



Tender Application Form
University of Swat
Office of the Treasurer/Procurement Section

1. Registered Name of the Firm (Block Letters) _____																
2. Name of CEO (Block Letters) _____																
3. CNIC Number								-							-	
4. Contact Information : _____																
i. Head Office: _____																
ii. Franchise/Outlet: _____																
iii. Postal Address: _____ _____																
iv. Office No: _____ Cell No: _____ Email: _____																
5. Registration with sale Tax (Copy to be attached) _____																
6. National Tax No. (NTN): _____																
7. Aggregate of the total quoted price _____																
8. Amount of CDR (@2% of the total Amount _____																

Signature of CEO/Bidder
Dated: ___/___/___

Terms & Conditions(General)

1. Tender Fee of Rs.2000/- (Rupees two thousand only) shall be deposited in account No. 4044998125, National Bank of Pakistan (NBP) Main Branch Saidu Sharif Swat.
2. Security of Rs.100,000/- (Rupees One hundred thousand only) for services of canteen and Rs.50,000/- for Photocopier shop at Shangla Campus Shall be deposited in account No: 4044998125 National Bank of Pakistan-NBP Main Branch Saidu Sharif Swat (Bank Deposit Slip must be produced with quotation).
3. Not Tender /Bid shall be accepted without deposition of Tender Fee, Tender security and Tender application form duly signed /Stamped by the firm.
4. The firm/contractor must also sing the terms & conditions separately for the services of Canteen and photocopier shop at Shangla Campus, failing which the Tender/Quotation shall not be entertained.
5. In-Case of Non-delivery of Services of canteen and photocopier shop by the successful firm after issuance of work order, the deposited security (if any) will be forfeited in favor of the University of Swat.

Terms and Conditions for Canteen Services (Shangla Campus)

1. The Tender of Canteen Services shall be awarded to a professional firm based on quality of services & food.
2. The firm should be financially sound and have practical experience/background the relevant field.
3. The Tender of canteen services will be awarded initially for a period of 05 years and shall be extended for further period upon satisfactory services.
4. The winning firm have to sign contract initially for a period of one (01) year with University of Swat.
5. An amount of Rs.100,000/-(Refundable) shall be kept/retained as security from the winning firm/contractor for Canteen services.
6. Monthly rent for Canteen services of the whole package i.e., services at all the campuses shall be charged as Rs.5,000/ per month for the 1st year, Rs.10 000/ per month for the 2 year and 10% increase per annum for the subsequent years, the rent may be fixed from 3rd year onward as per C&W assessment report for renting the built-up area.
7. Space shall be provided to the firm however infrastructure and crockery shall be the responsibility of the firm/contractor
8. Experienced and well-mannered staff shall be engaged for the canteen services at Shangla Campus.
9. The utility bills (if any) shall be borne by the firm/contractor for services of Canteen.
10. In case of poor services/Unsatisfactory services the contract will be considered cancelled and security will be forfeited in favor of university.
11. Three months prior notice shall be required in case of termination of contract by either party
12. The firm must ensure the hygienic conditions of the canteen and staff at Shangla Campus
13. Rate and menu will be displayed at canteen.
14. The firm must ensure the rate of various food items as mentioned/offered in quotation.

The Above Terms and conditions have been read, learned and accepted

Signature of the firm/Contractor: _____

TERMS& CONDITIONS FOR PHOTOCOPIER SERVICES (Shangla CAMPUS)

1. The tender of Photocopier Services will be awarded initially for a period of one (05) years and shall be extended for further period upon satisfactory services.
2. An amount of Rs.50,000/-(Refundable) shall be kept/retained as security from the winning firm/contractor for the services of photocopier
Monthly rent of photocopier for the whole package i.e. Services at all the campuses shall be charged Rs.2,000/-per month for the 1st year, Rs.4000/ per month for the 2nd year and 10% increase per annum for the subsequent years, the rent may be fixed from 3rd year onward as per C&W assessment report for renting the built-up area.
- 3.
4. The successful firm/contractor shall sign a contract agreement with university initially for a period of one (01) year.
5. The utility bills (if any) shall be borne by the firm/contractor for services of Photocopier.
6. Space shall be provided to the firm however infrastructure and all other arrangement shall be the responsibility of the firm/contractor.
7. The rate list of photocopier items shall be displayed by the firm/contractor at all Campuses of the University.
8. The firm/contractor must be bound to provide services of photocopier at all campuses of the University.
9. Experienced/Technical and well-mannered staff shall be engaged at all campuses for the provision of services

Method of Procurement

In the light of rule No. 43 clause (b) of PPRA rules 2004 and rule No.14-2(b) of KP Procurement of Goods Works and Services rules 2014, the method of procurement adopted by University of Swat will be Single Stage – Two Envelope Procedure for selection of the firm. The bidder should submit Two separate sealed envelopes. One envelope should contain the Technical Proposal and the other envelope should contain the Financial Proposal. Both envelopes should be clearly marked “Technical Proposal” and “Financial Proposal”. Initially only the envelope marked Technical Proposal shall be opened, while the Financial Proposal shall be retained in the custody of Procurement Committee for Goods without being opened. The University of Swat shall evaluate the Technical Proposal against the evaluation criteria set for the equipment/item. The Financial Proposal of the technically successful bidder(s) shall be opened at a time, date and venue announced/communicated to the bidders in advance. The bid found to be the lowest evaluated shall be accepted, while the financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.

Technical Evaluation Criteria for Canteen Services
Shangla Campus, University of Swat.

Name of the Bidder: _____

Sr.No	Item Name	Max Marks	M.O	
(i)	Tender FEE of Rs.2000/- attached	Compulsory		
(ii)	Security deposit of Rs.100,000/ - for Canteen, in University of Swat account mentioned in the tender document. Security will be released after submission of bank guarantee by the vendor.	Compulsory		
(iii)	FBR active Income Tax Certificate attached	Compulsory		
(iv)	KPPRA registration Certificate	Compulsory		
(vi)	Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past	Compulsory		
(vii)	Fair Price Certificate attached	Compulsory		
(viii)	Performance certificate by Major Govt/Private organizations: *5 Marks per certificate for excellent/very good performance *04 Marks per certificate for good performance *03 Marks per certificate for Satisfactory	20 Marks		
(ix)	Financial Position to be verified from audit reports as per KPPRA section 8, subsection 39A)	30 Marks		
	Audit Reports from QCR rated firms by ICAP			For the Years, 2019,2020,2021 (Aggregate of the 3 years will used in evaluation)
	5 Marks			Total Assets: 1Million-2 million =02 Marks 2.1Million- 4 million=4 Marks and so on
(x)	Number of existing staff subject to verification, CVs of employees shall be provided in support. <ul style="list-style-type: none"> • 03 Marks per 10 full time employees • 06 Marks per 20 full time employees • For more than 20 full time employees 10 Marks 	Maximum up to 10		
(xi)	Relevant Experience: Work Orders along with End User certificate or continuation certificate if any. (4 Marks per year Maximum upto 30 Marks	30 Marks		
Xi	Registration with Halal foods Authority	10 Marks		
Total Marks Obtained				

Note:

- (i) Submit document as per mentioned criteria
- (ii) Total Qualifying Marks are 60.
- (iii) 50% Marks in Each Category is Mandatory

Technical Evaluation Criteria for Photocopier Services
Shangla Campus, University of Swat.

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(i)	Tender FEE of Rs.2000/- attached	Compulsory		
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(iii)	FBR active Income Tax Certificate attached	Compulsory		
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	Audit Reports from QCR rated firms by ICAP			For the Years, 2019,2020,2021 (Aggregate of the 3 years will used in evaluation)
	5 Marks			Total Assets: 1 lac = 1 Mark 2 lac = 2 Marks and so on
(x)	Number of existing staff subject to verification. • 2 marks per person	Maximum up to 10		
(xi)	Relevant Experience: Work Orders along with End User certificate or continuation certificate if any. (4 Marks per year Maximum upto 30 Marks	30 Marks		
Xi	02 marks per Machine	10 Marks		
Total Marks Obtained				

Note:

- (iv) Submit document as per mentioned criteria
- (v) Total Qualifying Marks are 60.
- (vi) 50% Marks in Each Category is Mandatory

Canteen Contractors Rates

Sr.No	Name of items	Unit/Quantity	Unit Rate
1	Tea	100 ML Black	
2	Tea	100 ML Green	
3	Tea-Tea Bags- Separate	100 ML Black	
4	Tea-Tea Bags- Separate	100 ML Green	
5	Tea Doodh Patti (Fresh Milk)	100 ML	
6	Coffee	100 ML	
7	Plain Chat with Aaluu & Chana Sigle plate	Quarter plate	
8	Mix Chat with Dahee, Chana & Chattny Single plate	Quarter Plate	
9	Parata	120 GMS	
10	Aloo Parata	200 GMS Each	
11	Egg Fried Per Item	One Egg	
12	Egg boiled per item	One Egg	
13	Aamlate Single Plate	One Egg with Mix Veg	
14	Channa Samoosa	Normal Size	
15	Qeema Samosa	Normal Size	
16	Lobia Chat Single Plate	Quarter plate	
17	Pikora Per KG (Potatos Only)	Per 1 Kg	
18	Pikora Per KG (Mix Vegetables	Per 1 Kg	
19	Fruit Chat Single Plate	250 gms/Quarters	
20	French Fries ,Single Plate	250 gms	
21	Fesh Juice (Milk Shake All Seasonal Fruits)	250 ML	
22	Sandwich with chicken spread	2 slices with 75 mm white	
23	Sandwich with chicken spread fri	3 slices with 75 mm white	
24	Sandwich with chicken spread fri	2 slice 75 mm fri	
25	club sandwich (Cheese 4 slices of 75 mm)	4 slices white	
26	Aalu Samoosa per Piece	Normal size/weight	
27	Burger(Shami)	7 inches Sixex3inches	
28	Buger (Eggs, 2 eggs in each piece)	7 inches Sixex3inches	
29	Buger Chicken	7 inches Sixex3inches	
30	Roll/Piece	30-40 gms	
31	Chicken Pieces (Roast)	1/12 Chicken Piece	
32	Chicken Pieces (Roast)	1/8 Chicken Piece	
33	Chicken Roast (Full)	Full Chicken	
34	Chicken Pllao Single Plate (1/8 Chicken Piece)	Quarter plate	
35	Roti/Nan Fresh Tandori	150 gms	
36	Daal Chawal Single Plate	Quarter Plate	
37	Chicken Quorma Single Plate	Quarter plate	
38	Mix Sabzi Single Plate	Quarter plate	
39	Chicken Biryani Single Plate (1/12 Chicken Piece)	Quarter plate	
40	Chicken Biryani Single Plate (1/8 Chicken Piece)	Quarter plate	

41	Daal Mash Single Plate	Quarter plate	
42	Chana Daal Singl Plate	Quarter plate	
43	Simple Rice Singl Plate	Quarter plate	
44	Salad Fresh single Plate Mix vegetabl Seasonal	Half Quarter Plate	
45	Chicken Karahi full	Full Chicken	
46	Mutton Karahi Per Kg	Per 1 Kg	
47	Bef Karah Karai Per Kg	Per 1 Kg	
48	Fish Fried per Kg	Silver/China/Form	
49	Fish Fried per Kg	Raho/Masher	
50	Fish Fried per Kg	Local /Sardaryab/Kabul	
51	Lobia Single Plate	Quarter plate	
52	Mong Daal singl Plate	Quarter plate	
53	Seikh Kabab Piece	30-40 gm each Piece	
54	Kabuli Pullao Single Plate	Quarter plate	
55	Chicken Jalfarazi Quarter Plate	1kg/4 plates	
56	Balochi Sajji	Full Chicken	
57	Aaloo Ghosht	Quarter plate	
58	Kachalo Ghosasht	Quarter plate	
59	Single Sabzi Single Plate	Quarter plate	
60	Pizza Slice	6x3 inches	
61	Chicken Corn Soup per cup	Cup Size 200 ML	
62	Daal Fried	Quarter plate	
63	Kheer (Dasee All Maeterials Self Made)	Quarter plate/bowel	
64	Kheer (Laziza/Rafhan)	Quarter Plate	
65	Mil Cup	150 ml	
66	Beef Tikka Per KG	Per 1 Kg	
67	Chicken BBQ per Piece	1/12 Chicken Piece	
68	Chicken BBQ per Piece	1/8 Chicken Piece	
69	Chicken BBQ per Piece	1/4 Chicken Piece	
70	Haleem	Quarter Plate	
71	Nihari	Quarter Plate	
72	Chicken Roash	Full Chicken	
73	Chicken Handy	Full Chicken	

Item List for Photostat Shop

University of Swat (Shangla Campus)

1. Photostat Copy (One side) -----
2. Photostat Copy (double side) -----
3. Composing-----
4. Binding-----
5. Color Copy-----
6. Fax-----
7. Computer Print Copy-----
8. Spiral Binding-----
9. Tap binding-----
10. Thesis Binding-----