NATIONAL INSTITUTE OF HEALTH
ISLAMABAD

REQUEST FOR BIDS

LEASE, DEVELOPMENT, OPERATION AND MAINTENANCE OF DANA PANI CANTEEN

Adjacent to DRAP Building, NIH Campus, Park Road, Chak Shahzad, Islamabad

Bidding Particulars	Details
Procuring Agency / Owner	National Institute of Health (NIH), Islamabad
Tender / EPADS Reference No.	D11559 in EPADS v2.0
Procurement / Disposal Method	Open competitive bidding through EPADS v2.0
Bidding Procedure	Single Stage – Two Envelope
Bid Submission Deadline	26.11.2026 at 11.00. am
Technical Bid Opening	26.11.2026 at 11.30. am
Financial Bid Opening	To be notified through EPADS after approval/publication of Technical Evaluation Report
Bid Validity	120 days from the bid submission deadline
Contract Period	Five (05) years, with possible extension for up to three (03) further years, subject to approval and satisfactory performance
Bid Security	PKR 30,000/- (Rupees Thirty Thousand only
Performance Security	Equivalent to three (03) months of the accepted monthly rent

ISSUED BY
DIRECTOR, PURCHASE & PROCUREMENT
NATIONAL INSTITUTE OF HEALTH, ISLAMABAD

SECTION I – INVITATION FOR BIDS / PROCUREMENT NOTICE

1. The National Institute of Health (NIH), Islamabad (hereinafter referred to as "NIH" or the "Procuring Agency"), invites electronic bids from eligible firms' / business entities for the lease, development, operation, management and maintenance of Dana Pani Canteen situated adjacent to the DRAP Building within the NIH Campus, Park Road, Chak Shahzad, Islamabad.

2. The bidding shall be conducted through EPADS v2.0 under the Single Stage – Two Envelope procedure. Bidders shall submit a Technical Proposal and a separate Financial Proposal electronically through EPADS v2.0. The Financial Proposal shall remain unopened until completion and approval/publication of the Technical Evaluation Report.

3. The contract shall be awarded to the highest evaluated responsive bidder offering the highest acceptable monthly rent, after fulfilment of the stated eligibility, technical and contractual requirements and completion of the applicable grievance-redressal process.

4. The bidding documents shall be available on EPADS v2.0. Interested bidders must be registered on EPADS v2.0 and shall submit their bids only through the portal before the stated deadline. Manual / email bids shall not be accepted.

5. The original bid security shall be delivered in a sealed envelope to the office of the Director (Purchase & Procurement), NIH, Islamabad, before the bid submission deadline. A scanned copy shall also be uploaded with the electronic bid on EPADS v2.0. Failure to meet either requirement shall render the bid non-responsive, subject to the applicable rules and the bidding document.

6. Technical bids shall be opened through EPADS v2.0 on the date and time stated in the Bid Data Sheet, at least thirty (30) minutes after the submission deadline. Financial bids of technically responsive bidders shall be opened later through EPADS v2.0 on the date and time notified to the bidders.

7. NIH has constituted a Grievance Redressal Committee (GRC) in accordance with Rule 65 of the Public Procurement Rules, 2026.

8. NIH reserves the right to reject any or all bids, or annul the bidding process, in accordance with the applicable rules. Such action shall be documented and communicated through EPADS.

SECTION II – BID DATA SHEET (BDS)

Item	Data
Procuring Agency	National Institute of Health, Islamabad
Assignment	Lease, development, operation and maintenance of Dana Pani Canteen
Site	Adjacent to DRAP Building, NIH Campus, Park Road, Chak Shahzad, Islamabad
Site Area	Approximately 30,000 sq. ft. covered area,
Bid submission mode	Electronic submission through EPADS v2.0 only
Bidding procedure	Single Stage – Two Envelope
Technical proposal	Uploaded in the Technical Proposal section of EPADS; must not contain the offered monthly rent or other financial quote.

Financial proposal	Uploaded separately in the Financial Proposal section of EPADS; quote monthly rent in PKR.
Bid security	PKR 30,000/-; original hard copy to Director (P&P), NIH, before closing time and scanned copy uploaded on EPADS.
Bid validity	120 days
Opening of technical bids	26.11.2026 at 11.30. am, through EPADS v2.0;
Opening of financial bids	Date and time to be notified through EPADS to technically responsive bidders.
Reserve / minimum monthly rent	PKR 300,000/-. Bids below this amount shall be rejected as non-responsive.
Contract duration	Five (05) years, including the three-month rent-free grace period; extension for up to three (03) further years may be considered subject to written approval and satisfactory performance.
Rent escalation	10% annual increase in the then-current monthly rent, on each anniversary of the contract commencement / rent commencement date, as specified in the signed agreement.
Rent payment due date	Monthly in advance, on or before the 5th day of each month, after expiry of the grace period.
Grace period	Three (03) months from signing / commencement of agreement, rent-free; included within the overall five-year contract period.
Performance security	Three (03) months of the accepted monthly rent, to be submitted within seven (07) days of issuance of Letter of Intent / Award, in favour of Executive Director, NIH, Islamabad; validity to extend 30 days beyond contract expiry / termination.
Contact for clarification	Director (Purchase & Procurement), NIH, Islamabad.
Site inspection	Bidders are advised to inspect the premises during working hours by prior coordination with the Estate Officer, NIH.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. The Procuring Agency is the National Institute of Health, Islamabad. The Estate Officer, NIH, shall act as the site / estate representative for matters relating to inspection, possession, utilities and premises management, subject to directions of the competent authority.
2. The purpose of this bidding is to select an eligible operator / lessee for the development, operation and maintenance of Dana Pani Canteen at NIH. The land and all existing government-owned infrastructure shall remain the property of NIH.
3. Bidders shall examine the complete bidding document, inspect the site, satisfy themselves about the condition and dimensions of the premises, access, utilities and operational requirements, and obtain any clarification required before submitting a bid.

4. All costs incurred in preparing and submitting a bid, visiting the site or obtaining supporting documents shall be borne by the bidder. NIH shall not be responsible for such costs.
5. A bidder shall submit only one bid, either individually or as a member of a joint venture / consortium, where such arrangement is permitted by NIH and fully disclosed in the bid. Submission of multiple bids by the same bidder in violation of the applicable rules may result in rejection.

B. Clarifications and Addenda

6. Requests for clarification shall be submitted through EPADS v2.0 within the time allowed under the applicable rules and the dates stated in EPADS. Telephone or verbal explanations shall not amend the bidding document.
7. NIH shall communicate clarifications / addenda through EPADS to all participating bidders on an equal basis. Any addendum issued shall form part of the bidding document.
8. Bidders shall monitor EPADS for notices, clarifications, amendments, extensions and evaluation updates.

C. Preparation and Submission of Bids

9. Bids shall be submitted electronically through EPADS v2.0 before the closing date and time. The portal shall disable submission after the deadline.
10. The Technical Proposal and Financial Proposal must be uploaded in their respective electronic sections. The Technical Proposal must not disclose the offered rent, price or other financial information.
11. The scanned copy of the bid security shall be uploaded on EPADS. The original instrument shall be delivered physically to the address specified in the BDS before the deadline.
12. The bidder shall ensure that uploaded documents are legible, complete, signed and stamped where applicable. The bidder is responsible for successful submission and should not wait until the last moment.
13. Late, conditional, incomplete or materially non-responsive bids shall be dealt with in accordance with the bidding document and applicable rules.

D. Bid Opening and Confidentiality

14. Technical bids shall be opened through EPADS at the time specified in the BDS, not less than thirty (30) minutes after the bid submission deadline. Opening minutes shall be generated / recorded through EPADS.
15. Financial proposals shall remain unopened and secured in EPADS until technical evaluation has been completed and the Technical Evaluation Report has been approved and published / communicated as required.
16. Only the financial proposals of technically responsive bidders shall be opened through EPADS on the date and time notified to them.
17. Information relating to examination, evaluation, comparison and recommendations shall remain confidential until publication of the relevant evaluation report, except as required by law.

SECTION IV – ELIGIBILITY AND TECHNICAL EVALUATION

The following criteria shall be applied uniformly. NIH shall verify each requirement against documentary evidence and the applicable law, no new eligibility criterion shall be introduced after bids are received.

No.	Requirement	Evidence to be uploaded
1	Tax registration. NTN	Valid NTN and evidence of active income-tax status on the relevant date.
2	Tax registration. GST	STRN / sales-tax registration
3	Financial capacity	Bank statement demonstrating 200 million minimum turnover annual, transaction and bank-balance threshold must be 20 million before publication or bid opening.
4	Relevant experience	Documentary evidence of experience in canteen, hotel, event venue, hospitality, facility management or comparable commercial operations, including contracts / completion certificates / client references.
5	Operational Proposal	Concept note showing proposed facility implementation schedule and operational model
6	Site acknowledgment	Signed site-visit / site-condition acknowledgment and acceptance of the identified asset.

Technical evaluation procedure

18. The Bid Evaluation Committee shall first examine the Technical Proposals without access to the Financial Proposals.
19. A bid shall be declared technically responsive only where all mandatory requirements are met and the bidder accepts the material terms of the contract.
20. NIH may seek clarification through EPADS where permitted, provided that clarification does not permit alteration of the substance of the bid or cure a material omission.
21. The Technical Evaluation Report, including the reasons for acceptance / rejection, shall be approved and published / communicated through EPADS in accordance with the applicable rules.
22. Financial Proposals of only technically responsive bidders shall be opened through EPADS.

Technical Evaluation Criteria / Total marks 50, Passing Marks- 40

Criterion	Marks
Bank statement demonstrating 1000 million minimum turnover annual, transaction and bank-balance threshold must be 100 million before publication or bid opening.	25
Operational Proposal	10
Site visit certificate.	05

Experience to execute similar projects	10

SECTION V – FINANCIAL EVALUATION AND AWARD

23. The financial evaluation shall be based on the monthly rent offered in Pakistani Rupees (PKR) for the Dana Pani Canteen premises and the obligations described in this bidding document.
24. The minimum / reserve monthly rent has been approved by NIH. Any financial offer below the approved reserve monthly rent shall be treated as non-responsive.
25. Among technically responsive bidders, the bidder offering the highest monthly rent, meeting the reserve rent and all other requirements, shall be ranked first and recommended for award, subject to verification and applicable approvals.
26. The quoted monthly rent shall be the amount payable to NIH. The bidder shall separately bear all applicable taxes, duties, levies and statutory charges arising from its business / occupation of the premises. Any tax deduction or withholding required by law shall be made accordingly.
27. The bidder shall quote a single firm monthly rent in the Financial Proposal. Conditional, variable, ambiguous or unintelligible rent offers may be rejected.
28. In case of a tie in the highest evaluated monthly rent, the tied bidders shall be given an opportunity to submit their best and final monetary offer through EPADS, in accordance with the applicable rules. The revised offer shall not be lower than the original offer.
29. The final evaluation report shall be issued and published through EPADS with brief justification for acceptance or rejection of bids. Award shall be made only after completion of the applicable grievance-redressal process.
30. NIH may verify information and supporting documents at any stage. Materially false, misleading or forged information may result in disqualification and further action under applicable rules.
31. A single responsive bid, if received, shall be dealt with in accordance with the applicable rules and shall not automatically result in award. NIH shall assess compliance and reasonableness of the offered rent, including a market assessment where required.

SECTION VI – SCOPE OF WORK / OPERATOR'S OBLIGATIONS

The successful bidder / operator shall be responsible, at its own cost and risk, for the development, fit-out, operation, management, upkeep and maintenance of Dana Pani Canteen, subject to the approved layout, site condition and written directions of NIH.

- Develop, renovate, furnish and maintain the canteen and associated usable areas to a good, safe, hygienic and serviceable standard, without damaging NIH property.
- Keep the canteen operational during the operating hours approved by NIH and ensure continuity of service throughout the contract period, except where closure is approved by NIH or required by law.

- Provide competent management, adequately trained staff, security personnel where required, suitable surveillance systems and adequate lighting, subject to NIH security instructions.
- Maintain cleanliness, sanitation, pest control, waste segregation and safe disposal arrangements in and around the premises. Keep all dining, kitchen, storage, washroom and external areas under the operator's control clean and serviceable.
- Obtain and maintain all licences, registrations, food-safety approvals, health certificates, labour registrations and other permissions required by applicable federal / ICT laws and competent authorities.
- Comply with applicable food safety, public health, fire safety, building, environmental, labour, tax and other statutory requirements. NIH may inspect the premises and records during reasonable hours.
- Pay electricity, water, gas, sanitation, CDA / municipal and other utility or service charges attributable to the operator's use, in accordance with actual bills / approved metering arrangements.
- Use the premises solely for the approved canteen / restaurant purpose. No unlawful, immoral, hazardous or unauthorized activity shall be carried out at the site.
- Not sublet, assign, transfer possession or part with control of the premises, in whole or in part, without prior written approval of NIH.
- Not make structural alterations, extensions, additions, demolitions or changes to utility connections without prior written approval of NIH and any statutory approvals required.
- Maintain all fixtures, lighting, fittings, furniture, equipment and installations provided or installed by the operator. The operator shall repair damage caused by its staff, customers, contractors or invitees.
- Maintain adequate public liability and other insurance, where required by NIH or applicable law, and remain responsible for claims arising from its operations.
- Ensure that all staff behave professionally and comply with NIH security, access, dress, conduct and safety instructions. NIH may require removal of any staff member for a recorded and reasonable security or conduct concern.
- Permit NIH's authorized officers to inspect the premises, facilities, records and compliance arrangements. The operator shall promptly rectify deficiencies communicated in writing.
- Hand over vacant, clean and serviceable possession of the premises, together with NIH-owned assets and keys / access devices, on expiry or termination of the contract.

SECTION VII – COMMERCIAL TERMS AND PAYMENT

32. The successful bidder shall pay the accepted monthly rent to NIH in advance on or before the 5th day of each month, after expiry of the three-month rent-free grace period.
33. A rent-free grace period of three (03) months shall be allowed from the date of signing / commencement of the agreement for development and operational preparation. The grace period shall be included within the overall five-year contract period and shall not extend the contract end date.

34. The monthly rent shall increase by ten percent (10%) annually on the anniversary of the rent commencement date / contract date, as specifically stated in the signed agreement. The increase shall be applied to the then-current monthly rent.
35. The operator shall pay all utility charges and applicable taxes / statutory charges relating to its occupation and business. Utility meters may remain in NIH's name where required; the operator shall pay the bills within the due dates and provide proof of payment on demand.
36. Any existing utility arrears or official meter installation charges shall be adjusted only after verification by NIH Estate Office against original bills / documentary proof and approval by the competent authority. The adjustment method shall be recorded in the handover statement and contract; no unilateral deduction by the operator shall be allowed.
37. The operator shall not withhold or set off rent against any claim, expenditure or alleged amount payable by NIH unless such adjustment has been expressly approved in writing by the competent authority.
38. Failure to pay rent by the due date shall constitute a contractual default. NIH shall issue a written demand / notice and may initiate recovery, encashment of security or termination action in accordance with the contract and applicable law. The source draft's automatic termination after one month's default is retained as a material default trigger, subject to due notice and lawful procedure.
39. All payments to NIH shall be made through the government-designated bank account / challan / mode notified by NIH. Cash payment shall not be accepted unless specifically authorized under applicable financial rules.

SECTION VIII – SECURITY, CONTRACT PERIOD AND EXTENSION

40. Bid Security: PKR 30,000/- (Rupees Thirty Thousand only) shall be furnished in the form specified in the BDS. The amount must be checked by NIH against the applicable percentage ceiling under Rule 36 of the Public Procurement Rules, 2026, using the approved valuation basis before publication.
41. The original bid security shall be submitted to the Director (Purchase & Procurement), NIH, Islamabad, before the bid submission deadline. A scanned copy shall be uploaded through EPADS v2.0. The bid security of unsuccessful bidders shall be returned / released in accordance with the applicable rules.
42. Performance Security: The successful bidder shall furnish performance security equivalent to three (03) months of the accepted monthly rent within seven (07) days of issuance of the Letter of Intent / Letter of Award, in favour of the Executive Director, NIH, Islamabad, in a form acceptable to NIH.
43. The performance security shall remain valid until thirty (30) days after expiry or termination of the contract. It shall be released after satisfactory completion, vacation and handover of the premises and settlement of all outstanding dues, subject to deductions / claims lawfully due to NIH.
44. The contract shall be for five (05) years, inclusive of the three-month rent-free grace period. Extension for a further period of up to three (03) years shall not be automatic and may be considered only through a written decision of the competent authority, based on

satisfactory performance, absence of material breach, settlement of dues and compliance with the contract and applicable rules.

45. No extension shall be claimed as a matter of right. The terms, rent and escalation during any approved extension shall be recorded in a written extension / supplementary agreement before expiry of the original contract.

SECTION IX – MONITORING, DEFAULT AND TERMINATION

46. NIH, through the Estate Officer / designated Contract Manager and other authorized officers, shall monitor cleanliness, maintenance, operational continuity, payment of rent and utilities, statutory compliance and observance of contract conditions.
47. Performance reviews may be conducted periodically and at least annually. Deficiencies shall be communicated to the operator in writing with a reasonable rectification period, except where immediate action is necessary for safety, security or protection of public property.
48. Events of default include, but are not limited to: non-payment of rent or utility charges; unauthorized use or subletting; unauthorized structural changes; serious hygiene / safety violations; abandonment or repeated closure; material misrepresentation; failure to maintain required licences; damage to NIH property; or persistent failure to comply with written directions.
49. NIH may terminate the contract for material breach, negligence or unsatisfactory performance by giving one (01) month's written notice, or such shorter notice / immediate action as may be permitted by law in cases involving serious safety, security, illegality or abandonment.
50. Non-payment of one month's rent shall constitute a material default and may trigger termination proceedings, recovery of outstanding amounts and adjustment / encashment of performance security, after notice and action in accordance with the contract and applicable law.
51. The operator may request termination by giving at least one (01) month's written notice. Such termination shall take effect only after written approval of NIH and completion of handover and settlement obligations. NIH is not bound to accept the request.
52. On expiry or termination, the operator shall vacate and hand over the premises, remove its movable property within the time allowed by NIH, repair damage caused by removal and clear all rent, utility, tax and other dues. Any fixtures / improvements that are required by NIH to remain shall be handed over without compensation, as specified in the contract.
53. Termination shall be without prejudice to NIH's right to recover outstanding dues, damages or other amounts lawfully recoverable.

SECTION X – FORCE MAJEURE AND DISPUTE RESOLUTION

54. Neither party shall be liable for delay or failure to perform an obligation to the extent caused by an event beyond its reasonable control, including natural disasters, war, terrorism, epidemic-related government restrictions or other governmental actions,

provided that the affected party promptly notifies the other party and takes reasonable steps to mitigate the effects.

55. A force majeure event shall not excuse payment obligations that accrued before the event. The parties shall consult in good faith on temporary arrangements where performance is materially affected.
56. Any dispute arising before the contract comes into force concerning the bidding process shall be handled through the Grievance Redressal Committee under Rule 65 of the Public Procurement Rules, 2026.
57. Disputes arising after the contract comes into force shall first be referred to the designated NIH Contract Manager / competent authority for amicable resolution. If unresolved, the dispute shall be referred to the dispute resolution / arbitration mechanism expressly stated in the signed contract, in accordance with Rule 66 and the laws of Pakistan. The original draft's provision making the CEO's decision final and binding is not adopted as a substitute for the statutory grievance / ADR mechanism.

SECTION XI – GENERAL CONDITIONS

58. The bidder shall comply with all applicable laws, rules, regulations, notifications and directions of the Government of Pakistan, ICT Administration, CDA and other competent authorities.
59. The bidder shall not offer, give, solicit or accept any gratification, commission, gift or inducement in connection with this bidding or the contract. Any corrupt, fraudulent, collusive, coercive or obstructive practice shall be dealt with under the applicable rules.
60. NIH may verify the authenticity of documents, bank statements, registrations and declarations directly with the issuing institutions. Failure to provide clarification or evidence when lawfully requested may result in disqualification.
61. No change to the bidding document shall be valid unless issued by NIH in writing through EPADS before the bid submission deadline. No verbal statement by any employee or representative shall amend the bidding document.
62. The successful bidder shall sign the formal lease / operating agreement, based on these bidding documents and the approved Terms of Reference, within the period stated in the Letter of Award.
63. The bidding document, addenda, bidder's accepted proposal, Letter of Award, site handover record and signed agreement shall form the contract documents in the order of precedence stated in the agreement.
64. The laws of Pakistan shall govern the bidding and the contract. The courts / competent forums having jurisdiction at Islamabad shall have jurisdiction, subject to applicable statutory remedies.
65. The bidder shall keep its EPADS account and registered contact details active and shall be responsible for receiving system notifications.

SECTION XII – FORMS AND ANNEXURES

– ACCEPTANCE CERTIFICATE

I / We confirm that we have carefully read and understood the complete bidding document for the lease, development, operation and maintenance of Dana Pani Canteen at NIH, Islamabad, including all sections, forms and addenda issued through EPADS v2.0. We agree to be bound by its terms and conditions if our bid is accepted.

Name of bidder: _____

Name and designation of authorized signatory: _____

Signature: _____ Date: _____

Address: _____

Telephone / Mobile: _____ Email: _____

Firm stamp: _____

ON SITE VISIT PROFORMA

Sr. No.	Name of Firm	Name of visitor	Place visited	Date

Instructions: -

i. All tender participants are hereby informed that the properties, including NIH Community Centre, Dana Pani Canteen and other NIH-owned properties, shall be handed over to the successful bidders in their existing condition and on an “as-is-where-is” basis.

ii. The successful bidders/lessees shall be solely responsible for carrying out all required construction, renovation, development and allied works at their own cost and expense, in accordance with the approved plans, applicable building regulations and the terms and conditions prescribed by NIH.

iii. No financial compensation, reimbursement or adjustment against construction or development expenses shall be admissible from NIH. Furthermore, no construction or structural alteration shall be undertaken without prior written approval of NIH and the relevant competent authorities.

Acknowledgement

Name of visitor: _____

CNIC: _____

Signature: _____

Estate Officer, NIH, Islamabad