahdat Colony, Lahore, are as follows:

1. Earnest money of **Rupees. 200,000/- which is less than 5% of Total Estimated Cost** will be deposited through bank drafts, from the parties along-with the application.
2. Tenders received without the prescribed Earnest Money Deposit (EMD) of **Rupees. 200,000/- which is less than 5% of Total Estimated Cost** shall be rejected.

EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

- i. An agreement is not signed in the prescribed form within ten days of the allotment;
  - ii. The Contractor does not commence canteen services within One month of allotment of contract.
3. The canteen will initially be allotted for a period of one year (subject to fulfillment of terms & conditions and satisfactorily services). Afterwards the contract will be awarded on yearly basis on satisfactory performance (maximum for 3 years).
4. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
5. The QAED reserves the right to reject any or all the tenders without assigning any reason at any stage before the issuance of supply order.
6. The QAED reserves the right to change any condition of the tender before opening of the Bids.
7. The successful bidder will have to enter into an agreement with the QAED before taking charge of the Canteen and commencement of the canteen work.
8. The successful bidder will have to deposit Rs. 0.2Million as a performance guarantee in shape of Demand Draft in name of Assistant Director (Admn), QAED.
9. EMD of the unsuccessful bidders will be returned, without interest, within a period of six months from the date of award of contract, on his demand
10. The said security deposit will be returned to allottee after successful completion of services and obtaining 'No Objection Certificate' from Deputy Director (admn),Quaid-e-Azam Academy for Educational Development (QAED), Punjab, Wahdat Colony, Lahore.
11. If the Contract is terminated by the Contractor without giving stipulated period of notice (i.e. three months) or fails to observe the terms & conditions of the Tender, the Security Deposit will be forfeited without prejudice to the QAED Management's right to proceed against the contractor for any additional damages that the QAED suffers as a result of the breach of the aforesaid terms and conditions.
12. The Punjab Educational Institutions Food Standards Regulation . 2017 will be applicable in this tender.

## **STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)**

1. In addition to coffee/tea/cold drinks etc. the items normally prepared in the canteen can also be served and sold, only to the employees/trainees of QAED.
2. The allottee will be responsible for the repair of any damage done on his part items provided by the Academy.
3. The allottee will charge the rates of the items already prescribed by QAED (please refer annexure). Other items (not mentioned in list) will be charged at normal market rate subject to approval of competent authority (Deputy Director (A), QAED).
4. Packed/branded goods will not be sold above the market rate price MRP.
5. The allottee will be required to display the rate list in the canteen.
6. The allottee will be responsible to keep the canteen & surroundings neat and clean.
7. The allottee will be required to make available the best quality and clean items to the customers.
8. The QAED can impose any condition(s) at any time which it deems appropriate.
9. The Contractor shall be responsible for engaging adequate number of trained/semi trained manpower required for providing good canteen services.
10. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
11. The Contractor, prior to the commencement of the operation of contract shall make available the particulars of all the employees who will be deployed at the Campus for running the Canteen services. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees and CNIC.
12. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Government and fulfill all other statutory obligations.
13. The Contractor will provide uniform to his/her employees.
14. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
15. Employment of children is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
16. The Contractor shall be responsible for all type of maintenance related to cafeteria.

17. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the QAED by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the QAED. As a result of the acts of the Contractor, if the QAED is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the QAED or the QAED reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the QAED.
18. The Contractor shall keep the Canteen clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, counter, benches, tables, chairs, etc and the surrounding areas of canteen. QAED management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and premises. The QAED reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
19. The Contractor shall be personally responsible for the conduct and behavior of his staff and any loss or damage to QAED's moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person **within stipulated** time as intimated. The decision of the QAED's designated officer in this regard shall be final and binding on the Contractor.
- 20. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.**
21. All work shall be carried out with due regard to the convenience of QAED/Campus. The orders of the concerned authority shall be strictly observed.
22. The Contractor will deploy adequate manpower for work including Saturdays/Sundays, and other holidays, according to the requirements.
23. The Contractor shall install his electronic fly-kill/insect repellent equipment, emergency lighting, Fire extinguishers, gas and fuel supply at his own cost.
24. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the QAED's campus, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor.
25. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum

possible prices so as to attract the maximum number of trainees/employees to avail canteen services.

26. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with QAED. QAED shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law.
27. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the QAED.
28. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services.
29. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 30. The Contractor shall follow the SOP for food safety and hygienic (FSH) which will be strictly observed by Quality Assurance wing of QAED during the contract period.**

#### **TERMINATION OF THE CONTRACT**

1. The Contract can be terminated by either party, i.e., QAED or the Contractor, after giving **three-month notice** to the other party extendable by mutual agreement till alternate arrangements are made. However, QAED reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. QAED decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
2. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, QAED reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

#### **PENALTY**

1. The QAED reserves the right to impose a penalty on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.
2. If the QAED is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the QAED will be at liberty to take appropriate necessary steps as deemed fit.

#### **JURISDICTION**



1. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion. However the decision of DG QAED shall be final in this regard.

### ہفتہ وار کھانے کا شیڈول

Per head قیمت	کھانے کی تفصیل	دن
	رات کا کھانہ	دوپہر کا کھانہ
	دال یاسبزی اور روٹی یا چاول+رائٹہ	چکن قورمہ + سلاد+ رائٹہ+روٹی+کسٹرڈ
	دال یاسبزی اور روٹی یا چاول+رائٹہ	چکن بریانی 1/4 +شامی+سلاد+رائٹہ+کھیر
	دال یاسبزی اور روٹی یا چاول+رائٹہ	چکن روسٹ 1/4 +دال +سلاد+رائٹہ+روٹی+کسٹرڈ
	دال یاسبزی اور روٹی یا چاول+رائٹہ	چکن کڑاہی+سلاد+رائٹہ+کسٹرڈ
	دال یاسبزی اور روٹی یا چاول+رائٹہ	مٹن قورمہ+نان+سلاد+رائٹہ+آئس کریم
	دال یاسبزی اور روٹی یا چاول+رائٹہ	چکن بریانی 1/4 + شامی ٹکی+سلاد+رائٹہ+فیرنی
	دال یاسبزی اور روٹی یا چاول+رائٹہ	چکن سبزی یا مٹن دال+رائٹہ +سلاد
	چائے	
	چائے + بسکٹ	10:30 am
	چائے	02:00 am
		دوپہر

### ہفتہ وار ناشتے کا شیڈول

Per (Head) قیمت	ناشتے کی تفصیل	دن
	سلائس (2) + آملیٹ/ فرائیڈایگ+چائے	پیر
	پرائٹھا + آملیٹ/ فرائیڈایگ+چائے	منگل
	سلائس (2) +جیم اور مکھن+چائے	بدھ
	سلائس (2)+ آملیٹ/ فرائیڈایگ+چائے	جمعرات
	پرائٹھا + آملیٹ/ فرائیڈایگ+چائے	جمعہ
	سلائس (2) +جیم اور مکھن+چائے	ہفتہ
	سلائس (2)+ آملیٹ/ فرائیڈایگ+چائے	اتوار