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Sadiq College Women
University Bahawalpur Pakistan

AUCTION NOTICE

Govt. Sadiq College Women University Bahawalpur invited sealed Auction bids from the firms registered with Sales Tax and Income Tax Departments to fulfill the following requirements of about 2,000 students, faculty & staff members at its New Campus, Auction based on Single Stage Single Envelope Bidding Procedure of the PPRA Rules 2014:

Sr. No.	Auction Name	Monthly Rent (Base value) (Rs.)	Bid security (Rs.)	Closing Time and Date	Opening Time and Date
1	Auction of Canteen/Cafeteria at New Campus	75,000	45,000	17-12-2025 at 11:00 AM	17-12-2025 at 11:30 AM
2	Auction of Photocopy at New Campus	35,000	20,000	17-12-2025 at 11:00 AM	17-12-2025 at 11:30 AM

1. Sealed auction bids shall be accepted only against on auction document to be collected from the office on payment of above bid security through Call Deposit. The Auction document can be free of Cost downloaded from the GSCWU website www.gscwu.edu.pk or PPRA website www.ppra.punjab.gov.pk.
2. Security amount must be deposited in the form of “Call Deposit Receipt” in favor of Treasurer, GSCWU as earnest money which will be refunded to the unsuccessful parties without which the offer shall be rejected being non-responsive. The CDR will be detained of the successful parties till the completion of the contract.
3. Late offers will not be considered. Cutting/overwriting is not allowed.
4. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
5. The bidders will attach their respective copies of NTN, sales tax registration certificate, copy of valid NIC, and copy of CDR in the technical bid. A copy of the paid professional tax will also be provided. Taxes will be applicable as per Govt. Rules and Regulations.
6. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the auction document will be liable for rejection.
7. The GSCWU reserves the right to cancel/reject all auction/ bids at any time prior to the acceptance of the bid or proposal in accordance with rule 35 of Punjab Procurement Rules, 2014. However, the procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids proposals, but shall not be required to justify those grounds.

Registrar

Contact Person
Mamoon ur Rashid
Assistant Treasurer
03336417189



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AUCTION DOCUMENT

CANTEEN & PHOTOCOPY FOR FINANCIAL YEAR 2025-26



The Govt. Sadiq College Women University Bahawalpur

Note: Please read carefully this Auction document and sign & stamp each page.



AUCTION/ APPLICATION FORM

**For Canteen/Photostat of the Govt Sadiq College Women University, Bahawalpur
(On Company/Firm's Letter Head Pad)**

I/We, _____ having CNIC No. _____

Address: _____

Contact No: _____ do hereby submit auction bid for Canteen/ Photostat
at a license fee of Rs. _____ (Rupees: _____)

per month I/We are enclosing herewith CDR No: _____ Dated: _____

for Rs. _____ being earnest money. I/We hereby accept the terms &
conditions attached.

Authorized Auctioneer

Signature: _____

Company Stamp: _____

Name: _____

Designation: _____

Contact No: _____

Address: _____

Note: Overwriting/Cutting in any document will not be accepted.
THE GOVERNMENT SADIQ COLLEGE WOMEN UNIVERSITY, BAHAWALPUR



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INSTRUCTIONS TO BIDDER

- 1. INTRODUCTION:** The Government Sadiq College Women University, Bahawalpur invites bids from reputed/eligible catering firms for running of Cafeteria and Photostat at new campus Bahawalpur.
- 2. Eligible Bidder:** This invitation of Bids is open to all bidders, provided they fulfill the minimum qualification criteria as mentioned in Auction documents.
- 3. SCOPE OF WORK:** To provide uninterrupted services throughout the year in Cafeteria and Photostat for University students, staff, visitors, residents etc. except during the vacation as notified by the University.
- 4. Cost of Bidding:** The Bidder shall bear all the costs associated with the preparation and submission of its bid. University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.
- 5. 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 by the Bidding documents in every respect will be the Bidder's risk and may result in the rejection of its bid.
- 6. Authentication of Erasures/overwriting:** Any erasures or overwriting shall not be valid.
- 7. Rejection of Bids:** GSCWU Reserves the right to accept or reject any bid and cancel the bidding process or even reject all bids at any time prior to award of contract without assigning any reason.
- 8. Modification and withdrawal:** Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdrawal the bid, if bidder happens to be successful bidder.
- 9. Bid Earnest Money:** Bidders have to submit the Bid Earnest Money @ **5% to be calculated on the basis of 12 months of the estimated monthly rent in the form of CDR favoring Treasurer, GSCWU Bahawalpur. The CDR should be** submitted with the bid. In case of unsuccessful bidder, **CDR** will be returned on completion of auction process and no interest will be payable in this regard.
- 10. Deadline for submission of Bids:** Bids must be submitted not later than the specified date and time mentioned in the Bid documents/advertisement. If specified date of submission of bids being declared holiday for the University, the bids will be received up to the specified time in the next working day. The University may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligation of the University



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and the bidder, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence/bid should be addressed to “**Treasurer, The Govt Sadiq College Women University, Bahawalpur**” and auction will be opened by the **Auction Committee**” GSCWU Bahawalpur.

11. Late Bids: Any bid received by University after the deadline of time and date will not be received/considered.

12. Opening of Bids: All the bids will be opened at the date, time and location mentioned in advertisement/Auction document in the presence of bidder or their authorized representatives.

13. Period of Contract: The period of contract shall be for one year and maybe extended upon satisfactory performance Satisfactory report by Canteen Committee.

14. Bid Currency: The price in the bid document shall be quoted in Pak rupees only.

15. Menu/Quantity/Qualify: Only the services are to be provided at the pre-approved rates by the Canteen Committee of the University.

16. Signing of Contract: The successful bidder shall be required to enter into a contract agreement with University within 7 days of the award of auction or within such extended period as may be specified by University.

17. Affidavit: All bidders shall submit an affidavit on non-judicial stamp paper of Rs. 1,200/- as per specimen given at Annexure-I.

18. The University reserves the right to reject any or all auctions without assigning any reason. The University also reserves the right to hold open bid among the top two or three bidders in the same ceremony.

19. That the Auctioneer(s) having relevant business experience in educational institutions especially in public Universities and having professional qualification shall be given preference, subject to the fulfilment of other conditions.

20. That the University employee (s) is not allowed to participate in auctions



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AUCTION DOCUMENT

TERMS AND CONDITIONS FOR THE GRANT OF LICENSE TO RUN CAFETERIA/ PHOTOSTAT SHOPS IN GSCWU BAHAWALPUR

1. That the Contract shall be valid initially for a period of one year from the date of award of the contract. That will be extendable up to one year on the recommendation of the Canteen Committee.
2. That the CONTRACTOR will pay monthly rent in advance on a regular basis in the GSCWU Income Account No.2501- 700000360-1 through Habib Bank Limited, GSCWU Branch Bahawalpur.
3. If the University is closed by the administration through notification for more than 10 days, the rent of that period will not be charged to the vendor. Furthermore, during the summer semester if the Number of student is less than 30%, in that case the rent will not be charged to vender for that particular period.
4. That if the Contractor fails to deposit the Rent until 10th of every month a fine equal to 5% of the monthly rent will be charged till the deposit of the Rent. However, after 20th of the month, the competent authority may cancel the Contract. (It will be the sole discretion of the University Authority). The treasurer will correspond with the canteen/ Photostat contractor.
5. That the contractor will have to pay Utility Bills such as Electricity, Sui Gas (if available) and etc. on Commercial Tariff as per bill/meter reading regularly. In case the Contractor fails to deposit these utility bills within due date, the University Authorities will have the right to disconnect the services without any intimation till such time that bills and penalties (if any) are paid.
6. That the contractor will be responsible for providing all food items under the Punjab Food Act mentioned (but not limited to) in Annexure- I. For any additional items, which the Contractor intends to supply, the weight/quantity of such items should be specified while quoting the



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proposed sale price and quantity of such item approved by the Canteen committee.

7. The price list of each item is attached herewith (Annexure-I) except approved drinks and other standard packaged items supplied in the Cafeteria/Photostat. Price List of food items will be revised on the recommendation and approval by the University, while prices of the approved drinks and other standard packaged items will be revised whenever manufacturers revise them. However, more items can be included in the menu with prior approval of the Canteen Committee of the University.

8. That the rate of each item/service shall be fixed/revised by the Canteen Committee (if necessary). The Contractor will not be allowed to fix the prices of items to be served in the Cafeteria/Photostat on his own. The approved rates will be displayed at the Cafeteria/Photostat by fixing a 2½ x 4 fit board for information of customers/students.

9. That the Contractor will remain under close observation by Canteen Committee in order to avoid any mal-practice including overcharging and subletting of the Cafeteria/Photostat which shall lead to cancellation of the Contract.

10. That the Cafeteria/Photostat will be used strictly for the purpose for which it is being Auctioned for & no other business shall be carried out in any case.

11. That in case of any food poisoning/contamination/hygiene issues, the Contractor will be held fully responsible and he will bear all the expenses caused due to negligence. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the awarded premises.

12. That the Contractor will also submit the Character Certificate & Police Verification & Undertaking of Non-Black listing in any Public/Private department on Judicial Stamp.

13. That all persons engaged by the Contractor shall be the Contractor's own employees and They will claim no privileges from GSCWU.

14. That the Contractor will get all his workers medically examined periodically by an approved



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Registered Medical Practitioner i.e. MBBS recognized by the Pakistan Medical Council, to be free from communicable diseases. In addition to general fitness, he will also ensure that waiters on duty are in proper uniform wearing name tagged approved by the University Authorities. The Contractor will also ensure that neat and clean uniforms are provided to the staff. A copy of medically fitness certificate shall be provided to Estate Office, after every four months.

15. That very high standards of hygiene and cleanliness shall be observed in the running of the Cafeteria/Photostat and connected services by the Contractor.

16. That the Contractor will be responsible for the cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the Mess, kitchen as well as in the canteen/ Photostat. The University will not provide any cleaning material/dusters etc. for the same. In addition, the Contractor shall employ two sweepers on a shift basis and ensure cleanliness in the cafeteria, kitchen, dining hall and outdoor without any leave.

17. That no one will be allowed to work in the Cafeteria/ Photostat without clearance from the Security Office & entry pass on the campus. The contractor will submit one five report of all staff.

18. The Cafeteria/Photostat shall be opened for services throughout the contract period except with prior approval from the University administration. In case of noncompliance fine of Rs. 1000/- per day may be charged and if the practice continues the contract of that particular firm may be cancelled and security will be forfeited.

19. That GSCWU shall have the right to search the Contractor's employees at any time while going out from University premises and there shall be no grievance expressed/felt on this account either by the Contractor or his employees. The Security Office will issue ID Cards to the Contractor's workers as per details given by the Contractor. The Contractor shall provide copies of CNIC and the latest photographs to security staff for passes.

20. The Contractor will hire more than 50% female staff in the Cafeteria/ Photostat,



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21. The Contractor will not allow to sell of carbonated drinks in educational institutions.
22. That GSCWU Canteen Committee reserves the right to take samples of the edibles/raw material from the Cafeteria/Photostat for the purpose of inspection and testing with a view to maintaining the quality. Such samples will however be drawn by authorized person(s) from the Canteen Committee.
23. That the Canteen Committee will inspect and oversee the functioning of the Cafeteria/Photostat with a view to ensuring hygiene and sufficient service. In case there are repeated failures or lacuna noticed by the Committee due to failure of Contractor, the Contractor shall be fined up to Rs. 5,000/- to 10,000/- and continuation shall lead to cancellation of Contract.
24. That a complaint box will be placed by the University Estate Office in Cafeteria/Photostat near Board of Rate List for students, staff and other costumers in order to ensure regular check on rates, quality, cleanness, behavior of Contractor's employees and other services. In case of any complaint found, the Contractor will be bound to redressal the grievances within a specified time, failure to which a fine of Rs.5000/- to 10,000/- (depending on the nature of the complaint) will be imposed and continuation may lead to the cancellation of the Contract.
25. That the Contractor shall not allow anybody to reside in the premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Cafeteria/Photostat nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the University Administration.
26. That the University will not be responsible for providing furniture / fixture. The Contractor will provide the furniture & fixture on its own cost, with the approval of Canteen Committee and recommendations of the Estate Office.
27. That the Contractor shall be responsible for all damages or losses to GSCWU property by the Contractor himself or his staff and shall be liable to make good any such loss or damage



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excepting those due to reasonable use or wear and tear.

28. That GSCWU will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Cafeteria/Photostat premises including kitchen and other rooms.

29. That the Contractor will not take out of the GSCWU premises any articles or stores without Gate-Pass to be issued by the security office.

30. That the Contractor will not have any liberty of branding on internal/external walls of the Cafeteria/Photostat. However, if University Authority deem necessary, may go for branding on walls internally and externally.

31. That in case of violation of any term and condition. Contractor will be cancelled and security shall be forfeited.

32. The contractor will communicate with registrar's office on the recommendation with the Canteen Committee. In case of dispute, the decision of the Vice Chancellor is final. The decision of the Vice Chancellor is not challenged in any court. The Contractor will also appeal to the Vice Chancellor.

33. The Canteen/ Photostat timing will open at 08:00 AM to 04:00 PM.

34. That the Contractor shall not facilitate or hold any political or union activities or their meetings in Cafeteria/Photostat.

35. That incomplete bids or bids without 5% Earnest Money to be calculated on the basis of 12 months estimated rent, will not be entertained/considered.

36. That the successful bidder shall also deposit a refundable security equivalent to three months' rent in the shape of demand draft in favor of Treasurer, GSCWU Bahawalpur at the time of award of Contract.

37. Offer validity should be for 60 days from the date of opening of financial bid.

38. In case of any withdrawal after the award of auction the Earnest Money shall be forfeited.



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39. A sufficient number of employees in the Cafeteria/Photostat to be engaged in case of any complaint received to the Canteen committee regarding the same the contractor will be bound to obey the decision of the Canteen committee.

40. In case of any dispute the matter shall be referred to the Worthy Vice Chancellor and his decision will be final & binding to the Contractor.

Registrar



Bid Opening and Evaluation

Bids will be received till 11:00 AM and opened at 11.30 AM of the same day **17-12-2025** at the following address: ***Office of the Auction Committee, Govt Sadiq College Women University Bahawalpur.***

Mandatory Prerequisites/Basic Eligibility:

It is mandatory for the bidders to provide below mentioned documents to be considered for further evaluation.

Sr.	Description
01	<p>Bidder should be a firm/Company. Consortium. (Bidders as individuals shall not be entertained)</p> <p>Certificate of Incorporation/registration as a legal entity (i-e Company/partnership/sole proprietorship etc. For verification documents required to be attached</p>
02	<p>Copy of Registration with FBR/PRA and proof of tax submission since Incorporation/registration For verification documents required to be attached</p>
03	<p>A certificate/affidavit that firm is not black listed by any Private/public organization, Educational institution or University in Pakistan. For verification documents required to be attached</p>
04	<p>The canteen bidder must have the annual turnover of Rs. 02 million. and 0.5 Million for Photostat vendor.</p> <p>The bidder must have at least 3 food related business outlets for canteen only.</p> <p>The canteen bidder must have net worth of Rs. 2 million and 0.5 Million for Photostat vendor. For verification documents required to be attached:</p>



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FINANCIAL PROPOSAL

AUCTION NO. _____

FINANCIAL PROPOSAL / APPLICATION FORM

For

(Separate for every Category / Canteen/ Photostat)
(On Company / Firm's original Letter Head)

I / We, _____

Address: _____

Contact No.: _____ do hereby submit Auction bid for LOT No.

_____ Sr. No. _____ at a rent of Rs. _____ (Rupees:
_____) per month.

I / We, enclosed herewith CDR No. _____ Dated _____ Rs. _____

being earnest money. I / We accept the all above term and conditions.

Authorized Auctioneer

Signature: _____

Company _____

Stamp: _____

Name: _____

Designation: _____

Contact No.: _____

Address: _____

NOT: OVERWRITING / CUTTING IN ANY DOCUMENT WILL NOT BE ACCEPTED.



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Annexure-I

AFFIDAVIT

(Non judicial paper with Signature and Stamp of Rs:1200/-)

We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of Auction document for _____
(Cafeteria/ Photostat) and also do hereby confirm as follows:

1. That, the Bidder shall abide by all the instructions/conditions of the bidding document and in addition, the other conditions and GSCWU, rules and regulations, all other special instructions given time to time and enforced under Punjab Procurement Rules, 2014(amended).
2. That, the “Bidder” company/firm etc. is neither blacklisted by any Govt. Department /Authority in Pakistan nor pursued any case in the court against this University.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, GSCWU reserve the right to reject the bid besides forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Signature: _____

Name: _____

S/o: _____

CNIC No.: _____

Address: _____

Witness-1:

Signature: _____

Name: _____

S/o: _____

CNIC No.: _____

Address: _____

Witness-2

Signature: _____

Name: _____

S/o: _____

CNIC No.: _____

Address: _____