

UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN



TENDER NOTICE

University of Engineering & Technology Mardan invites sealed bids in hard form from well-established/reputed firms/contractors on **Single Stage One Envelope Procedure** for "running the following on rent basis for a period of ONE YEAR extendable and renewable subject to the satisfactory performance and compliance to the Terms and Conditions of the University.

S.#	Description	Procurement Method	Quantity	Issuance of Bidding Documents up-to	Bid Submission Date and Time	financial Bid Opening Date and Time
01	Cafeteria	Single Stage One Envelope Procedure	Detail given in bidding documents	20.08.2026, 11.00 A.M	26.08.2026, 11.30 A.M	26.08.2026, 11.30 A.M
02	Eight (08) Shops					

TERMS AND CONDITIONS: -

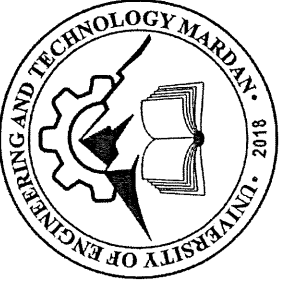
1. Tender/Bidding documents along with Term and Conditions can be downloaded from University websites, www.uetmardan.edu.pk, and can be obtained from the office of the Administrative Office, UET Mardan, from Monday to Friday at 08:00 AM to 04:00 PM. The Contractor/Vendor/Firms will be required to deposit an amount of Rs. 1000/- (Non-Refundable) as Tender Fee in the Account titled: Miscellaneous Fund UETM, Account No. 3001354859, Branch Code: 0179, Bank of Khyber (Sugar Mill Road Branch Mardan). The bidders can visit the University Cafeteria and Shops on any working day during office timing (8:00 AM to 4:00 PM).
2. The Technical/Financial bids along with supporting documents should reach to the office of Administrative Officer, UET Mardan accompanying with the bid that 2% Call Deposit on the total bid of one year in favor of Treasurer, UET Mardan in sealed envelopes latest by **11:00 A.M on 26.08.2026**. Bid will be open on the same day i.e. **26.08.2026 at 11:30 AM** in the Conference Hall in the presence of the bidders who would like to be present at the time of opening of tenders.
3. University of Engineering and Technology, Mardan reserve the right to accept/reject any one or all the tender based on valid reason.

A handwritten signature in black ink, followed by the date "20/8/26" and a checkmark.

Administrative Officer, University of Engineering & Technology, Mardan
Charsadda Road Mardan, Telephone 0937-9230456, Fax 0937-9230296

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY
MARDAN**

KHYBER PAKHTUNKHWA



**TENDER DOCUMENTS
FOR
TENDERING OF CAFETERIA AND SHOPS AT UET MARDAN**

Last Date/Time for Submission of Bid: August 26th, 2026 at 11:00 AM

Bid Opening Date/Time: August 26th, 2026 at 11:30 AM

Venue: Conference Room, UET Mardan

Email: administrativeofficer@uetmardan.edu.pk

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY
MARDAN**

KHYBER PAKHTUNKHWA



**TENDER DOCUMENTS
FOR
TENDERING OF CAFETERIA AND SHOPS AT UET MARDAN**

Last Date/Time for Submission of Bid: August 28th, 2026 at 11:00 AM

Bid Opening Date/Time: August 28th, 2026 at 11:30 AM

Venue: Conference Room, UET Mardan

Email: administrativeofficer@uetmardan.edu.pk

DETAILS OF CAFETERIA / SHOPS AND OTHER FACILITIES

(please insert (✓) in the box).

S #	Facility	Location	Purpose	(✓)
01	Cafeteria	Main center Kitchen	Tea, Breakfast. Lunch/Dinner etc.	The Contractor should be register with FBR
02	Photostat Shop with Stationary	Main Campus In Cafeteria	Photostat/Stationery	
03	Shop No.1	Main Campus Gate no. 3	Washing/Doobi	
04	Shop No.2	Main Campus Gate no. 3	General Store	
05	Shop No.3	Main Campus Gate no. 3	General Photostat/Stationary	
06	Tuck Shop	Main Campus in Cafeteria	Tuck Shop	
07	Bakery Shop	Main Campus in Cafeteria	Sweet items	
08	Fast food	Main Campus in Cafeteria	Burgers, Shorma, Shami Kabab, Chips,	
09	Samosa and Pakora	Main Campus in Cafeteria	Samosa and Pakora	

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UNIVERSITY OF ENGINEERING AND TECHNOLOGY, MARDAN

University of Engineering and Technology, Mardan invites proposals from the registered firms/contractors for the renting The Cafeteria and Shops on "Single Stage Single Envelope Procedure" as per the following terms and conditions.

1. General

- "University of Engineering and Technology, Mardan." reserves the rights to accept or reject any or all bids without assigning any reason as per rules.
- Any bid without earnest money (which is 2% of total annual rent) will not be accepted.
- Conditional/incomplete bid will not be accepted.
- Any addition/deletion/modification of any clause of these conditions/bidding documents is not acceptable and lead to rejection of the bid.
- By submitting the bid, the bidder/firm declares to abide by and be bound by the conditions laid down in the advertisement, together with those mentioned in this bidding document.
- The rates quoted must be valid for at least 180 days from the date of tender opening.
- Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- Bid received after the closing date/time will not be entertained.
- In case of Public holidays, the tender opening time/date will be considered as the next working day. The bid must accompany the following. failing which shall lead to disqualification.
- Certificate to the effect that the Firm/Bidder has never been blacklisted by any Government/Semi-Government Organization/Agency/autonomous body/private sector organization anywhere in Pakistan (submission of undertaking on legal stamp paper).
- The bidder can apply for all or single shop/cafeteria

3. Bid Price

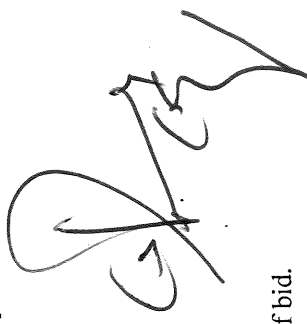
The bidder will mention his bid rates in his offer. The quoted rates shall be:

- Best/final/fixed and valid until completion of all obligations under the contract i.e. not subject to variation/escalation etc.
- Shall be in Pak Rupees
- Inclusive of all admissible taxes
- Taxes levied by the Government (if any), shall be deducted from the bidder as per rules.

4. Earnest Money/Bid Security

The bidder firm/vendor shall furnish the bid security (Earnest Money) as under:

- No bid will be accepted without earnest money.
- Denominated in Pakistani Rupees.
- Must be attached with financial proposal, failing which shall cause rejection of bid.
- In the form of Call Deposit Receipt (CDR) in the name of "Treasurer University of Engineering and Technology, Mardan".



- The Earnest Money will be returned on written request to the unsuccessful bidders.

The bid security shall be forfeited by UETM, on the occurrence of any/all of following conditions.

- If the bidding firm/bidder withdraws the bid during the period of tender/bid validity.
- If the bidding firm/bidder does not accept the corrections of his total tender/bidding price.
- If the bidding firm/bidder, having been notified of the acceptance of the tender by UETM during the period of bid/tender validity, fails or refuses to furnish the Performance Guarantee (if Required), in accordance with the tender document.
- An amount equal to 2% of the total quoted amount for 01 years rent shall be deposited by the Tenant as bid security in the form of CDR in favour of Treasurer, University of Engineering and Technology, Mardan which will be retained up to the expiry of contract period. The security so deposited shall be refunded in full or after adjustment as the case may be.
- Performance guarantee: A total of 10% performance guarantee shall be retained till expiration of the contract. That shall comprise 2% earnest money and 8% of the total bid that shall be deposited by the successful Tenant before signing an agreement.

5. Bid/Tender Validity

The bid shall have a minimum validity period of One Hundred and Eighty (180) days from the date of opening of bids. The UETM may solicit the bidding firm/vendor's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. If the bidding firm/vendor agrees to permit extension for validity period of the tender, the validity period of the bid security shall also be suitable extended. The bidding firm/vendor may refuse extension of validity period of the bid validity, without forfeiting the bid security.

6. Signing of Bids

The bidding firm/vendor must sign and stamp all pages of the tender documents.

7. Rejection/Acceptance of the Bids

The UETM shall have the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The authority shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

The tender/bids shall be rejected if:

1. The offered items/services do not meet the technical specification of required items/services.
2. The bidder submits incomplete/partial/conditional/alternative/late documents.
3. Bid is not submitted completely for the required object.
4. Bid security/Earnest Money is not submitted.
5. It is subjected to interlineations/cuttings/corrections/erasures/overwriting.
6. The bidding firm/vendor refuses to accept corrected Total Tender Rates.
7. The bidding firm/vendor tries to influence the tender evaluation/contract award by unsolicited advice/clarifications and any personal approach at any stage of the tender.
8. The bidding firm/vendor engages in corrupt or fraudulent practices in competing for the contract award.

9. The bidding firm/vendor fails to meet all the requirement of tender eligibility/qualification criteria.
10. The bidding firm/vendor has been blacklisted by any public or private sector organization.
11. The bidding firm/vendor has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services.
12. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

8. Award Criteria

Technically qualified and successful bidding firm/vendor will be evaluated in the light of all pre-conditions, necessary requisites and shall be selected on Highest cost quoted as per rules and fulfilling all codal formalities.

9. Variation in scope of Work

UETM shall have the right, at his exclusive discretion, to increase/decrease the quantity of Cafeteria/Shops without any change in unit rates/renting or other terms and conditions, at the time of order placement. UETM reserves the right to remove any item or service executed which is not accordance with the tender/item specification or to order Tenant to provide according to tender/item specification. In case of non-compliance by the Tenant, UETM shall remove such items/services and will be re-executed through other arrangements at the sole risk, cost, and responsibility of the Tenant.

10. Taxes

- The Tenant shall be entirely responsible for all admissible taxes.
- All government taxes shall be deducted at source (if applicable) according to the relevant rules.

11. Responsibility against Damages/Ownership of Cafeteria/Shops

The Tenant shall be responsible for whole/any damage caused to the Cafeteria/Shops by any natural or unnatural accident. The Tenant shall replace the same.

12. Preliminary Scrutiny

The University will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University may, at its discretion waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserve the right for such waivers.

13. Successful bidder/Firm will submit the rent on quarterly basis in advance

14. The rent must be paid within five days of the quarter after due date

SPECIAL TERMS AND CONDITIONS OF THE TENDER

1. Eligibility Criteria

1. Bidder should not have defaulted on any bank/financial institute loans in the past. There should not be any statutory dues and disputed liability.
2. The Tenant will employ adequate number of staff (should be of 18 years & above age in order to avoid / discourage child labor) in order to maintain efficiency to standard desired by the “University of Engineering and Technology, Mardan”.

3.

2. Documentation

The bidder shall furnish, as part of its tender offer, documents establishing the bidder's eligibility to participate in the tender and its qualifications to perform the Contract. The documentary evidence of the vendors' qualifications to perform the Contract, shall be established by University of Engineering and Technology, Mardan satisfies that the vendor is eligible as per the criteria outlined in the Eligibility Criteria at Para 1 above.

4. Performance Guarantee

The successful Tenant shall deposit advance 10 % of his/her quoted rent.

5. Preliminary Scrutiny

The University will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University may, at its discretion waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserve the right for such waivers.

6. Duration of Contract

Initially the contract will be for a period of (01) Years. However, It will be extendable up to three (03) years period on the basis of satisfactory report, if allottees fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect. Contract can be extended by mutual agreement. University reserves the right to terminate the contract at any time on one-month prior notice. However, the Tenant will give 01-months' notice in writing if he/she desires to vacate the restaurant/shop before the expiry of the contract. If extension is allowed by the university, 10% increase in Monthly rent fee of previous year is applicable.

7. Income Taxes

Income Taxes shall be deducted at source as per rules.

8. Penalty

Quality Control/Food Committee will be nominated by University of Engineering and Technology, Mardan to inspect and oversee functioning of Cafeteria/Shops (in addition to food regulatory

A handwritten signature and initials, possibly reading 'D. W. C. V.', are written in black ink in the top right corner of the page.

authorities) with a view to ensures hygiene and sufficient service in the Cafeteria/Shops. In case there are repeated failures or lacuna noticed by the Committee due to failure of Tenant, the Convener/Chairman of the Committee can impose a fine up to Rs. 10,000/- at one time to be recoverable from Tenant by issuing a Challan.

9. Rent

The Monthly Rent not less than as proposed in financial model of the successful bidder shall increase by 10% annually; Rent / Charges must be deposited in advance by the Tenant. If the Tenant fails to deposit the Rent until 10th of every quarter. after 15th day of the quarter, the Competent Authority may cancel the agreement which will be the sole discretion of the University Authority.

10. Subletting

The Tenant will not be allowed to sublet the Cafeteria/Shop to any other firm(s) / person(s) or Tenant(s). This act leads to prompt disqualification of the contract.

11. Rate

The rates of food items will be approved by the Competent Authority recommended by the committee concern, and the service provider will be bound to sell the food items on the approved rates. The service provider will also sign an undertaking on stamp paper of Rs.100/- to assure his bindings towards the rates of items to be sold at Canteen/Cafeteria/Shop. The approved rates will be displayed at the Canteen/Cafeteria/Shop by fixing a fit board for information of customers.

12. Govt. Employees

The Govt. or ‘‘University of Engineering and Technology, Mardan’’ employees are not allowed to participate in Tenders.

13. Political Gatherings

The allotted Cafeteria/Shops shall not be allowed to be utilized for any political gatherings. Doing so could lead to termination of contract with Tenant.

14. Other Issues

The University shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff and students in their personal capacity, which will be wholly to the risk of the Tenant.

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AGREEMENT DEED OF RENTING SHOP OR CAFETERIA AT UET MARDAN

On this day.....(date),(month),(year), the University of Engineering & Technology Mardan through the Registrar, UET Mardan (here in called the lessor or 1st party) has allotted Cafeteria/Shop No..... situated at UET Mardan Charsada Road, Mardan to..... Son/Daughter of.....

Address..... on monthly rent of (here in called the lessee or 2nd party) for financial year in words).
Rs.....(in figure).....(in words).

I, the undersigned Mr..... S/D/O..... has acquired the Cafeteria/Shop No..... situated at UET Mardan, Charsada Road Mardan on monthly rent of Rupees..... on the following terms and conditions:

1. That allotment of the Cafeteria /Shop is purely on contract basis for a period of one year, i.e., from:.....(date),(month),(year) to:.....(date),(month),(year) and that on the expiry of the allotment, I will vacate the Cafeteria/Shop and hand over its possession to the Registrar, UET Mardan. Registrar, UET Mardan will issue a clearance certificate to that effect.
2. That I will be bound to pay the prescribed rent @ Rs..... Per Month to UET Mardan regularly as per prescribed procedure or to be prescribed from time to time by the University authorities.
3. That I will not sublet the Cafeteria/ Shop, which has been allotted to me, to third party during the contract period otherwise the University reserves the right to cancel the contract agreement.
4. That I will only deal with the nature of business for which I have been allotted the Cafeteria/ Shop. For any changes in nature of business, prior written approval of the University Authority will be obtained.
5. That I am bound to pay the Electricity, Gas and Telephone charges monthly on regular basis as per prescribed procedure and I am also bound to deposit with University a sum of Rs.....as advance security which is refundable on the expiry of the contract period. Any damages/breakages caused to University property will be covered through advance security.
6. That I will not deal in any kind of activity which constitutes to cognizable offence and is punishable under the Law.
7. That I will not carry out any addition or alternation in the premises of the Cafeteria /Shop allotted to me, without prior permission of Registrar, UET Mardan or UET Mardan authority.
8. That the UET Mardan reserves the right to terminate this agreement after serving one-month advance notice.
9. That I will be responsible to make good the lost /loses, if any cost to the demise property except force majeure.
10. That the decision of the University Authority, UET Mardan in allotment of Cafeteria/ Shops and all other matters as the case may be, will be final and binding on me where ever communicated by UET Mardan.
11. In case any differences arise between the lessor and lessee, the matter will be resolved amicably through mutual consultation.
12. I also hereby undertake that I will not challenge the given terms and conditions and allotment letter/rent deed/undertaking in any court of law. In case if any differences arise and the matter is not resolved amicably through mutual consultation then I shall have to accept the decision of the University Authority as final. In case of appeal if any as provided in rules of business of the University. The University authority shall have the power to amended or change any of the above terms and conditions at any time during the contract.
13. The contractor shall provide sufficient good quality crockery and cutlery for cafeteria.
14. The Contractor shall employ Manager, Waiters, Cook, Washer Man and Sweeper. The waiters shall be adjusted in a week's time. The full particulars of each employee duly cleared by his local police station will be furnished to Registrar office for record. The Contractor shall be responsible for good conduct and behavior of the employees working in the Cafeteria/Shop.

15. The Contractor shall ensure that the Cafeteria premises including the kitchen and toilet are kept spotlessly clean at all times through his/her own arrangements.

16. The utensils /crockery used in the Cafeteria must be of good standard even slightly chipped crockery which breed germs must not be used. Water set should be of glass rather than of any other material, the crockery shall be porcelain and the cutlery of standard stainless steel.

17. The contractor shall keep the required staff for proper maintenance and smooth running of the cafeteria.

18. The staff of Contractor shall not be less than 18 years' of age.

19. The Contractor shall serve good quality cold drinks, tea, cookies and meals etc. at the

subsidized rates approved by the concern committee.

20. The Contractor shall be responsible for the safety and security of furniture, curtains and all other electric and gas appliances provided in the Cafeteria and an inventory list is attached with the agreement which be read as part and parcel thereof.

21. The crockery, food stuff and general cleanliness of the Cafeteria shall always be open to the inspection of the University Canteen Committee. In case the crockery, foodstuff and cleanliness of the Cafeteria is found substandard, the Canteen Committee shall have the authority of imposing a fine of Rs. 5000/- to Rs. 10000/- on any single occasion. Besides no drugs, smoking cigarettes etc. shall be allowed in the Canteen area.

22. The Cafeteria/ Shops timing shall be prescribed by the university authority from time to time.

23. The Contract can be revoked on a month's notice by the university. However, the Contractor will be required to give two months' notice to the University to that effect so that alternate arrangement could be made.

24. The UET Mardan shall have the power and authority to amend or change any of the terms and conditions at any time during the period of the contract.

25. The contractor shall have to pay the rent in advance before 5th of each month. The first month rent and security will be deposited by the lessee in advance at the time of signing of this agreement.

26. Any misbehavior with students and staff members of the University will lead to the cancellation of the contract/fine imposed by University Authority.

27. This agreement is valid for a period of one year extendable and renewable subject to the satisfactory performance and compliance to the Terms and conditions of the University.

* Agreed and signed the rent deed on dated: ----/----/----

Name: -----

NIC No: -----

Cafeteria /Shop No.-----

Signature:-----

Witnesses:

1. Name:-----, CNIC No.:-----, Signature:-----

2. Name:-----, CNIC No.:-----, Signature:-----

Countersigned by: _____

Registrar, UET Mardan