**OFFICE OF THE PRINCIPAL**



**GAJJU KHAN MEDICAL COLLEGE SWABI**

(Khyber Pakhtunkhwa)

Phone# +92-938-280421 Fax # +92-938-280221 Email: [*gkmc.swabi@gmail.com*](mailto:gkmc.swabi@gmail.com)

**ADDENDUM/CORRIGENDUM TENDER NOTICE**

The Principal Gajju Khan Medical College Shahmansoor town Swabi invites bids from reputed Canteen/Cafeteria Contractors for award of contract of GKMC Canteen/Cafeteria for one year, extendable on yearly basis subject to performance.

2. Sealed bids as per tender documents must be delivered to the undersigned on or before 3rd March 2017 at 11:00AM of the publication of this Advertisement. Bids will be opened in the presence of bidders or their representatives on 3rd March 2017, at 11:30AM at Gajju Khan Medical College Shahmansoor Swabi.

3. Tender documents containing detailed terms and conditions can be obtained from the Administration Office GKMC Swabi on payment of Rs. 500/- and also be downloaded from the website of Gajju Khan Medical College Swabi [www.gkmcs.edu.pk](http://www.gkmcs.edu.pk) as well as KPPPRA site.

**PRINCIPAL**

**GAJJU KHAN MEDICAL COLLEGE SWABI**

**TENDER DOCUMENTS.**

|  |  |  |
| --- | --- | --- |
| **S#** | **Documents** | **Parts** |
| 1. | Agreement Form | I |
| 2. | Rates of the Food items | II |
| 3. | Terms & Condition | III |
| 4. | Contractor Profile | IV |
| 5. | Evaluation Criteria | V |

**Part – I**

**Rs. 500/-**

AGREEMENT FORM

Subject: - **CONTRACT FOR RUNNING OF CAFETARIA/CANTEEN**

This Agreement is made in duplicate on Between Gajju Khan Medical College Swabi, The First Party” and M/S………………….......................hereinafter to be referred to as “The Contractor”. Both the Parties would be jointly referred to, hereinafter as “The Parties”.

**WHEREAS. The First Party intends** to hire services of **the Contractor** for the purpose of running cafeteria/canteen in Gajju Khan Medical College Shahmansoor Town Swabi for supply of food items to employees as well as for official meetings.

The Parties hereby agreed as follows:

1. This agreement will be in force for a period of three (03) year and may be terminated at the end of this period by either party giving not less than one month’s prior notice in writing. Upon termination of this agreement the Contractor shall be permitted to remove all its items/equipment, which may have been placed by it upon the premises but subject to clearance of dues if any and handing over the area of kitchen etc.
2. The rates quoted by contractor through bid are applicable for one year. This contract can be extended further on yearly basis through mutual consent.
3. The contractor will deposit Rs.50, 000/- as security money, which will be returned on satisfactory completion of the contract.
4. An administrative committee of Gajju Khan Medical College Shahmansoor Town Swabi will oversee the affairs of the cafeteria/canteen including standard of food and implementation of terms of reference under the direction of Principal GKMC Swabi (Administration & Procurement).
5. The contractor shall appoint a responsible and experienced Manager of the canteen who shall look after routine affairs of the canteen and coordinate with the Management of GKMC Swabi.
6. If services of cafeteria/canteen are found unsatisfactory or terms & conditions of the agreement are violated, the contract shall be terminated on 15 days’ notice.
7. Rates of the food items (Annexure-I) and detailed terms and conditions (Annexure-II)) will be treated as part of this contract.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature on behalf of GKMC Swabi  (First party) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature on behalf of Contractor  ( Second party) |

Part - II

Annexure – I

RATE LIST OF THE FOOD ITEMS.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.#** | **ITEMS** | **Unit**  **(To be filled by the contractor)** | **Rate**  **(To be filled by the contractor)** |
| 1 | Tea Mix |  |  |
| 2 | Tea Bag |  |  |
| 3 | Nan/Roti |  |  |
| 4 | Pratha |  |  |
| 5 | Cofee |  |  |
| 6 | Anda Amlat |  |  |
| 7 | Egg Fry |  |  |
| 8 | Vegetable |  |  |
| 9 | Daal |  |  |
| 10 | Nihari |  |  |
| 11 | Chicken korma |  |  |
| 12 | Patota beef |  |  |
| 13 | Patato keema |  |  |
| 14 | Channa pulao |  |  |
| 15 | Chicken Karai |  |  |
| 16 | Chicken birani |  |  |
| 17 | Haleem |  |  |
| 18 | Dehi Bhaly |  |  |
| 19 | Samosa (patato) |  |  |
| 20 | Small Samosa |  |  |
| 21 | Keema Samosa |  |  |
| 22 | Vegetable Role |  |  |
| 23 | Chicken Role |  |  |
| 24 | Samosa Plate Single |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.#** | **ITEMS** | **Unit**  **(To be filled by the contractor)** | **Rate**  **(To be filled by the contractor)** |
| 25 | Gajjar ka Halva |  |  |
| 26 | Kheer mix |  |  |
| 27 | Pakoray |  |  |
| 28 | Fruit Chat |  |  |
| 29 | Channa Chat |  |  |
| 30 | Dhaee Bhalay |  |  |
| 31 | Bread Slice |  |  |
| 32 | Misc tuk shop and bakery items |  |  |
| 33 | Cold Drinks |  |  |
| 34 | Burger |  |  |
| 35 | Any other item proposed by the Contractor |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Second Party)

Annexure – II

Part - III

TERMS & CONDITION.

1. The contractor must maintain quality.
2. The contractor will ensure use of branded ingredients for preparation of food i.e Dalda oil, Lipton/Tabal Tea and spices of National etc.
3. All food items must be fresh.
4. Hygienic environment in the cafeteria/canteen must be maintained.
5. All crockery should be kept clean and in good condition.
6. Official tea parties/lunches/dinners will be arranged by the contractor, whenever required.
7. All the rates quoted in the tender will remain valid for 1 complete year.
8. Cooking of food items, except specifically allowed or bakery items, must be ensured in kitchen provided by GKMC Swabi Management.
9. Facilities to be provided by GKMC Swabi to canteen/cafeteria include building, kitchen, furniture, burner, cooking range, A.C Split, Fans, Gas geezer and supply of electricity/gas/ Intercom telephone etc. However utility bill will be paid by contractor on monthly basis.
10. For official parties, the contractor shall maintain separate good quality cutlery, crockery, dishes for about 110 persons, which will not be used in routine.
11. Quality cafeteria/canteen items like biscuits, sweet, should be kept available in the canteen.
12. The contractor shall be obliged to attend in person as and when called by the committee/administration of GKMC Swabi.
13. All of the required crockery, cutlery including dishes will be arranged by the contractor.
14. Dish washing and cleaning of area of canteen / cafeteria will be responsibility of contractor.
15. Quality and quantity of the food stuff will regularly be monitored by the GKMC Swabi Committee and the 2nd party shall be responsible to maintain the prescribed standard.
16. In case substandard food stuff is supplied or quantity is decreased, penalty as recommended by the Cafeteria committee shall be imposed on the 2nd party. If such complaint is not rectified, despite three warnings, firm will be blacklisted and security money forfeited.
17. The contractor after providing services in official meetings will submit bills to GKMC Swabi for making payment.
18. The building, furniture fixtures etc of hall or kitchen will remain on charge of contractor for the period of the contract.
19. Contractor shall not remove any of the items given on his charge without the consent of the GKMC Management.
20. Routine repair/maintenance of furniture/fixtures and white wash of the building in case of fair wear and tear shall be the responsibility of the GKMC Swabi.
21. Any case of major repair/maintenance of furniture/fixtures or building or unfair wear and tear shall be the responsibility of contractor.
22. Complete manpower including waiters, cooks and dish washers will be employed by contractor.
23. The serving staff should be neatly dressed up and their monthly medical checkup will be the personal responsibility of contractor.
24. Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
25. Availability of items given in the Annexure-I or as offered by the contractor will be ensured by him during the office hours.

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| ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of  First Party | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of  Second Party |
|  |  |

**Part – IV**

CONTRACTOR PROFILE

Firm/Supplier’s Name. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of establishment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NTN/Income Tax Reg.NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clients in Swabi/ Mardan

Name of Executive/Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other detail for evaluation of the contractor.

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Signature of second Party.

**Part-V**

**EVALUATION CRITERIA**

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| --- | --- | --- |
| **S. No.** | **Criteria** | **Marks** |
|  | Operational experience | 30 |
|  | 1 year 10 |  |
|  | >1-3 years 15 |  |
|  | >3 years 30 |  |
|  | Financial Status of Rs. 13 (M) | 60 |
|  | Tax Payer | 10 |
|  | **Total** | **100** |