

BABA GURU NANAK UNIVERSITY NANKANA SAHIB



BIDDING DOCUMENTS FOR

**Allotment/Lease of University Cafeteria, Photocopy
& Stationery Shop, Tuck Shop & General Store**

Tender No. BGNU/Tender/2026-27/06

NOTICE INVITING BIDS

REF NO. BGNU/Tender/2026-27/06 FOR ALLOTMENT/LEASE OF UNIVERSITY CAFETERIA, PHOTOCOPY & STATIONERY SHOP, TUCK SHOP & GENERAL STORE

Baba Guru Nanak University Nankana Sahib invites sealed bids from eligible firms/companies/sole proprietors, duly registered with the relevant registration and tax authorities, including Income Tax and Punjab Sales Tax authorities, as applicable, for allotment/lease of the following University facilities through the prescribed bidding process:

Lot No.	Name of Facility	Annual Reserve Price	Bid Security (5%)
1.	Cafeteria	Rs. 1,800,000/-	Rs. 90,000/-
2.	Photocopy & Stationery Shop	Rs. 480,000/-	Rs. 24,000/-
3.	Tuck Shop & General Store	Rs. 720,000/-	Rs. 36,000/-

Bid Schedule

Bid Submission Date & Time	Bid Opening Date & Time
14.09.2026 at 10:00 A.M.	14.09.2026 at 10:30 A.M.

- The bidding process shall be conducted in accordance with the applicable provisions of the Punjab Procurement Rules, 2014 i.e Single Stage Single Envelope. Bidders shall submit their Technical Bid and Financial Bid in a single sealed envelope. The sealed technical bids shall be opened and evaluated for eligibility and compliance. Only those bidders whose technical bids are found eligible and compliant shall be considered for financial evaluation. The facility shall be allotted to the bidder offering the **highest valid financial bid**, subject to fulfillment of all prescribed terms and conditions and approval of the Competent Authority. **No open auction/open verbal bidding (Boli) shall be conducted.** No financial bid below the prescribed reserve price shall be accepted or considered.
- The bidding documents, containing all Terms & Conditions, requirements, etc., are immediately available under Rule 25(1), free of cost, at the PPRA website (<http://ppra.punjab.gov.pk>) and at <http://bgnu.edu.pk>.
- All bids shall be submitted on a lot-wise basis before the closing date and time at the Treasurer Office of Baba Guru Nanak University Nankana Sahib, located at Danish Schools Hostel Building, Nankana Sahib.
- All bids will be opened in the presence of bidders or their representatives.
- All bids must be accompanied by a Bid Security of 5% of the reserve price, in the form of a CDR/Demand Draft/Pay Order in favour of “Treasurer, Baba Guru Nanak University, Nankana Sahib”. The original Bid Security must be submitted along with the sealed bid before the closing date and time.
- BGNU does not presently have dedicated constructed buildings/shops for the above facilities. BGNU shall provide the successful bidder with the designated space/site along with the **site layout, measurements, dimensions and standard construction style**, as specified in the layout provided in the bidding document. The successful bidder shall be responsible for making all necessary arrangements for establishment and operation of the facility, including construction/installation of the shed, kiosk, furniture, equipment, utilities and other required infrastructure, **strictly in accordance with the approved layout, measurements and construction specifications provided by BGNU**, entirely at his/her own cost and risk. No construction, alteration or installation shall be undertaken without prior approval of BGNU.
- No compensation, reimbursement, adjustment or payment of any kind shall be made by BGNU to the successful bidder for any expenditure incurred on construction, installation, renovation, infrastructure, fixtures or other arrangements made for the facility during or after the completion/termination of the contract.
- Bid validity will be 120 days.
- The URL of the PPRA website is <http://eproc.punjab.gov.pk/viewTender.aspx>, and the response/submission period shall be reckoned from 28 August 2026, being the date of publication of the advertisement on the PPRA website.
- In case of an official holiday on the day of submission, the next day will be treated as the closing date.

Secretary Purchase Committee

Baba Guru Nanak University, Nankana Sahib.

Ph. 056-9201171, www.bgnu.edu.pk Email: purchase@bgnu.edu.pk

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Instructions to Bidder

1. INVITATION TO BID

Baba Guru Nanak University Nankana Sahib invites bids from reputed/eligible Income Tax, Sales Tax/Punjab Sales Tax and other relevant registered firms/persons, as applicable, for operating the Cafeteria, Photocopy & Stationery Shop, Tuck Shop & General Store on the terms and conditions contained in this Bidding Document.

2. IMPORTANT FACILITY / SITE CONDITION

BGNU does not presently have dedicated buildings/constructed shops for the Cafeteria, Photocopy & Stationery Shop, Tuck Shop & General Store. The successful bidder shall, entirely at his/her own cost and risk, make all necessary arrangements for establishing and operating the allotted facility at the site/location designated by BGNU. Such arrangements may include construction/installation of a suitable shed, kiosk or other temporary/semi-permanent structure, subject to prior written approval of BGNU regarding design, size, safety and appearance.

3. COST OF CONSTRUCTION / SET-UP

All expenditure relating to construction, fabrication, purchase, transportation, installation, electrification, plumbing, fixtures, furniture, equipment, signage, sheds, counters, seating arrangements and any other infrastructure or operational requirement shall be borne exclusively by the successful bidder. BGNU shall not be liable to reimburse, compensate or share any such expenditure. The bidder shall quote the rent amount after fully considering these costs.

4. OWNERSHIP AND HANDING OVER OF STRUCTURES

Any structure, shed, kiosk, fixture or installation erected or placed by the successful bidder shall remain subject to BGNU's approval and applicable contractual terms. On expiry or termination of the contract, the bidder shall remove his/her movable structures and installations only as directed by BGNU and shall restore the site to the satisfaction of BGNU, without causing damage to University property. No compensation shall be payable by BGNU for any construction, fabrication, improvement or investment made by the bidder.

5. ELIGIBLE BIDDER

This invitation of bids is open to all bidders, provided they fulfill the minimum qualification criteria as mentioned in the Tender documents.

6. SCOPE OF WORK

To provide uninterrupted services throughout the awarded period in the Cafeteria, Photocopy & Stationery Shop and Tuck Shop & General Store for university students, staff, visitors, residents, etc.

7. COST OF BIDDING

The Bidder shall bear all the costs associated with the preparation and submission of its bid. The University will not be responsible or liable for any such cost, regardless of the conduct or outcome of the bidding process.

8. BIDDING DOCUMENT

The Bidder is expected to examine all instructions, forms, terms and conditions, etc. of the Bidding Documents. Failure to furnish all information required in the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

9. AUTHENTICATION OF ERASURES/OVERWRITING

Any erasure, overwriting or cutting must be signed and stamped; otherwise, such erasure, overwriting or cutting shall not be valid.

10. REJECTION OF BIDS

BGNU reserves the right to annul the bidding process or reject all bids at any time prior to award of contract, without assigning any reason.

11. MODIFICATION AND WITHDRAWAL

Once submitted, a bid shall be considered **final and binding**. No bidder shall be permitted to modify, amend, supplement or otherwise alter its bid after the submission deadline. **No bid shall be withdrawn after the closing date and time** specified in the bidding document. Any bid submitted after the prescribed closing time or any request for modification or withdrawal made thereafter shall not be entertained.

12. BID SECURITY

The Bid Security mentioned in the Notice, in the form of a CDR, Pay Order or Bank Draft in favour of the Treasurer, Baba Guru Nanak University Nankana Sahib, is required to be submitted with the bid, without which the offer shall be rejected as non-responsive. The Bid Security of the top three (03) bidders will be retained. In case the highest bidder fails to sign the agreement, his/her Bid Security will be forfeited and the opportunity will be offered to the next highest bidder, and so on for the third-highest bidder. In the case of an unsuccessful bidder (whose bid is not among the top three), the Bid Security will be returned on completion of the tender process, and no interest will be payable in this regard.

13. DEADLINE FOR SUBMISSION OF BIDS

Bids must be submitted not later than the date and time specified in the Bid documents/advertisement. If the specified date of submission of bids is declared a holiday for the University, bids will be received up to the same specified time on the next working day. The University may extend the bid submission deadline by amending the bid documents, in which case all rights and obligations of the University and the bidders will follow the new extended deadline.

14. LATE BIDS

Any bid received by the University after the deadline date and time will not be entertained.

15. OPENING OF BIDS

All bids will be opened on the specified date and time, at the University, in the presence of the bidder(s) or their authorized representatives who choose to be present at the time of opening.

16. BID CURRENCY

The price in the bid document shall be quoted in Pak Rupees only.

17. SIGNING OF CONTRACT

The successful bidder shall be required to sign the Contract Agreement with the University within 7 working days of the award of contract, on the prescribed format. The contract will be awarded after submission of the security and required advance rent. Possession of the concerned premises will be handed over after the award of contract and signing of the agreement on stamp paper.

18. AFFIDAVIT

All bidders shall submit an affidavit on non-judicial stamp paper of a minimum of Rs. 100/-, as per the given specimen.

19. PRESENCE OF BIDDERS OR THEIR AUTHORIZED REPRESENTATIVE(S)

The presence of bidders or their authorized representative (holding an authority letter from the bidder) shall be at the option of the bidder.

20. EXPERIENCE CERTIFICATE

A relevant, satisfactory experience certificate of two years is required for Lot#1 (Cafeteria)

21. BGNU EMPLOYEES DISALLOWED TO PARTICIPATE

University employee(s) is/are not allowed to participate in the bid.

22. INELIGIBILITY OF PARTICIPATION

Any bidder who is or was in litigation (during the previous 02 years) with any public or private department/institution is ineligible to participate in the bid. All bidders must submit an affidavit on non-judicial stamp paper of a minimum of Rs. 100/- stating that they are not, and have not been, in litigation with any public or private department/institution within the last two (02) years. Failure to submit the affidavit will result in rejection of the bid.

23. Reserve Price and Bid Earnest Money

The details of the reserve price are mentioned below. Bidders have to submit the Bid Earnest Money as per the following details:

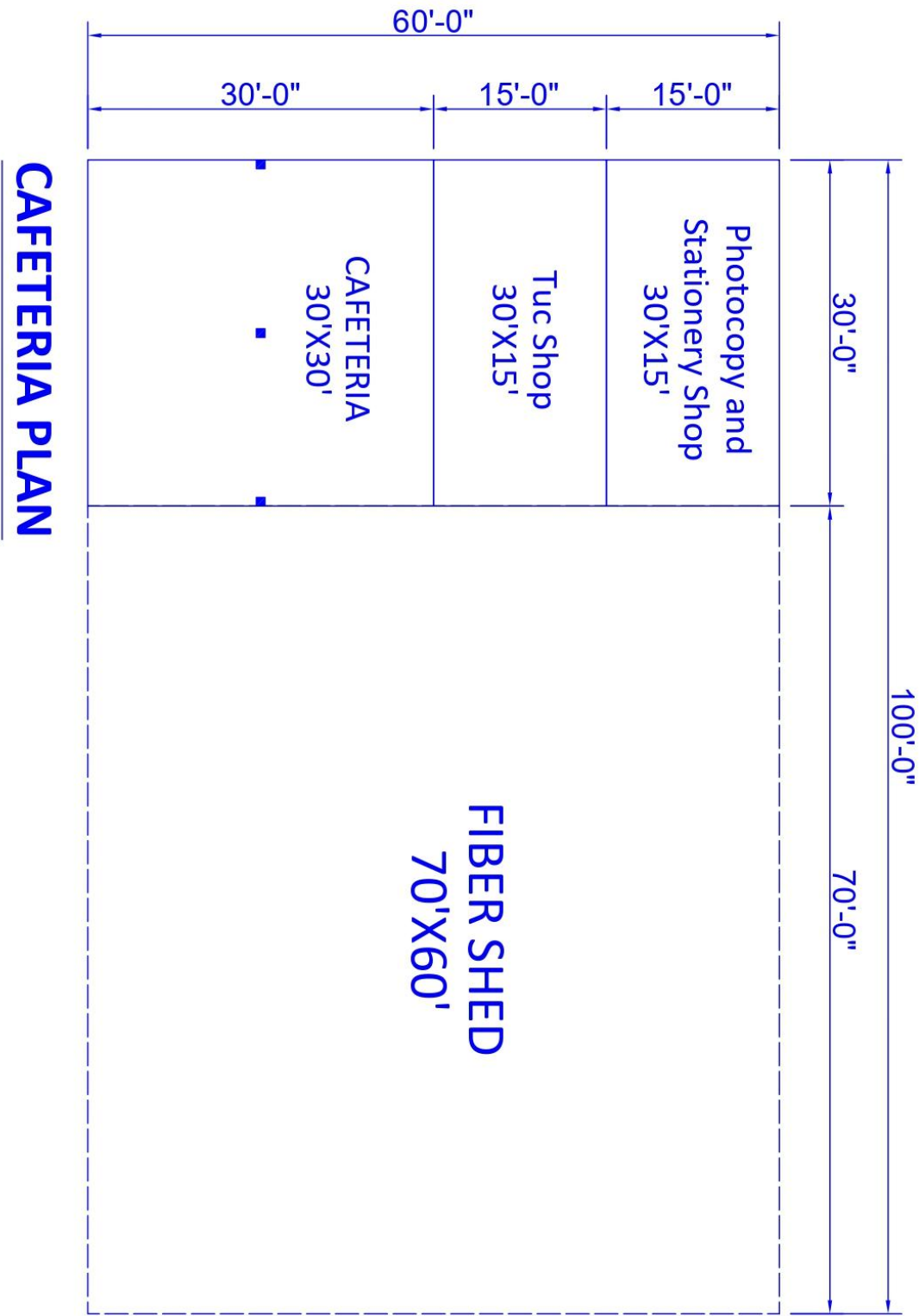
Sr. No.	Name of Facility	Reserve Price for One Year (PKR), without taxes	Earnest Money / Bid Security (5% of Reserve Price) in form of CDR/Pay Order/Draft
01	Cafeteria	1,800,000/-	90,000/-
02	Photocopy & Stationery Shop	480,000/-	24,000/-
03	Tuck Shop and General Store	720,000/-	36,000/-

NOTE: Bids received for less than the reserve price will not be considered.

24. Contract Period and Extension

The contract shall initially be awarded for a period of **one (01) year**. Subject to satisfactory performance, clearance of all rent/dues payable by the contractor for the preceding year, and on the recommendations of the concerned Committee and approval of the Competent Authority, the contract may be renewed/extended for a further period of **up to two (02) years**, on yearly basis. **Under no circumstances shall the contract be extended beyond the maximum period of three (03) years. Upon completion of the third year, the contract shall stand terminated/expire, and BGNU shall initiate a fresh bidding process for allotment of the facility.** The rent will be increased every year by 10% of the preceding year's rent rate.

Site layout Plan



Terms and Conditions of Contract

The successful bidder would be liable to follow the terms and conditions as under:

1. The successful bidder shall operate the allotted facility at his/her own cost and responsibility and to the satisfaction of BGNU authorities.
2. Only the space will be allocated at the time of contract, and the contractor will arrange the required set-up, etc., as per requirement, on the area specified by the management.
3. The contract shall initially be awarded for a period of **one (01) year**. Subject to satisfactory performance, clearance of all rent/dues payable by the contractor for the preceding year, and on the recommendations of the concerned Committee and approval of the Competent Authority, the contract may be renewed/extended for a further period of **up to two (02) years**, on yearly basis. **Under no circumstances shall the contract be extended beyond the maximum period of three (03) years. Upon completion of the third year, the contract shall stand terminated/expire, and BGNU shall initiate a fresh bidding process for allotment of the facility.**
4. The rent will be increased every year by 10% of the preceding year's rent rate.
5. In case the University is officially closed for students for more than 15 working days in a month, other than summer and winter vacations, the proportionate monthly rent will be waived off for the specific days. However, the contractor will submit the request, along with the concerned notification issued by the Registrar Office, to the Treasurer Office through the Estate Office of the University. The rent should be quoted keeping in view the fact that the contract is being made on a lump-sum basis; therefore, rent for regular summer and winter vacations will not be waived off.
6. The contractor shall pay the annual rent, along with all applicable taxes, on a **quarterly basis in four (04) equal installments**. The rent for the **first quarter shall be paid in advance within ten (10) calendar days from the date of issuance of the Letter of Acceptance (LoA)**, while the rent for each subsequent quarter shall be deposited **within ten (10) calendar days from the commencement of the respective quarter**.
7. All rent payments shall be deposited into the University bank account: **Baba Guru Nanak University Nankana Sahib, Account No. 6510227249000019, maintained with The Bank of Punjab, Ghalla Mandi Branch, Branch Code: 0090**. The contractor shall submit the duly stamped/verified deposit slip to the Treasurer Office, BGNU, immediately after depositing the rent.
8. Failure to deposit the quarterly rent within the prescribed period shall constitute a violation of the terms and conditions of the contract. **BGNU reserves the right to take appropriate action, including cancellation/termination of the contract and forfeiture of the security deposit**, in accordance with the applicable rules and terms of the bidding document.
9. Applicable taxes will be paid by the contractor in addition to the rent.
10. The contractor will have to pay all utility bills timely, including electricity, as per sub-meter reading. Water charges shall be paid for the cafeteria facility at the fixed rate of **Rs. 10,000/-** per month. In case the contractor fails to deposit these utility bills by the due date, the University authorities will have the right to disconnect the services until such time as the bills and penalties (if any) are paid. The University reserves the right to terminate the contract in case of non-payment of utility bills for two consecutive months. Water charges will be paid up till the 10th of each month.
11. Only WAPDA supply will be provided through the sub-meter. The contractor may arrange any alternate supply at his/her own cost, such as a generator or solar power, during load-shedding. The contractor will update the estate office regarding payment of utility bills on a monthly basis by submitting copies of paid bills/deposit slips and will obtain a clearance certificate from the Estate Office of the University.
12. The successful bidder will be required to submit a 10% performance security, of one year or the contract-period estimated rent for the particular allotted facility, in the form of a Call Deposit Receipt (CDR) payable to the Treasurer, Baba Guru Nanak University Nankana Sahib (cash, cheque or money order shall not be acceptable), which is extendable up to one year as per any extension of the contract agreement.
13. The above-said performance security will be refundable upon successful completion of the contract or termination of the agreement (upon completion of the notice period), after clearance of bills/rent, etc. (if any), provided that the said security is not required to be forfeited under the specified clauses.

14. The bidder shall provide all required furniture, utensils, equipment, refrigerators/freezers, photocopier/printer, stationery stock, juice-making equipment, counters, shelves, seating and other operational items appropriate to the allotted facility.
15. Catering services in the cafeteria shall be provided through a sufficient strength of bearers, attendants and other workers; however, this will necessarily be self-service catering.
16. The bidder shall maintain the facility and surrounding area neat, clean, hygienic and in good condition, at his/her own cost.
17. All electrical, plumbing, gas, sanitary, safety and other fittings required for operation shall be arranged by the bidder at his/her own cost, subject to BGNU approval and applicable safety requirements.
18. Where utilities are made available by BGNU, the successful bidder shall bear the applicable consumption charges and any charges specifically assigned to him/her under the contract.
19. If the contractor keeps the cafeteria closed for more than two working/non-vacation days without prior approval of BGNU management, a fine of Rs. 1,000/- per day will be imposed, and after closure of 10 consecutive working days, the contract will be deemed cancelled, along with forfeiture of the security.
20. Wastage/garbage of the cafeteria will be disposed of by the contractor on a regular basis, at his/her own expense.
21. The bidder shall display approved prices/rates and shall not charge prices higher than those approved/notified by the competent authority of BGNU.
22. Items to be sold in the Cafeteria, Stationery Shop and Tuck Shop & General Store shall be subject to approval of the competent authority of BGNU. No prohibited, unsafe, expired or substandard item shall be sold.
23. Food and beverages shall be prepared, stored and served in accordance with applicable food safety, hygiene and health requirements and directions of the relevant authorities.
24. The bidder shall provide sufficient, trained and well-behaved staff and shall be responsible for their conduct, discipline, health and safety.
25. Child labour is strictly prohibited.
26. The bidder shall not sublet, assign or transfer the allotted facility, or any part of the contract, to another person without prior written approval of BGNU.
27. The bidder shall install adequate fire-safety equipment and comply with all applicable safety requirements.
28. The bidder shall be responsible for all loss, theft, damage, pilferage and accidents relating to his/her own structures, stock, furniture, machinery, equipment and other property.
29. BGNU authorized officers/committees shall have the right to inspect the facilities, food quality, cleanliness, prices, staff and compliance with the contract at any reasonable time.
30. In case of violation of any term or condition, BGNU may impose a penalty, recover losses, forfeit security and/or terminate the contract, in accordance with the agreement and applicable rules.
31. The successful bidder shall comply with all applicable laws, rules, regulations, BGNU policies and directions of competent authorities.
32. The minimum rates and best standards approved by the competent authority of the University shall be applicable. The bidder shall be bound to provide services to customers of good quality, at rates not higher than those agreed and notified. These rates can be revised, either on request of the contractor or at the initiative of BGNU authorities, subject to approval of the competent authority.
33. The bidder shall not do, commit to do, or allow anyone else to do, anything that may adversely affect or impair the property, reputation or interest of the University.
34. The contractor shall display approved rates inside and outside the allotted facility.
35. The bidder shall employ only such staff as have good character and are well-behaved and skillful in their business. The staff employed shall conform to such directions as may be issued by BGNU with respect to

time, stay, and the points or routes of entry to and exit from the premises, and with respect to use of toilets and washrooms.

36. The Contractor shall immediately remove any employee from the premises if that employee misbehaves, causes a nuisance, or is considered undesirable by a BGNU representative. BGNU shall be at liberty to request the Contractor to replace or change any employee or other staff within 48 hours, if needed, upon which request the contractor shall forthwith replace such employee or staff.
37. The bidder, for the purpose of fulfilling his obligations, may deploy persons as employees, servers, cooks, etc., who are medically fit with no contagious diseases, who will wear the prescribed uniform, and who shall have good character and be fit for work at BGNU (Cafeteria), where high-quality public service is expected.
38. The contractor shall submit the names and credentials of his employees, duly certified by the local police, to BGNU for approval, for the sake of BGNU's security. BGNU reserves the right of approval or rejection of any such engagement.
39. The contractor shall have all workers medically examined by an approved, registered medical practitioner (MBBS, recognized by the Pakistan Medical Council) and verified by the Medical Officer of the University, within 10 days of signing the contract. The contractor is also liable to have all workers re-examined in the event of any contract extension. Moreover, all workers must maintain the highest standards of personal hygiene, as per the guidelines of the Punjab Food Authority.
40. Any of the Contractor's employees proceeding on leave may be replaced by the Contractor, on set terms and conditions and through intimation to the Registrar Office of BGNU, at no additional expense to Baba Guru Nanak University Nankana Sahib, so as to maintain a satisfactory level of service at all times. The replacement will be a suitable person. In case of a permanent replacement, his/her clearance and medical examination will be mandatory.
41. Baba Guru Nanak University Nankana Sahib shall have the right to search the Contractor's employees at any time while coming into or going out of University premises, and there shall be no grievance expressed or felt on this account by either the Contractor or his employees. The Registrar Office will issue ID cards to the Contractor's workers as per details given by the Contractor. The Contractor shall provide copies of CNICs and latest photographs to the Security Staff for passes.
42. A complaint box will be placed by the University Administration Office near the cafeteria for students, staff and other customers, in order to ensure a regular check on rates, quality, behavior of the contractor's employees and other services. In case any complaint is found valid, the Contractor will be bound to redress the grievance within a specified time, failing which a fine of Rs. 1,000/- to Rs. 10,000/- (depending on the nature of the complaint) will be imposed, and continuation may lead to cancellation of the contract.
43. The contractor shall not allow anyone to reside on the premises, shall not use the same, or any part of it, for stocking or keeping articles other than those needed for its use, and shall not make, or permit to be made, any structural additions or alterations to the same, without written sanction of the University Administration.
44. The Contractor will not take out of the Baba Guru Nanak University Nankana Sahib premises any articles or stores without a Gate Pass issued by the University Administration (Estate Office).
45. The University shall have the right to require the contractor to vacate the premises by serving one (01) month's prior written notice. However, in the event any illegal, unlawful or prohibited activity is found or reported on University premises, the University shall have the right to terminate the contract with immediate effect and require the contractor to vacate the premises forthwith, without prior notice.
46. The Contractor hereby undertakes to take utmost caution to prevent spillage of oil or other hazardous chemicals on the premises. Where total prevention is not possible without incurring extraordinary expense, the Contractor shall provide suitable bins/trays at appropriate places for collection of such spillage, and shall dispose of the collected spillage properly, to avoid fire hazard, danger or unhygienic conditions on the premises.
47. The Contractor will strictly ensure compliance with health and safety requirements, as per the recommendations of the Punjab Food Authority. A very high standard of hygiene and cleanliness shall be observed in running the kitchen of the canteen, etc.

48. BGNU Authority/Representatives/Government Officials will visit the cafeteria, etc., periodically. If the Contractor is found in violation of the rules of BGNU or the Punjab Food Authority, a penalty will be imposed on the contractor and strict action will be taken against the Contractor, as decided by the Competent Authority.
49. Police verification and clearance of the contractor and his/her employees will be provided by the contractor after award of contract, within 10 days.
50. The Contractor shall install, at his own cost, an adequate number of fire extinguishers (of weight/capacity as per standard norms) for the Cafeteria, Juice Corner, Photocopy Shop and Tuck Shop, and shall ensure that they are in fully functional condition at all times.
51. The contractor shall use approved gas cylinders.
52. All items, especially packed items, shall be sold by the contractor as per the list provided by the Auction Committee of BGNU. In case any report is found regarding charging of amounts higher than the market price, the contractor will be fined/penalized accordingly.
53. Quality of food must be ensured as per the standards of the Food Department, Government of Punjab, and random visits of the Food Department/committee may also be arranged to check the quality of food.
54. The contractor shall not facilitate, allow or hold any political or union activities or meetings in the cafeteria/canteen.
55. Offer validity shall be for 120 days from the date of opening of the financial bid.
56. In case of any withdrawal after award of the tender, the security shall be forfeited.
57. Capturing photos and making videos by the contractor or his/her staff will not be allowed.
58. Neither party shall be deemed to be in breach of this agreement if failure to comply with any requirement of this agreement is due to circumstances beyond the control of the University.
59. In order to serve food to faculty/staff of BGNU, a separate table/space, especially for female staff, will be reserved by the manager of the cafeteria, etc. Strict compliance in this regard must be ensured.
60. In case of any dispute, the matter shall be referred to the Vice Chancellor, and her decision will be final and binding on both parties.
61. Participation, directly or indirectly, by a University employee, their blood relative, or any nominee, proxy, representative, or person acting on their behalf, is strictly prohibited. Any such bid shall be rejected or, if discovered subsequently, the allotment/lease shall be cancelled and the bid security/security deposit forfeited.
62. The contractor shall abide by the rules and regulations of the University and orders of the Competent Authority issued from time to time.
63. The Contractor will not display or promote any branding, logos, or advertising materials within the canteen premises, without the approval of auction committee.
64. The Vice Chancellor, Baba Guru Nanak University Nankana Sahib, may grant any relaxation in the terms and conditions of this Bid Document.
65. Force majeure is applicable according to the law of the land.
66. University employees, their spouses, parents, children, siblings, and any person acting directly or indirectly on their behalf, shall be ineligible to participate in the auction. Any bid found to be in violation of this condition shall be rejected or, if detected after the execution of the agreement, the University may cancel the allotment/lease, forfeit the bid security/security deposit, and take any other action permissible under the applicable laws, rules, and the terms and conditions of the contract.
67. The successful bidder shall comply with all applicable Government of the Punjab policies, notifications, directions and guidelines regarding the sale, display and consumption of soft drinks and other beverages in universities/educational institutions. The bidder shall not sell, promote or display any beverage prohibited or restricted under the applicable Government policy and shall ensure that only permitted products are offered for sale within the University premises.

68. In addition to the above-mentioned terms and conditions, the University may add other general terms and conditions as it deems fit, from time to time.

Mandatory Criteria

Documents to be Attached / Evaluation Criteria

The contract shall be awarded on the basis of **financial evaluation**, subject to fulfillment of the following mandatory eligibility criteria. Bidders who fail to meet any of the mandatory requirements shall be considered **non-responsive** and shall not be eligible for further evaluation.

General Eligibility Criteria

S/N	Eligibility Criteria	Requirement
1.	Valid CNIC and NTN of individual/Sole Proprietor/AOP/Company, etc.	Mandatory
2.	Affidavit on enclosed prescribed format, on e-stamp paper of minimum Rs. 100/-	Mandatory
3.	Original Bid Security instrument of the required value, as mentioned in the Tender Documents	Mandatory
4.	The bidder must be an active taxpayer with the Federal Board of Revenue (FBR) and the Punjab Revenue Authority (PRA), as applicable, and shall provide valid evidence of registration/active taxpayer status.	Mandatory

Additional Eligibility Criteria for Cafeteria Only

S/N	Eligibility Criteria	Requirement
1.	Valid Punjab Food Authority Registration Certificate/License in the name of the participating individual/firm/company, as applicable, falling under Category A or B , valid as of the bid submission date.	Mandatory
2	Evidence of at least two (02) years of relevant and satisfactory experience in operating a cafeteria/canteen/food service facility in the public sector or a well-reputed private institution. Documentary evidence, such as experience certificate(s)/contract(s)/work order(s) and satisfactory certificate, shall be submitted.	Mandatory
3	Minimum Average Annual Turnover during last three financial year = 3 million Income Tax Returns and Bank Statements for last three (03) years required	Mandatory

I have read, understood and accepted all terms & conditions mentioned above.

Contractor:

Signature: _____

Company/Firm Stamp: _____

Name: _____

Designation: _____

Award of Contract

CONDITIONS AND REQUIREMENTS

The Contract for each Lot/Facility shall be awarded to the highest evaluated responsive financial **bidder**, subject to fulfillment of all mandatory eligibility requirements, compliance with the terms and conditions of the bidding document, and approval of the Competent Authority of Baba Guru Nanak University Nankana Sahib. No financial bid below the prescribed reserve price shall be considered.

The award of contract shall be subject to the following conditions:

1. Highest Evaluated Financial Bid:

The contract shall be awarded to the bidder offering the highest valid/evaluated financial bid among technically/eligibility compliant bidders, subject to approval of the Competent Authority. The successful bidder shall be bound to accept the contract at the financial bid quoted by him/her.

2. First Quarter Rent in Advance:

The successful bidder shall deposit the rent for the first quarter in advance, along with all applicable taxes, within ten (10) calendar days from the date of issuance of the Letter of Acceptance (LOA). The subsequent quarterly rent shall be payable in accordance with the terms and conditions of the contract. The existing bidding document already provides for quarterly payment and first-quarter advance rent.

3. Performance Security:

The successful bidder shall furnish Performance Security equivalent to 10% of one-year rent amount quoted/accepted for the allotted facility, in the form of a Call Deposit Receipt (CDR) in favor of Treasurer, Baba Guru Nanak University Nankana Sahib, before signing of the Contract Agreement. The Performance Security shall remain valid throughout the contract period and shall be extended accordingly in case of any approved extension/renewal of the contract.

4. Commencement of Lease Period:

The lease period shall commence after the expiry of one (01) month from the date of signing/execution of the contract. The said one-month period shall be allowed to the successful bidder for making all necessary arrangements for operationalization of the allotted site, including construction/installation of shed, kiosk, furniture, equipment, utilities and other required infrastructure, as applicable, at his/her own cost and risk, subject to prior approval of BGNU. No rent shall be charged for the said preparatory period of one month.

5. Forfeiture of Performance Security:

The Performance Security may be wholly or partially forfeited, as applicable, in case of failure to comply with the terms and conditions of the Contract, non-payment of rent or other dues, unauthorized closure, termination due to breach of contract, or any other default attributable to the contractor, in accordance with the Contract and applicable rules.

6. Signing of Contract Agreement:

The successful bidder shall sign the Contract Agreement with BGNU within seven (07) working days from the date of award/issuance of the Letter of Acceptance, or within such extended period as may be allowed by the Competent Authority. The Contract Agreement shall be executed on the prescribed Stamp Paper/e-Stamp Paper of the value and denomination required under the applicable Punjab Stamp Act/Stamp Rules and Government notifications in force at the time of execution. The cost of stamp paper/e-stamp paper and all other expenses relating to execution and registration of the Contract, if applicable, shall be borne by the successful bidder. The existing document also requires execution of the agreement on stamp paper before possession is handed over.

7. Taxes, Duties and Other Charges:

All applicable government taxes, duties, levies, stamp duty and other charges payable in connection with the award and execution of the Contract shall be borne and paid by the successful bidder in accordance with applicable laws/rules.

8. Failure to Fulfill Award Conditions:

In case the successful bidder fails to deposit the required first-quarter advance rent, Performance Security, or fails/refuses to execute the Contract Agreement within the prescribed period, BGNU shall have the right to **cancel the award and forfeit the Bid Security**, and may offer the contract to the next highest evaluated responsive bidder, subject to approval of the Competent Authority and applicable rules.

9. Possession of Facility/Site:

Possession of the allotted space/site shall be handed over to the successful bidder only after completion of the required formalities, including deposit of the first-quarter rent, submission of Performance Security, and execution of the Contract Agreement on the prescribed Stamp Paper/e-Stamp Paper.

10. No Claim for Delay:

The successful bidder shall not be entitled to claim any compensation, adjustment or waiver on account of delay in commencement of operations arising from failure on his/her part to fulfill any of the above contractual requirements.

11. Acceptance of Terms:

Submission of the bid shall constitute an undertaking by the bidder that, if declared successful, he/she shall comply with all conditions relating to the award of contract, including payment of advance rent, submission of Performance Security, execution of the Contract Agreement, payment of applicable taxes/duties and compliance with all other terms and conditions contained in the bidding document.

Affidavit

(To be printed on Non-Judicial e-Stamp Paper of Rs. 100/-)

I/We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of the tender document, and also do hereby confirm as follows:

1. That the Bidder shall abide by all the laws of the land, the instructions/conditions of the bidding document, and, in addition to the rules and regulations of Baba Guru Nanak University Nankana Sahib, all other special instructions given from time to time and enforced under the Punjab Procurement Rules, 2014 and other relevant rules/laws of the land.
2. That the “**Bidder**” company/firm, etc. is neither blacklisted by Baba Guru Nanak University Nankana Sahib nor any Government Department/Authority/autonomous or semi-autonomous body in Pakistan, nor is any blacklisting under process, nor has it pursued any case in court against this University (BGNU Nankana Sahib).
3. That the Bidder is not, and has not been, in litigation with any public or private department/institution in the last 02 years.
4. That all the information given/documents provided with the application form and bidding documents are correct. In case any of this information is proved incorrect, Baba Guru Nanak University Nankana Sahib reserves the right to reject the bid, besides forfeiting the Bid Security, and may initiate suitable legal action, which may include blacklisting of the Bidder.

Contractor

Signature: _____

Name: _____

S/o: _____

CNIC: _____

Address: _____

Witness 1

Signature: _____

Name: _____

S/o: _____

CNIC: _____

Address: _____

Witness 2

Signature: _____

Name: _____

S/o: _____

CNIC: _____

Address: _____

Bid Sheet

Name of Bidder	
Name of Business (if applicable)	
CNIC Number (legible copy of CNIC to be attached)	
Legal Status	Individual / Sole Proprietor / AOP / Company
NTN Number (legible copy of NTN to be attached)	
Primary Contact No. & Alternate Contact No.	
Email	
Postal Address	
Permanent Address	
Bid in PKR (Excluding Taxes)	Amount in Digits: Rs. _____ Per Annum Amount in Words: _____ (Sign & Stamp) : _____
مندرجہ بالا رقم پر واجب الادا ٹیکس علیحدہ سے وصول کیا جائے گا	

- It is certified that all the above information is correct.
- I have read and accepted all the above terms and conditions, instructions, etc., given in the Auction/Bid Documents.

Bidder's Sign & Stamp: _____

Bio Data of Employees to be Engaged

Name, Father's Name and Address	Designation	Qualification & Experience (in Years)	CNIC & Contact No.

Detail of Past Experience

Sr. No.	Name, Address and Phone No. of Organization/Institute/Department	Short Description of Work with Year	Period of Services	
			From	To

Annexure – A: Cafeteria Price List

Indicative maximum retail price list for the University Cafeteria. The successful bidder/contractor shall not charge prices higher than those approved and notified below by the competent authority of BGNU. These rates can be revised, either on request of the contractor or at the initiative of BGNU authorities, subject to approval of the competent authority

1. Lunch Items

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Chicken Karahi (per plate, 1 person)	1 plate (approx. 250g)	350	With 2 Roti
Chicken Karahi (Full, 4–5 persons)	1 kg	1,500	—
Chicken Qorma	1 plate (approx. 200g)	200	—
Daal Chawal (Lentils & Rice)	1 plate	150	—
Daal with 2 Roti	1 plate	140	—
Chana Kofta	1 plate	200	—
Chicken Biryani	1 plate	250	—
Mix Vegetable	1 plate	140	With 2 Roti
Egg Fry (Anda Fry)	Each	60	—
Chicken Qeema	1 plate	220	—
Plain Rice	1 plate	100	—
Naan	1 piece	30	—
Roti	1 piece	20	—
Paratha	1 piece	60	—
Filled Naan (Aloo/Besan)	1 piece	120	—
Raita	1 bowl (150 ml)	40	—
Salad	1 plate	50	—

2. Juice & Beverage Items

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Mixed Fruit Shake (Apple, Dates, Pineapple, etc.)	350 ml glass	150	Seasonal
Punga Shake (Apple Flavours)	350 ml glass	190	Seasonal
Pomegranate Juice	350 ml glass	150	Seasonal
Carrot Juice	350 ml glass	70	Seasonal
Falsa Juice	350 ml glass	80	Seasonal
Sugarcane Juice	350 ml glass	70	Seasonal
Kinnow/Malta Juice	350 ml glass	100	Seasonal
Watermelon Juice	350 ml glass	70	Seasonal
Lemon Water	350 ml glass	50	Seasonal
Ice Cream Shake	350 ml glass	200	—
Fresh Fruit Platter (Mixed Fruit)	200 g	150	—
Rooh Afza with Milk	250 ml glass	100	—
Yogurt (Dahi), per bowl	250 ml	50	—

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Kheer	125 g	200	—
Fresh Mango Juice (Seasonal)	350 ml glass	100	Seasonal
Fresh Orange Juice (Seasonal)	300 ml glass	100	Seasonal
Fresh Strawberry Juice (Seasonal)	300 ml glass	120	Seasonal
Mixed Fruit Juice	300 ml glass	160	—
Soft Drink (Regular, 345 ml)	1 bottle/can	120	MRP as printed
Mineral Water	1.5 Litre bottle	100	MRP as printed
Mineral Water	500 ml bottle	50	MRP as printed
Tea	1 cup	70	—
Black Tea	1 cup	50	—
Coffee	1 cup	140	—

3. Fast Food Items

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Chicken Burger	1 piece	250	—
Chicken Shami Burger	1 piece	130	—
Chicken Zinger Burger	1 piece	350	—
Beef/Chicken Shawarma Roll (Small)	1 piece	150	—
Beef/Chicken Shawarma Roll (Large)	1 piece	200	—
French Fries (Regular)	1 plate (150g)	180	—
Chicken Nuggets (6 pcs)	1 plate	200	—
Club Sandwich	1 plate (3 pcs)	220	—
Shami Sandwich	1 piece	150	—
Chicken Roll (Paratha Roll)	1 piece	200	—
Hot Wings	5 pcs	270	—
Pizza (Small)	1 piece	600	—
Pizza (Medium)	1 piece	900	—
Pizza (Large)	1 piece	1,300	—
Pasta	200 g	350	—
Club Sandwich (Plain)	1 piece	90	—

4. Samosas, Gol Gappay, Dahi Bhalla, Fruit Chaat & Other Chaat Items

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Samosa (Vegetable/Potato), Large	1 piece	50	—
Samosa (Chicken/Qeema)	1 piece	60	—
Aloo Tikki	1 piece	30	—
Pakora (Mixed)	250 g	250	—
Gol Gappay (Pani Puri)	1 plate (6 pcs)	150	—

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Dahi Bhalla	1 plate	120	—
Fruit Chaat	1 bowl (250 g)	150	—
Chana Chaat	1 bowl (250 g)	120	—
Aloo Chaat	1 bowl (250 g)	120	—
Cream Chaat	1 plate (250 g)	150	—

Note: Prices of packed/branded items (soft drinks, mineral water, etc.) shall not exceed the Maximum Retail Price (MRP) printed on the packaging. This price list is indicative and shall be finalized/notified by the BGNU Canteen Committee at the time of contract award, in line with the Terms & Conditions.

The bidder shall not sell, promote or display any beverage prohibited or restricted under the applicable Government policy and shall ensure that only permitted products are offered for sale within the University premises.

Annexure – B: Photocopy & Stationery Shop — Services & Items Price List

Indicative maximum rates for photocopying, printing, binding and stationery items. Rates for branded stationery items shall not exceed the MRP printed on the item. These rates can be revised, either on request of the contractor or at the initiative of BGNU authorities, subject to approval of the competent authority

1. Photocopy, Printing & Binding Services

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Photocopy — A4 (Single Side, Black & White, 70gsm)	per page	7	—
Photocopy — A4 (Double Side, Black & White, 70gsm)	per page	5	—
Printout — A4 (Black & White)	per page	8	—
Printout — A4 (Colour)	per page	12	—
Lamination — A4	per sheet	40	—
Lamination — ID Card size	per card	30	—
Spiral Binding (up to 100 pages)	per copy	80	—
Spiral Binding (100–300 pages)	per copy	150	—
Thesis/Report Hard Binding	per copy	400	Subject to page count
CNIC / Photo Colour Copy	per copy	50	—
Tape Binding	each	50	—
Typing with Printing	per page	25	—

2. Stationery Items

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Ball Pen (Local Brand)	1 piece	20	—
Ball Pen (Branded)	1 piece	As per MRP	MRP as printed
Pencil (HB)	1 piece	15	—
Eraser	1 piece	10	—
Sharpener	1 piece	10	—
Single-Line Notebook (100 pages)	1 piece	120	—
Register (200 pages)	1 piece	250	—
A4 Paper (Ream, 500 sheets)	1 ream	1,300	As per market rate
File Folder (Cardboard)	1 piece	40	—
Plastic Sheet Protector	1 piece	15	—
Highlighter	1 piece	80	—
Stapler (Small)	1 piece	200	—
Stapler Pins (Box)	1 box	50	—
Glue Stick	1 piece	80	—
Calculator (Basic)	1 piece	600	—
Envelope (A4 size)	1 piece	10	—
Graph Sheet	1 sheet	15	—

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Whitener/Correction Pen	1 piece	80	—

Note: Rates for branded stationery/computer accessories shall not exceed the MRP printed on the item. This price list is indicative and shall be finalized/notified by the competent authority of BGNU at the time of contract award, in line with the Terms & Conditions.

Annexure – C: Tuck Shop & General Store — Items Price List

Indicative maximum rates for the Tuck Shop & General Store. Rates for all packed/branded items shall not exceed the Maximum Retail Price (MRP) printed on the packaging.

1. Packaged Snacks & Confectionery

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Potato Chips (Small Pack, ~18g)	1 pack	As per MRP	MRP as printed
Potato Chips (Large Pack, ~65g)	1 pack	As per MRP	MRP as printed
Biscuits (Branded, small pack)	1 pack	As per MRP	MRP as printed
Chocolate Bar (Branded)	1 piece	As per MRP	MRP as printed
Candy/Toffee	1 piece	10	—
Namkeen/Chanachur (Local)	100 g pack	60	—
Rusk Pack	1 pack	As per MRP	MRP as printed
Cup Noodles	1 cup	150	—

2. Beverages & Dairy

Item Description	Unit / Quantity	Max. Retail Price (PKR)	Remarks
Soft Drink (345 ml, Regular)	1 bottle/can	As per MRP	MRP as printed
Soft Drink (1.5 Litre)	1 bottle	As per MRP	MRP as printed
Mineral Water (500 ml)	1 bottle	As per MRP	MRP as printed
Mineral Water (1.5 Litre)	1 bottle	As per MRP	MRP as printed
Energy Drink	1 can	As per MRP	MRP as printed
Juice Box/Tetra Pack	200 ml	As per MRP	MRP as printed
Milk (Packaged, UHT)	1 Litre	As per MRP	MRP as printed
Yogurt (Packaged)	1 kg	As per MRP	MRP as printed

3. General Store / Daily-Use Items

All general store/daily-use item prices shall not exceed the printed MRP.

Note: This price list is indicative. Final rates for all branded/packaged items shall not exceed the printed MRP, and rates for loose/unbranded items shall be approved and notified by the competent authority of BGNU at the time of contract award, in line with the Terms & Conditions.

The bidder shall not sell, promote or display any beverage prohibited or restricted under the applicable Government policy and shall ensure that only permitted products are offered for sale within the University premises