GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
ISLAMABAD MODEL COLLEGE FOR GIRLS, I-10/4 ISLAMABAD

TENDER DOCUMENT FOR COLLEGE CANTEEN / CAFETERIA

Note: (1) Contractors/Vendors must fill in all the details as required in the form.
(2) Print/Fill in Blue/black pen, use capital letters.

Firm's Name: _____

National Tax No. _____

Sales Tax Registration No. _____

Date of Registration (Company): _____

Principal Activity of (Company) in FBR Record: _____

Owner(s) Name(s): _____

_____

Business Address: _____

_____

Telephone: _____ Fax: _____ Mobile(s): _____

Authorized Signatures / Stamp
(Chief Executive or the person
authorized to sign and submit bid)

Attachments:

- ☐ Copy of CNIC
- ☐ Copy of NTN
- ☐ Copy of Sales Tax Registration
- ☐ Active Tax Payer Number 2022-23

Tender submission date _____

Earnest money Rs. _____

Bank Draft/Pay Order/Call Deposit No. _____

Issuing Bank _____

Issuing Date _____

Definitions & Clarification:

i. “bid” means a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price.

ii. “bidder” means a person who submits a bid

iii. “college” means Islamabad Model College for Girls, I-10/4, Islamabad

iv. “principal of the College” hereafter will be referred as “Principal”

v. “college canteen committee” hereafter will be referred as “Committee”

vi. “contract” means an agreement enforceable by law. Further, “canteen contract” hereafter will be referred as “contract”

vii. “contractor” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;

viii. “blacklisted” means a bidder that is declared by the Authority untrustworthy after establishing the fact that the bidder was found involved in any corrupt and fraudulent practice or practices; or if the bidder is declared incapable by the Authority due to its established performance failure during the execution of the contract; or if the bidder deviates from its prior commitment or declaration made regarding the bid or proposal submitted by the bidder.

ix. “competitive bidding” means a procedure leading to the award of a contract whereby all the interested persons, firms, companies or organizations may bid for the contract and includes both national competitive bidding and international competitive bidding;

x. “emergency” means natural calamities, disasters, accidents, war and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment

ISLAMABAD MODEL COLLEGE FOR GIRLS I-10/4, ISLAMABAD
TERMS & CONDITIONS FOR CANTEEN TENDER (2026-27)

The College invites sealed bids /tenders for competitive process for award of a contract of canteen from firms / companies registered with Federal Board of Revenue (FBR) by adhering all rules / regulation / conditions of Public Procurement Rules, 2004 for bidding / tendering process, following terms and conditions are required to be adhere to ensure transparency and fairness in the bidding process: -

1. Eligibility:-

i. Firms / Companies registered with Federal Board of Revenue (FBR) with respect to Income Tax, Sales Tax and are enlisted as Active Tax Payer with Federal Board of Revenue (FBR) for current financial year 2026-27 and have at least 2-years' experience in operating / functioning of canteen / cafeteria in the Government / semi government department or reputed institute will be eligible for participating in bidding process.

ii. Bidders must have satisfactory report / performance certificates earned from their previous clients and have relevant necessary license and certifications issued by relevant department.

2. Requirement / submission of bids:-

i. Sealed tenders are to be submitted by Income Tax and Sales Tax, registered firms / companies.

ii. The bidders must quote and provide their CNIC, NTN, GST registration with the Federal Board of Revenue (FBR), certificate as Active Tax Payers member of FBR for current financial year 2026-27 on current date, must also be provided with the bid / quotation failing which their offer will be rejected.

iii. Conditional, incomplete, without signature and overwriting in bids without initials, will not be accepted. Use of ink remover / whitener is prohibited.

iv. Telephonic / telexed / faxed /telegraphic / emailed bids / offers quotations will not be entertained.

v. The bidders should quote the price(s) according to the specifications / quantities as provided in the bidding document. The quantity / specification of item(s) found different from requirement, mentioned in this document, will straightway be rejected.

vi. Number of items mentioned in the tender document may be increased or decreased, as PPRA rules, depending on the merits and circumstances. FDE has right to cancel any item, whole bid or all bids before singing contract / issuance of work order / award of contract etc in accordance with the PPRA rules.

vii. Firm must not be blacklisted by any Govt. or public sector organization and should not be involved in proceedings in any legal or arbitration court.

viii. The sealed bids / offers may be submitted in the office or Admin officer / Member Canteen committee at Islamabad Model College for Girls I-10/4, Islamabad on or before **24-11-2026 at 10:30 hours**. The bids will be opened on the same date at **11:00 hours**, in the presence of the bidders who wish to be present.

ix. All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet. All bids submitted after the time prescribed. Shall be rejected and returned without being opened as per Clauuse-28 of Public Procurement Rules, 2004.

x. The successful bidders will have to occupy / take possession of canteen within one week after singing agreement / award of contract. This agreement shall come in to effect from the date of its signing for the period of 12 months which will be not extendable for further.

xi. All bids submitted with Earnest Money @ **Rs. 35,750/-** (Thirty-Five Thousand Seven Hundred and Fifty only) in shape of **Demand Draft / Pay Order/ CDR**, in favour of **DDO, IMCG, I-10/4, Islamabad** will be accepted. The DD/PO/CDR should be enclosed in sealed envelope with the offer / proposal. Any bid submitted without Earnest Money @ **Rs. 35,750/-** in shape of DD/PO/CDR, will be rejected.

xii. The regular / contractual staff of the educational institutions under ambit of FDE are not allowed to participate in bidding / run the canteen / cafeteria.

3. Taxes:

i. The bidders are required to offer competitive prices by including all type of taxes / General Sales Tax (GST) etc.

ii. The price offered should be for the complete quantity of each demanded item; partial quantity offers shall straightaway be rejected. Conditional / optional offers will also be rejected.

iii. Contractor will be responsible to pay all the taxed, duties, sales Tax and other Govt. duties as per prevailing rules / laws.

4. Certificate of Financial Stability:

i. The bidders shall submit a certificate of financial stability from its bankers with regards to his ability to successfully meet obligations of operation / execution of canteen / cafeteria and should have to attach, at least two years bank statement.

ii. The bidders must have at least 2-years' experience in operating / functioning of canteen / cafeteria in the Government / Semi Government department or reputed institute / organization will be eligible for participating in bidding process. Relevant documents must be attached with the bid.

iii. Bidder will clearly state the minimum number of staff members to be engaged such as cook. Seller, cleaner etc. Further, in female institution (Girls colleges), Contractor must have to engage at least two female staff for purpose of sale / service at canteen.

iv. What so ever circumstances, the contracted prices of all items will remain firm /valid up to expiry of contract period.

5. Earnest Money and Security Deposit, Monthly Rent:

i. The earnest money will be refunded to all unsuccessful bidders, after award of canteen contract / signing of agreement for canteen contract, whereas the earnest money of successful bidders will be included in the amount of Security deposit.

ii. The successful bidder will submit Security deposit @ 195,000/- (equal to three month rent + three month average utilities bills (Electricity & Water) before issuance / award of Contract which will be returned / release without interest after expiry of the contract period with the condition that there is no recovery /damage / penalty / pending utility bills etc on the part of contractor subject to successfully completion of contract period however in case of any recovery / damage / penalty / bills etc found pending, same will be deducted / recovered from this security deposit fully / partly as the case may be.

iii. The contract period is one year from the date of agreement / award of contract (non-extendable). After expiry of the contract period, Contractor will be bound vacate the canteen within the 7-days after getting no demand certificate from the Committee however in case of contractor fails to vacate the canteen premises, the committee reserve the right to open the lock and after making inventory of the goods to forfeit or otherwise as the committee decides.

iv. Canteen rent is fixed amounting to **Rs. 54,600/- (21x26=546Sq.Ft) (546x100=54,600)** without utility charges (Utility Charges paid according to sub meter reading. if provided by College Administration) otherwise, Contractor will arrange all facilities i.e Gas, Electricity, water etc at his / her own per month. The contractor will be bound to deposit /pay rent in advance on quarterly basis every on / before 5th day of quarter in Government Treasury through Challan and delay in this regard will not be acceptable. In case non-deposit of rent in stipulated time frame, penalty will be /liable to be imposed including termination of contract etc.

v. No rent will be charged during summer vacation however, during the month of Ramadan, decision regarding operational of canteen will be decided by Principal on the recommendation of the Canteen Committee as situation and rent will be charged accordingly.

PRINCIPAL

1. Procedure & Bids Evaluation Criteria:

i. Bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents. Save as provided for in clause (iv) of sub-rule (3) of rule 36 of Public Procurement Rules, 2004, no evaluation criteria shall be used for evaluation of bids that had not been specified in the bidding documents.

ii. Procedure of bids will be single stage – one envelope procedure i.e each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document. Procedure for carrying out the task as per Clause-36(a) of Public Procurement Rules, 2004.

iii. Technically bids will be opened in the presence of all bidders and after securitizing the technical bids, financial bids of only those bidders will be open who will qualify technical bids. The financial bids of non-qualified bidders will not be considered and returned unopened to the respective bidders.

iv. The successful bidder shall be responsible for complying with all applicable laws, regulations, and licensing requirements pertaining to the operation of the canteen.

v. The bidder who will provide the lowest rates of maximum numbers of canteen items (listed in the tender document), will be recommended by the committee, subject to fulfillment of all other conditions, for the award of canteen contract subject to the condition that said vender will accept & provide lowest rates of other canteen items quoted by any other contestant venders without compromising food / items quality. However, if the said vender does not agree to this condition, offer of award of a canteen contract will be awarded to the next vender who is second (2nd) to provide the lowest rates of maximum items with the same condition and so on.

vi. The committee has right to reject any bid /all bids in case (a) rate of canteen items quoted by bidder/bidders found irrational / illogical and / or (b) quality of food items found substandard etc as per Clause-33 of Public Procurement Rules, 2004.

vii. Subsequent to the technical / financial evaluation, the agreement with the detail terms and conditions mentioned hereunder will be singed on legal stamp paper with qualified /successful bidder.

viii. Before commencing / award of contract, advance samples have to be submitted before committee that will be examined by the Inspection Committee/Purchase Committee for recommendation / approval.

B. General Terms and Conditions for Operation of Canteen:

i. Canteen building will be hand over to contractor within one week of singing of contract agreement / issuance of award of contract as per existing condition. Contract will make its wear /tear / whitewash etc if any on his/her own expenses however he will be bound to take written permission of the same from Principal by mentioning clear-cut detail of work be made therein. to be done.

ii. Contractor will arrange furniture/chairs/tables etc for clients on his/own expenses and will carry out repair /maintenance at his / her own. College/FDE will not be responsible for any loss / damage in this regard. Further, he will ensure day to day maintenance of the building, its fixtures/fitting and cleanliness to the entire canteen area.

iii. The contractor shall be wholly responsible for minor repair of all structures, fitting, fixtures and equipment installed in the designated premises and shall not claim compensation / damage / loss / deterioration what so ever are the circumstances. In case of any damage / breakage made to the canteen building, surrounding areas, assets of the college by contractor / canteen workers, same will be recovered from the contractor on the recommendation of committee /approval of authority.

iv. Contract will have to pay all utility charges (gas, electricity, water etc) at his/own in addition to agreed fixed rent. College administration will install sub-meter separately for electricity, if available otherwise, contractor will arrange all facilities i.e gas, electricity, water etc at his/her own.

v. The Contractor will not keep the canteen close continuously for more than 07-days without permission of Principal of the college.

vi. The contractor will not be allowed to sublet canteen/contract fully or partly to anyone else, in case of violation, contract will be terminated / cancelled straightaway with any delay and security will be forfeited accordingly.

vii. Contractor will keep kitchen, utensils, and all areas of the canteen neat and clean. Committee / Principal / Officers from FDE will paid snap visit for inspection performance / services / quality of food items / cleanliness etc.

viii. The contractor will be responsible to manage food services on prescribed rates by observing food quality and standard hygienic conditions / regular cleaning of the canteen (cleaning of tables, seats, areas specified for students) by use of mop, warm water, detergent & phenyl etc.

ix. The Contractor shall maintain kitchen fitting/fixture all accessories and Canteen furniture in perfect, neat and serviceable condition and in case of any problem / hindrance in supply lines, the contractor will be responsible to make alternate arrangements as per normal schedule and routine.

x. Contractor will be bound to clearly display rate list of all items on three different place in the canteen accessible to students. Price of food items will also be mentioned on trays/dishes /platters /shelves etc along with clear date of expiry and in case of any one found expired / spoiled / smelled food items, same will be reported to Committee / Principal.

xi. Contractor will be bound to not sell any item(s) on canteen which is not enlisted in contract agreement failing which case will be referred to the Committee for taking action/recommendation etc. However, on students / public demand, if required to sale of any additional item(s) on canteen, contractor will get permission in writing from FDE through the Principal with the recommendation of Committee subject to branded packed item(s), manufactured by register food company under company Act.

xii. Contractor will ensure provision /availability of all enlisted items on the canteen for students and he will not provide items to the students / staff on loan on any account failing which penalty will be likely to be imposed accordingly.

xiii. Contractor will keep canteen neat & clean whole time and will upkeep all possessions by taking all hygienic measurement. He will be bound to provide fresh & packed food items with confirmed measurement /quantity / specifications as canteen agreement. He will have to take quality assurance measures including food safety regulations, hygiene practices, and compliance with relevant laws and regulations. If the Committee is not satisfied with the quality of food items/ cleanliness / services etc, the Committee will recommend minor / major penalty to the contractor as per nature of the case/matter.

xiv. Contractor will take all security measures to provide safe, secure and peaceful environment to the students/clients. He will also arrange necessary equipment in this regard such as Fire buckets, Fire Extinguisher etc. No outsider will be allowed to purchase / take items from canteen.

xv. During summer vacation, the canteen will be closed except for cleanliness/maintenance at contractor own expenses however for this purpose, prior approval of Principal of the College is mandatory.

xvi. There is will no compensation (from College/FDE side) for any damage / loss occurred due natural calamities / disasters, theft / robbery etc or in case of closure of college due to any reason. Further, canteen will remain close during public holidays, weekend and vacations/winter/spring breaks.

xvii. Contractor must have to use branded food items / material for cooking purpose such as milk (pure/dairy), tea (Lipton Yellow Label / Supreme/Tapal, etc), ghee / cooling oil (Dalda /Kashmir Banaspati / Habib etc), spices (National / Shan), Ketch-up (National). He will ensure availability of branded food items (as permitted / enlisted in food items) of reputed national brands /companies for i.e vegetables, chicken, fruits, meat/mutton (verified / stamped from relevant authorities), milk, butter, curd, bread, egg, burger, oil, sweets, mineral water, bakery items etc and has to ensure availability of complete sealed items.

xviii. Use of cooked frozen items will be strictly prohibited. Contractor will ensure to use fresh oil for cooking / frying food items every day. The used oil shall be disposed off on close of every business day. He will take necessary measures to keep food items safe / out of the reach of dust, pests, insects, rates etc and any items found open, teared, ripped, cracked, broken sealed should be destroyed at once without delay.

xix. The contractor shall ensure that canteen is free of all pests and will follow guidelines / procedure of pest control mechanism prescribed by Food Controlled Authority. He will ensure proper dispose of garbage / waste material quickly and correctly as guidelines / procedure of pest control mechanism prescribed by Food Controlled Authority.

xx. The contractor will maintain stock & utilize good quality crockery in the canteen. Cracked and broken crockery is not allowed. The committee is authorized to dispose of cracked and broken crockery in the presence of the canteen staff.

xxi. The canteen staff (waiters, cook, sweeper etc) will wear a specific / proper uniform (navy blue with black collar, caps, gloves etc) and they need to submit a copy of their national identity card and a No Objection Certificate from the local police station to the college administration.

xxii. As part of the contractual obligations, the contractor will be mandated to ensure the presence of at least two female workers in their staff. All workers will display identify card and unauthorized worker will not be allowed to sit/run the canteen in any case.

xxiii. The Canteen workers will be required to produce fitness certificate duly signed by the Health Officer appointed by the CDA Health Directorate. In case wake of any calamity / contagious diseases, Principal of the College will have right to close canteen for unidentified period of time/days.

xxiv. All type/mode of music, singing, playing, and other unethical activities are strictly prohibited in the college canteen premises.

xxv. The college canteen will be operated according to college timings, and no staff will be allowed to stay inside after the college working hours.

xxvi. Prohibited items such as cold drinks, glass bottles, betel nuts, cigarettes, bubble gum, intoxicants, red pepper, and non-standard oil are not allowed.

xxvii. In case of violation /misuse of the any agreed term & condition, following minor / major penalties will be imposed on the contractor depending upon the nature of violation on the recommendation of Committee / Principal with the approval of Director General, Federal Directorate of Education (FDE):

a) Warning
b) Recovery of damages (to be determined by Committee of the college)
c) Fine from Rs. 5000/- to Rs. 50,000/-
d) Termination of contracts and forfeit of security
e) Blacklisting (as Clause-19 of Public Procurement Rules, 2004
f) Lodging FIR in area Police Station / FIA as the case may be.

xxviii. The decision of the Committee / Principal and DG, FDE shall be binding on the Contractor. In case of imposition of fine, contractor will deposit the same in student fund account of the college through challan.

xxix. Bidder has to quote rates of each item as per quantity mentioned against each item reflected in documents ***(Annex-I)***.

C. Arbitration:

In case of any dispute, the matter shall be referred to the Director General (FDE) acting as sole arbitrator. The decision taken and / or award made by the sole arbitrator shall be final, binding on all concerned parties and not challengeable in/on nay court of law.

D. Cancellation of Contract:

If the contractor fails to comply agreed terms & condition, found guilty of misconduct, violated social norms, misuse of canteen, security lapse, found default of provision of food items (fully /partly) etc, contract will be cancelled immediately and Security money will be forfeited.

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ANNEX-I

LIST OF CANTEEN ITEMS

S. No	Item	Net Quantity	Rates in Rs. Full Size	Net Quantity (Half Size)	Rates in Rs. Half Size
1.	Tea (Mixed) per Cup	70ml (Cup)		40ml	
2.	Coffee (mixed with Milk) Cup	70ml (Cup)		40ml	
3.	Milk Shake (Mango/Banana/Apple)	200ml (glass)		100ml	
4.	Chicken Veg. Roll	200 grams / per Roll (Full)		100 grams	
5.	Channa Chaat (Plate)	200 grams / per Plate		100 grams	
6.	Dehi Bhalay (Plate)	200 grams / per Plate		100 grams	
7.	Chicken Burger (Standard Size)	200 grams (full burger)		100 grams	
8.	Shammi Burger (Standard Size)	200 grams (full burger)		100 grams	
9.	Shammi Kabab (Standard Size)	50 grams / per piece)		--	
10.	Egg Burger (Standard Size)	200 grams (full burger)		100 grams	
11.	Pakora (Vegtable+Aloo) per plate	200 grams /plate		100 grams Half plate	
12.	Fruit Chaat (Mixed) Per plate	200 grams / Plate		100 grams Half plate	
13.	Chaat Samosa (Channy with single samosa) Per Plate	200 grams / Plate		100 grams Half plate	
14.	Biryani (with channy or vegetable) per plate	200 grams / Plate		100 grams Half plate	
15.	Aloo Chips (Plate)	200 grams / Plate		100 grams Half plate	
16.	Chicken Soup (Bowl)	150 grams		--	
17.	Green Tea (Cup)	75 grams		--	
18.	Aloo Samosa (Standard Size)	120 grams/piece		60 grams Small size	
19.	Chicken Samosa (Standard Size)	120 grams/piece		60 grams Small size	
20.	Gol Gappay (Per Plate)	150 grams/piece		75 gram half Plate	
21.	Chicken Sandwich (Standard Size)	100 grams / piece		Half size	
22.	Chicken Veg. macaroni (plate)	200 grams / plate		100 grams half plate	

23.	Pop Corn (per plate)	50 grams / plate		--	
24.	Egg Amlate per piece	Per piece		--	
25.	Egg fried per piece	Per piece		--	
26.	Daal per plate	200 grams / plate		100 grams half plate	
27.	Vegetable per plate	200 grams / plate		100 grams half plate	
28.	Sada Birayani per plate	200 grams / plate		100 grams half plate	
29.	Chicken Birayani per plate	200 grams / plate		100 grams half plate	
30.	Roti / Chapati (wheat) standard size	75 grams / rote		--	
31.	Paratha (wheat) standard size	100 grams / roti			
32.	Slice (bread)	double piece standard size		Single piece half cut	
33.	Naan roti (wheat) standard size	75 grams / naan		--	
34.	Packed company products (biscuits, toffees, chocolates etc)	As per company rates			

It is certified that I, Mr. _____
S/o _____ has read all the terms & conditions mentioned in the above pages (from page-1 to page-10) and quoted above rates keeping in view the above conditions accordingly. I hereby affirm & assure that in case of canteen contract is awarded to me, I shall abide by these conditions.

Signature: _____

Name: _____

S/o: _____

CNIC: _____

Company / firm name: _____

Contract No: _____

Postal Address: _____

Stamp:

Date: _____