

TENDER DOCUMENTS FOR
CANTEEN / CAFETERIA SERVICES



Name of Contractor : _____

Address : _____

Contact No. : _____

Issued On : _____

Issued by (Director Officer) : _____

Submission date for sealed proposals: 11th May 2026 by 11:00 am

Opening of proposals on: 11th May 2026 by 11:30 am

**For Information, Issuance, and
Submission of Quotation**

**Prof. Dr. Samia Rehman Dogar
Director
Tel # 051-9265180**

**Federal College of Education, H-9 Islamabad
Ministry of Federal Education and Professional Training**

Method of Procurement

Single stage-one envelope method of procurement will be used. Bids shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any).

Scope of Work

The selected contractor shall be responsible for:

- Operating the cafeteria within the premises of Federal College of Education.
- Providing hygienic and quality food items to students and staff.
- Maintaining cleanliness, hygiene, and proper food handling standards.
- Ensuring reasonable prices approved by the Canteen Committee.
- Providing necessary staff, utensils, and equipment for cafeteria operations.
- Paying monthly rent and utility charges as determined by the institution.

Eligibility Criteria

The bidder must fulfill the following conditions:

1. Must have at least 2–3 years' experience in running cafeteria/canteen services in educational institutions or offices.
2. Must provide CNIC copy and contact details.
3. Must not be blacklisted by any government organization.
4. Must comply with food safety and hygiene standards.
5. Must agree to the Terms of Reference (TORs) provided by the institution.

Mandatory Requirements/Attachments and:

- a. Copy of valid NTN Certificate
- b. Proof of Active Tax Payer enlistment with FBR (current or previous year).
- c. Bank statement of last 06 months
- d. Draft/Pay order of Rs. 25,000/ in favor of FCE (refundable).

Note: Failing to provide any of the above documents will result in disqualification.

Guidelines and data sheet of Bidders

Provide the following information:

1. Name of the Contactor
 2. Experience in business _____years
 3. CNIC No.
 4. Mailing Address
 5. Contact No(s)
 6. Email Address
 7. Bank Name & Account No.
(for which statement is enclosed)
- Sealed bids/proposals should be submitted not later 11:00 AM on **May 11, 2026** to Reception near Director office, FCE, Islamabad.
 - Incomplete bid/proposal or those received after deadline will not be entertained.
 - Bids/proposals will be opened on **May 11, 2026** at 11:30 am.
 - The College administration/ Canteen committee reserves the rights to accept or reject all bids/proposals under PPRA rules.

BOQs and Financial Bid Form:**فیڈرل کالج آف ایجوکیشن، ایچ-9، اسلام آباد****ریٹ لسٹ**

| ریٹ | اشیاء | ریٹ | اشیاء |
|-----|-----------------------------|-----|--------------------------|
| | دودھ پتی (فریش دودھ) | | سبزی (فی پلیٹ) |
| | پکوڑے (250 گرام) | | سبزی فرائی (فی پلیٹ) |
| | آلو سموسہ | | دال ماش (فی پلیٹ) |
| | ویکٹیل سموسہ | | دال ماش فرائی (فی پلیٹ) |
| | سموسہ چاٹ (فی پلیٹ) 2 سموسے | | دال مسور فرائی (فی پلیٹ) |
| | دہی بھلے (فی پلیٹ) | | دال لوبیہ (فی پلیٹ) |
| | فروٹ چاٹ (فی پلیٹ) | | ثابت چنا (فی پلیٹ) |
| | چنا چاٹ (فی پلیٹ) | | چنا فرائی (فی پلیٹ) |
| | ویکٹیل رول | | چکن قورمہ (فی پلیٹ) |
| | آلورول | | چکن بریانی (فی پلیٹ) |
| | پراٹھا | | چکن پلاؤ (فی پلیٹ) |
| | روٹی (100 گرام) | | ویکٹیل پلاؤ (فی پلیٹ) |
| | انڈا فرائی | | آلو کی بھجیا (فی پلیٹ) |
| | انڈا آلیٹ | | منرل واٹر (سہل) |
| | انڈا برگر | | منرل واٹر (لارج) |
| | برگر | | رائیہ چکن |
| | انڈا سینڈوچ | | سلاد فریش |
| | چکن سینڈوچ | | ملک شیک |

نوٹ:

کنٹرکٹر تمام برانڈڈ اشیاء جیسا کہ ڈرکس، جوسز، چپس، بسکٹ وغیرہ ریٹیل قیمت پر فروخت کرنے کا پابند ہوگا۔
ایسی اشیاء جو کہ مندرجہ بالا لسٹ میں شامل نہیں ہیں، کنٹرکٹر آفس مینجمنٹ کی منظوری کے بعد اپن مارکیٹ ریٹ پر فروخت کرنے کا مجاز ہوگا۔ ایک
آئیٹم کیلئے صرف ایک رقم کا اندراج کریں اور تمام اشیاء کا ریٹ دینا لازمی ہے

Bid Evaluation:

1. Technical bids will be opened first and evaluated.
2. Only technically qualified bidders will proceed to financial evaluation.
3. The contract will be awarded to the most suitable bidder fulfilling technical requirements and offering the best financial terms.

Bid Opening

4. Technical bids will be opened on:
5. Date: 11 May, 2026
Time: 11:30 a.m.

Venue: Federal College of Education, Islamabad

6. Financial bids of qualified bidders will be opened later and bidders will be informed accordingly.

Note:

- Only those contractors, who meet the mandatory requirements mentioned at page-2 of this document, will be considered for financial evaluation.
- Financial evaluation will be made on the basis of the total amount of the items listed in 'Rate list Form' at page no.4.

Contact Information

Chairman
Canteen Committee
Federal College of Education (FCE)
Islamabad

Phone: 0313-0870036
Email: mianshahzadali17@gmail.com

CONTRACT

Terms & Conditions: -

1. The contract shall initially be awarded for a period of one (01) year, which may be extended annually up to a maximum of three (03) years subject to satisfactory performance of the contractor and approval of the Competent Authority.
2. The contractor shall be solely responsible for the construction, renovation, or rehabilitation of the canteen facility, if required, within the premises of FCE without any financial liability on the part of the College.
3. Until the installation of separate electricity and gas meters for the canteen, the contractor shall pay utility charges on the following flat rates:
 - Electricity Charges: Rs. 2,000/- per month
 - Gas Charges: Rs. 3,000/- per month

These charges may be revised upon installation of separate meters.

4. The contractor shall deposit a refundable security amount of Rs. 50,000/- with FCE prior to commencement of the contract. The security deposit shall remain with the College during the contract period and shall be refunded within one (01) month after expiry or termination of the contract, subject to clearance of all dues and obligations.
5. The contractor shall pay a monthly rent of Rs. 10,000/- to FCE during the first year of the contract. The rent may be increased annually by up to 10%, subject to approval of the Competent Authority.
6. The contractor shall ensure that the canteen premises are maintained in a hygienic, neat, and clean condition at all times and shall take necessary measures to prevent any damage to the premises or adjacent facilities.

7. The contractor shall use standard quality branded edible oil or ghee, such as Dalda, Kashmir, Kisan, Mezan, Habib, or equivalent brands approved by the Canteen Committee. The use of recycled, non-branded, or substandard oil/ghee is strictly prohibited.
8. The contractor shall provide catering services for official meetings, trainings, workshops, and functions of FCE upon prior request from the administration and approval of applicable service charges.
9. No officer, official, or individual shall be allowed to engage in the sale or purchase of food, stationery, or other items within the college premises, except through the authorized canteen contractor.
10. In case of any complaint of misconduct or malpractice against any canteen staff member by students, faculty, or staff, the contractor shall immediately replace the concerned employee. Failure to comply may result in disciplinary action, including termination of the contract.
11. The storage, sale, or use of drugs, narcotics, tobacco products, or any intoxicating substances within the canteen premises is strictly prohibited. Violation of this clause shall result in immediate termination of the contract.
12. FCE shall not be responsible for any loss or damage to canteen equipment, furniture, or goods caused by electricity faults, gas leakage, fire, natural disasters, or other unforeseen incidents.
13. Upon expiry or termination of the contract, the contractor shall not claim ownership or compensation for the canteen building and shall not dismantle or remove any structure constructed within the premises.
14. The contractor shall comply with all rules, regulations, and instructions issued by the FCE administration from time to time.

15. FCE reserves the right to terminate the contract by giving one (01) month prior written notice without assigning any reason.
16. The canteen shall remain open from 08:00 AM to 07:00 PM, or according to the schedule or directives issued by the College administration.
17. An approved price list of food items shall be prominently displayed within the canteen premises. No changes in the price list shall be made without prior approval of the Competent Authority, and no revision shall be allowed within the first six (06) months of the contract period.
18. The contractor shall provide complete details of all staff members, including copies of CNIC and brief profiles, to the Canteen Committee. Any change in staff shall be immediately communicated to the administration.
19. The contractor shall ensure adequate staffing to operate the facility efficiently, including at least one cook and one helper/table attendant.
20. Students and staff shall normally purchase food items directly from the canteen. However, upon request, the contractor may provide delivery of food items to faculty offices during official working hours, subject to staff availability.
21. All sales and financial transactions related to food or other items shall be the sole responsibility of the contractor. FCE shall not be liable for any financial disputes arising from such transactions.
22. The contractor may sell general convenience items (e.g., stationery, snacks, or daily-use items) as required by students and staff, at competitive market rates, subject to approval by the administration.
23. Requests for the addition of new food or other items may be submitted to the Director, FCE, for approval. Upon approval, such items shall become part of the authorized canteen menu.

24. The contractor or his staff shall not use the canteen premises for residential purposes without prior written permission from the administration.

25. The contractor shall be responsible for routine maintenance and minor repairs of the canteen premises. FCE shall not be responsible for losses due to theft or damage unless established through a transparent inquiry.

26. For the convenience of students and staff, the contractor may install a photocopy machine, subject to approval by the Competent Authority. Photocopy charges shall be in accordance with prevailing market rates.

27. In case of any dispute between the contractor and the Canteen Committee or administration, the matter shall be referred to the Director, FCE, whose decision shall be final and binding (cannot be challenged in court of law).

UNDER TAKING

I have read the terms and conditions of the canteen contract and I, hereby, undertake that I shall abide by these terms & condition and decisions of the management.


Contractor Name:

Signature:

Date:

Director, FCE:

Signature:


SAMIYA REHMAN DOGAR
Director
Federal College of Education
H-9 Islamabad

Date: 27-05-2026