

**FAZAIA RUTH PFAU MEDICAL COLLEGE,
PAF BASE FAISAL,
KARACHI.**

TENDER DOCUMENTS

For
Running Cafeteria

**INSTRUCTIONS TO BIDDERS
& CONTRACT DATA**

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1. ADVERTISEMENT

	FAZAIA RUTH PFAU MEDICAL COLLEGE PAF BASE FAISAL, KARACHI	
CANTEEN CONTRACTOR REQUIRED		
<p>Canteen Contractors are required for Fazaia Ruth Pfau Medical College, Karachi:</p> <ol style="list-style-type: none">1. Contractors is required to run College canteen. This canteen will serve approx. seven hundred (700) students and staff members.2. Contactor required to run Hostel Mess services to serve approx. three hundred (350) hostel students.3. Please apply on separate for each of the above services. <p>Interested parties are requested to apply with complete application* through courier service along with Pay Order / Banker's Cheque of Rs. 2,500/- (Two thousand five hundred only) non-refundable / non-transferable in favor of <u>"FAZAIA RUTH PFAU MEDICAL COLLEGE, KARACHI. (NTN # 0639846-7)"</u> by Monday, 02nd June 2025 to Senior Admin Officer, Fazaia Ruth Pfau Medical College, PAF Base Faisal, Main Shahra-e-Faisal, Karachi-74350.</p> <p>*Application form is available on our website https://frpmc.edu.pk/ <i>For further details please contact:</i> Mobile 0321-2587123 Tel: 021-34604701</p>		

2. CHECKLIST FOR ESSENTIAL DOCUMENTS

Note: Failure to provide any of the documents listed in the checklist below at the time of bid submission would result in technical disqualification of the firm.

S/No.	Document Name	(Initial if provided)	Page(s) where document is provided
1.	Company Profile (to be attached)		
2.	Original Affidavit declaring that firm has never been blacklisted Government Department / Civil agency (to be attached).		
3.	Details of litigation cases with organizations / individuals if any		
4.	Duly filled Appendix- A, Appendix-B & Appendix-C (to be attached) with supporting documents.		
5.	Copies of Efficiency certificate if awarded		
6.	Photocopy of bid security showing bid amount as blanked (to be attached)		
7.	Tender document duly signed and stamped by the Bidder (to be attached)		

Authorized Signature, Name & Official Seal of the bidder: _____

3. INVITATION TO TENDERERS:

Address:

Senior Admin Officer
Fazaia Ruth Pfau Medical College
PAF Base Faisal, Main Shahra-e-Faisal,
Karachi-74350.
Tel: 021-34604701

- a. Fazaia Ruth Pfau Medical College invites sealed tenders from eligible firms.
- b. A complete set of Tender Documents (which is available at our website) interested eligible Bidders on submission of a written/filled application to the abovementioned office along with PAY ORDER / BANKERS CHEQUE (non-refundable/non-transferable fee) in favor of "FAZAIA RUTH PFAU MEDICAL COLLEGE, KARACHI" of Rs. 2,500/- (Two Thousand five hundred only).
- c. Fazaia Ruth Pfau Medical College, Karachi administration reserves the right to reject or accept any offer without assigning a reason.

4. LETTER OF OFFER FOR FAZAIA RUTH PFAU MEDICAL COLLEGE, CAFETERIA

To,

Senior Admin Officer
Fazaia Ruth Pfau Medical College,
PAF Base Faisal,
Karachi.

1. I have examined the tender documents including instructions to the bidder, Conditions to the contract and FRPMC offered price list, for running the Fazaia Ruth Pfau Medical College, Karachi. **I, the undersigned, offer the sum of Rs. _____ (Rupees _____) per month rent for running Cafeteria at Fazaia Ruth Pfau Medical College, Karachi.**

2. I here agree with all terms and conditions mentioned in the tender documents for running cafeteria.

Dated this _____ day of _____

Signature _____ in the capacity of _____

(NAME OF FIRM IN BLOCK LETTER)

ADDRESS: _____

Witness: _____

5. APPENDIX A & B:

Appendix-A

DETAILS OF CONTRACT FOR SUCCESSFULLY CAFETERIA IN REPUTED ORGANIZATIONS DURING LAST THREE (03) YEARS

Description	Name of Organization	Serving Capacity	Contract Dated		Photocopy of Contract attached as Annex	Name, Designation, Phone & Email of Controlling Officer
			From	To		

Note-1: - Raising of this form is mandatory. Non-compliance would lead to technical disqualification.

Note-2: - The Employer reserves the right to verify above stated details and disqualify the firm at any stage before awarding the contract on providing unauthentic information.

Certificate: I hereby certify that the above details have been read, understood, filled properly & signed as authentic information: -

Authorized Signature, Name & Official Seal of the bidder: _____

DETAILS OF RELEVANT ONGOING BUSINESS

Description	Name of Organization	Serving Capacity	Contract Dated		Photocopy of Contract attached as Annex	Name, Designation, Phone & Email of Controlling Officer
			From	To		

Note-1: - Raising of this form is mandatory. Non-compliance would lead to technical disqualification.

Note-2: - The Employer reserves the right to verify above stated details and disqualify the firm at any stage before awarding the contract on providing unauthentic information.

Certificate: I hereby certify that the above details have been read, understood, filled properly & signed as authentic information: -

Authorized Signature, Name & Official Seal of the bidder: _____

6. CONDITIONS OF CONTRACT

1. Scope of Services

The Scope of services shall consist but not limited to the following: -

- 1.1 Management and operation of Cafeteria.
- 1.2 Meals / refreshments for faculty members, staffs, students and visitors of the Fazaia Ruth Pfau Medical College, Karachi.
- 1.3 Food services for Special events/functions as and when so required / desired by Fazaia Ruth Pfau Medical College, Karachi.

2. Terms & Conditions

2.1 Obligations of Administration

The management will be responsible for the following: -

- 2.1.1 Provision of Electricity, Gas and Water to Cafeteria and hostel mess at the cost of contractor.
- 2.1.2 Final approval of security clearance of employees as submitted by the contractor.
- 2.1.3 Final approval of Medical Fitness and subsequently monthly follow up of each employee submitted by the contractor.

2.2 Obligations of Contractor

The contractor will be responsible for the following: -

- 2.2.1 Manage food and Services of Fazaia Ruth Pfau Medical College, Karachi. Cafeteria at prescribed rates.
- 2.2.2 Will operate the cafeteria in accordance with various programs / activities of Fazaia Ruth Pfau Medical College, Karachi.
- 2.2.3 Will observe the Food quality standards, Hygienic conditions and regular cleaning of the cafeteria on daily basis including but not limited to the following places: -
 - (a) Cleaning of tables/seats in areas specified for students, faculty and employees after each serving.
 - (b) Regular cleaning the café floors with Mop, using warm water, detergent & phenyl, as and when required especially during lunch hours.
 - (c) Cleaning of cafeteria (Kitchen) and washing area through designated workers.
- 2.2.4 Hiring of skilled employees for management and functioning of the cafeteria.
- 2.2.5 The Contractor will ensure that all the waiters / cooks wear proper clean uniform, kitchen staff caps and gloves, which is to be got approved from the competent authority.
- 2.2.6 Food at Faculty room shall be served through waiters to the Faculty / Senior Management.
- 2.2.7 The Contractor will ensure medical checkup of all his employees before deployment in the cafeteria and hostel mess subsequently on monthly basis. For this, the contractor will provide to FRPMC Medical Officer the medical fitness certificates (duly supported by prescribed medical tests) for the employees duly signed by Medical officer of the PAF hospital Faisal.
- 2.2.8 FFI chart duly signed by Medical Officer is to be displayed at appropriate place in the cafeteria and hostel mess.
- 2.2.9 To provide the Bio-data of its employees, record of medical checkup & vaccination to the FRPMC administration.
- 2.2.10 To arrange fine quality Crockery (Ceramics) for Faculty / Senior Management.
- 2.2.11 The Contractor shall not vary, deviate or change any part of the building and its specification without having permission in writing by the FRPMC administration.
- 2.2.12 To ensure use of branded ingredients of good repute for preparation of food items and packed spices **but not limited to** as mentioned in clause 1.4.
- 2.2.13 To ensure that the reputed national brands of Packed Juices, Chips, Cold Drinks, Mineral Water, Biscuits, Fresh Juice, Tea/Coffee, Chocolates and other packed items to be sold at cafe tuck shop and abide by the instructions passed on in writing by the administration in this regard.

- 2.2.14 To ensure all food items must be fresh and meat / mutton be verified and stamped from relevant authorities.
- 2.2.15 To ensure the food quality standard, hygienic conditions and clean environment.
- 2.2.16 To provide food for official tea parties/lunch/dinner whenever required / desired by the FRPMC administration.
- 2.2.17 The Contractor shall not sublet this contract either in part or in whole. The subletting will result into cancellation of the contract and forfeiture of security.
- 2.2.18 The Contractor and all their employees shall not use such methods as against accepted social norms / customs on the said premises and the premises shall not be used for any purpose other than meals, snacks and drinks as authorized by FRPMC administration at the rates duly approved by the Licensor and displayed near the sale counter.
- 2.2.19 **The Contractor must restrict to the items that have already been specified with rates in the list given in the volume-8 of the tender documents.**
- 2.2.20 Day to day maintenance of the building, its fixtures/fittings and cleanliness to the entire satisfaction of the FRPMC administration.
- 2.2.21 During the managing of the business the Licensee will indemnify the Licensor from all claims which are caused to any person, whether a workman or not, while in or upon claim brought under the workmen's Compensation Act.
- 2.2.22 The Contractor shall be wholly responsible for all structures, fittings, furniture, fixtures and equipment in the designated premises and shall not claim from FRPMC administration any compensation for any damage / loss / deterioration of the said premises through any cause whatsoever.
- 2.2.23 The Contractor will keep and maintain a Suggestion / Complaint Book at the cafeteria counter all the times and put it up to the FRPMC administration every Monday by 11:00 AM.
- 2.2.24 The Contractor shall comply with all the security regulations as directed by the FRPMC administration from time to time.
- 2.2.25 The Contractor and his employees, whether regular or part time, be subject to security clearance by the FRPMC administration.
- 2.2.26 The Contractor will terminate the service of any of his employees, if the FRPMC administration so desired.
- 2.2.27 The Contractor shall maintain kitchen fittings / fixture all accessories and Cafeteria furniture in perfect, neat and serviceable condition.
- 2.2.28 **The Contractor shall properly manage waste garbage by putting it in covered bins placed behind the cafe and then disposed off to Main Waste Bin of Fazaia Ruth Pfau Medical College at the end of each day.**

3. **Special Stipulations: -**

- 3.1 The License may be terminated on disciplinary grounds or extremely poor performance or for maintaining poor hygienic conditions in the cafeteria hall. In case of termination of license on aforesaid grounds, the condition of one (01) month notice, as stipulated in Clause 7.2 will not be applicable.
- 3.2 In case of any irregularity like poor hygienic conditions or poor state of cleanliness in the cafeteria and hostel mess or poor quality of food or violation of instructions issued by the Fazaia Ruth Pfau Medical College, Karachi administration, the FRPMC administration can impose a fine of **Rs 10,000/-**. On repetition of the same irregularity, the amount of penalty would be doubled or tripled.
- 3.3 **The contractor shall be responsible to provide the quality Lunch to FRPMC employees.**
- 3.4 **Fazaia Ruth Pfau Medical College, Karachi would make payment on monthly basis against actual meals taken during the month.**
- 3.5 Upon any breach of either of the conditions herein contained, the FRPMC administration may notwithstanding the waiver of any previous right of revocation, revoke the aforesaid License and thereupon the same shall become void.

- 3.6 The Contractor will have to pay Sui Gas & Electric bills of the cafeteria to Finance Dept. by 10th of every month as raised by FRPMC Administration in accordance with the consumption / reading shown by the meter. In case of delay in payment of bills surcharge as applicable would be levied.
- 3.7 In case of any problem in gas supply through main lines, the Contractor is responsible to make alternate arrangements as per normal schedule and routine.
- 3.8 Taking on charge, all kitchen equipment / accessories and furniture & fixtures after satisfaction regarding serviceability.
- 3.9 On expiry of contract the Contractor shall be responsible for handing over FRPMC inventory items in serviceable & good condition, otherwise on conclusion of contract expense for repair / replacement will be deducted from security amount held with Fazaia Ruth Pfau Medical College. The Contractor shall use good quality items for preparation of all food and drinks. Fresh vegetables, Chicken and fruit items shall be ensured.
- 3.10 **The Contractor shall use fresh oil for frying every day. The used oil shall be disposed off on closing of the business every day.**
4. **Term of Agreement**
The term of Agreement shall be for the period of **one (01)** year from the date of signing of contract, which could be extended if deemed necessary by the FRPMC administration for further period of one (01) year on new terms and conditions as agreed by both the parties.
5. **Security Deposit**
The Contractor shall pay in advance an amount of **Rs. 250,000/- (Rupees Two hundred fifty thousand only)** as security deposit at the time of signing this agreement. This amount will be refunded without interest at the time of conclusion of agreement after clearing all the liabilities, if any, of the said premises including any damage caused to the building, furniture, or equipment like Deep Freezer, Fridge, Fountain Fresh, Chiller Units, Electrical Fixture, kitchen equipment as listed and placed with this agreement.
6. **Rebate**
 - 6.1 The Contractor shall pay the monthly rebate in start of the month. If the Contractor does not pay the rebate upto 10th of the month, he would be levied Rs 5,000/- per day as surcharge.
 - 6.2 The Contractor will be exempted from rebate during the Holy month of Ramadhan and shall pay 40% of monthly rent, per month during the summer vacations.
 - 6.3 If the Contractor makes default in payment of monthly rebates as mentioned his License may be cancelled by the FRPMC administration.
 - 6.4 The Contractor shall, during the term, pay all taxes and all other charges which will become payable on account of his business. At the conclusion of contract period, the Contractor shall hand over the possession of the said premises to FRPMC administration with clear accounts.
7. **Termination**
 - 7.1 This agreement may be terminated on expiry of its term (s) if not renewed by both the parties.
 - 7.2 The agreement may be terminated by either party by giving one (01) month notice in advance, duly signed on their letter heads.
 - 7.3 If the termination is initiated by the Contractor, no compensation will be paid by the FRPMC administration for any fixture installed by the Contractor.
8. **Period of Operation**
FRPMC administration shall serve a mutually agreed variety of nutritious foods of high quality, in substantial quantities throughout the week/month/year.
9. **Prices**
The Contractor will get a list of all food / other items to be sold at the cafeteria at the rates approved and signed by the FRPMC administration. These items and their approved rates **mentioned in fixed price list at Volume-8** shall be displayed at the Notice Board of the Cafeteria as well as near the Sale Counter.

10. Force Measure

Both parties will not be held responsible for any delay in fulfilment of the obligations under this Agreement due to circumstances of Force Majeure such as acts of God, War, Riots, civil commotion, Strike, Lock outs and other circumstances and disturbance which are beyond the parties control. The party unable to fulfill the obligations under this Agreement shall immediately within one week inform other Party of the beginning and the discontinuous of such circumstances. In this case the time of the fulfilment of the obligations shall be extended for a corresponding period of time.

11. Dispute Resolution

11.1 If at any time, during the subsistence of the License, any dispute, arises between the Contractor and the FRPMC administration on any question or breach of the terms of license, either party may apply in writing to Principal, Fazaia Ruth Pfau Medical College, Karachi to decide such dispute. The Principal, after making such investigation, as he may deem necessary, would decide such dispute and his decision shall be final and binding upon the parties.

11.2 The contractor agrees and undertakes that in case of any dispute he will not refer the dispute or difference of opinions etc., relating to this agreement to the media or any outside agency.

Signature_____

Company_____

Name_____

Date_____

7. INSTRUCTIONS TO THE BIDDERS

GENERAL

The management of Fazaia Ruth Pfau Medical College (FRPMC) desires to award the contract for running its cafeteria at Fazaia Ruth Pfau Medical College, PAF Base Faisal, Main Shahra-e-Faisal, Karachi-74350.

1. SCOPE OF TENDER, SITE VISIT

1.1 Scope of Tender

Fazaia Ruth Pfau Medical College, Karachi having strength approx. 700 including the students, Faculty members and staffs. The management of Fazaia Ruth Pfau Medical College desires to award the contract for running the cafeteria on quality-cum-cost-basis. Tender is open for all Bidders, subject to fulfil the following conditions;

- i. Having minimum three (03) years' experience for running the cafeteria in the reputed organizations.
- ii. Having ability to offer best services conforming the Fazaia Ruth Pfau Medical College Guidelines provided in the tender documents.
- iii. Agreed to pay the monthly Utility bill of cafeteria on actual consumption basis.
- iv. Never been blacklisted by any Govt. Dept. / Civil organization. Affidavit to this effect shall be furnished.

1.2 Site Visit

The Bidders are advised to visit the cafeteria at Fazaia Ruth Pfau Medical College, PAF Base Faisal, Main Shahra e Faisal, Karachi-74350, to examine the site to obtain all information that may be necessary for preparing the tender and entering into a contract. All cost(s) in this respect shall be borne by the bidders.

2. COST OF TENDERING

The bidder shall bear all costs associated with preparation and submission of bid and the FRPMC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

PREPARATION OF TENDERS

3. LANGUAGE OF TENDER

- a) Bidding documents and all correspondence shall be in English Language.
- b) The bid shall have a covering letter printed on firm's letter pad.
- c) All pages of the bid i.e. instructions to bidders, integrity pact, contract documents, conditions of contract, monthly offered rent and fixed priced list shall be initiated/signed and official seal be affixed by the person(s) authorized to sign.

4. DOCUMENTS COMPRISING THE TENDER

- i. The envelopes shall be clearly marked as "Running Cafeteria" and in bold and legible letters to avoid confusion.
- ii. The envelopes shall be clearly marked as "Hostel Mess" and in bold and legible letters to avoid confusion.

6. SUFFICIENCY OF TENDER

- 7.1 Each tenderer shall satisfy himself before Tendering as to the correctness and sufficiency of his Tender, i.e. rates mentioned in the list and monthly rent offered by the Bidder, and all matters and things necessary for preparation of bid.
- 7.2 The tenderer is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the tender and entering into a Contract.

7. VALIDITY OF BIDS, FORMAT, SIGNING AND SUBMISSION OF TENDER

- 9.1 Bids shall remain valid for a period of 90 days.
- 9.2 All Schedules to Tender are to be properly completed and signed.

9.3 No alteration is to be made in the Form of Tender except in filling up the blanks as directed. If any alteration made or if these instructions be not fully complied with, the tender may be rejected.

9.4 The Tender shall be delivered in person or sent by registered mail / courier services at the address to Employer as given in Tendering Data.

8. DEADLINE FOR SUBMISSION, MODIFICATION & WITHDRAWAL OF TENDERS

8.1 Deadline for submission of Tender:

The bid shall be delivered through courier services so as to reach Senior Admin Officer, Fazaia Ruth Pfau Medical College, PAF Base Faisal, Main Shahra e Faisal, Karachi at or before 03:00 PM on Monday **02 June 2025**.

- a) Sealed bids shall be received to the senior admin officer on or before the prescribed time on given date.
- b) Bids shall be submitted in sealed envelope having necessary information regarding tender notice.
- c) No bids open, emailed or faxed will be accepted.
- d) Any bid submitted after the deadline for tender submission will be returned unopened to such bidder.

8.2 Modification & withdrawal of Bid

Following terms will apply for modification or withdrawal of bid.

- a) Any bidder may modify or withdraw his bid after bid submission provided that written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- b) No bid shall be modified or withdrawn by a bidder after the deadline for submission of bids.

9. TENDER OPENING AND EVALUATION

9.1 Tender Opening & Clarification and Evaluation

- a. The Employer will open the tenders, in the presence of tenderers' representatives who choose to attend, at the time, date and location stipulated in the Tendering Data.
- b. The tenderer's name, rent offered, the presence or absence of Tender Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the tender opening.
- c. To assist in the examination, evaluation and comparison of tenders the Employer may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing and no change in the offer or substance of the Tender shall be sought, offered or permitted.

9.2 Technical Evaluation

It will examine in detail whether the documents submitted by the Bidder complies with the Technical Provisions of the Tender Documents. It will also examine that the Bidder agreed with the FRPMC Terms & conditions mentioned in the tender documents. Detailed evaluation criteria used to evaluate the bidder for this tender is also given in the tender documents.

9.3 FINANCIAL EVALUATION

It will be examined in detail that: -

- i. The Bidder offered the minimum monthly rent as required by the Fazaia Ruth Pfau Medical College, Karachi.
- ii. The Bidders agreed with fixed price list provided by Fazaia Ruth Pfau Medical College, Karachi.

10. PROCESS TO BE CONFIDENTIAL

No bidder shall contact FRPMC administration on any matter relating to its tender from the opening of bid till the award of contract.

11. AWARD CRITERIA & FRPMC ADMINISTRATION RIGHT

- 11.1 This is quality-cum-cost based criteria. The contract will be awarded to the bidder who attain the highest score in evaluation criteria.
- 11.2 The FRPMC administration reserves the right to accept or reject any or all the bids prior to award without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the FRPMC administration action.
- 11.3 In case the selected bidder fails to enter into contract, Fazaia Ruth Pfau Medical College may award the contract to the next responsive bidder on the list.

12. NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

- 12.1 Prior to expiry of the period of tender validity prescribed by the Employer, the Employer will notify the successful tenderer in writing ("Letter of Acceptance") that his tender has been accepted.
- 12.2 Within 07 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful tenderer the Form of Contract Agreement provided in the Tender Documents, incorporating all agreements between the parties.
- 12.3 The formal Agreement between the Employer and the successful tenderer shall be executed within seven (07) days of the receipt of Form of Contract Agreement by the successful tenderer from the Employer.

13. PERFORMANCE SECURITY

- 13.1 The successful bidder shall furnish to the FRPMC administration a performance security in the conditions of contract within a period of 07 days after the receipt of letter of acceptance.
- 13.2 Failure of the successful bidder to comply with the requirements of sub-clauses 13.1 & 12.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security and contract may award to the next responsive bidder on the list.

14. GUIDELINES FOR CONTRACTOR FOR RUNNING OF FAZAIA RUTH PFAU MEDICAL COLLEGE, KARACHI RUNNING CAFETERIA

11.1 EMPLOYEE PERSONAL HYGIENE:

Contractor employees will maintain good personal hygiene practices to ensure food safety by adopting all measures including but not limited to following guidelines: -

- i) Arrive at work clean – clean hair, teeth brushed, and daily bathed.
- ii) Maintain trimmed, clean, and polish-free fingernails. No artificial nails or rings be permitted in the cafeteria.
- iii) Wash hands (including under fingernails) thoroughly with soap,
 - Immediately before preparing food.
 - As often as necessary during food preparation when contamination occurs.
 - In the restroom after toilet use, and when you return to your work position.
 - When switching between working with raw foods and working cooked foods.
 - After touching face, nose, hair, or any other body part, and after sneezing or coughing.
 - After cleaning tables.
 - Before wearing disposable gloves.
 - After eating, or drinking.
 - Any time when an unsanitary task has been performed – i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.
- iv) Wash hands only in hand sinks designated and dry with towel / tissue / hand dryer.
- v) Change disposable gloves as often as hand washing is required.

- vi) Wear appropriate clothing, clean uniform with sleeves and clean non-skid, shoes that are comfortable for standing and working on floors that can be slippery.
- vii) Wear apron during working at cafeteria. Take off apron before using the restroom. Change apron if it becomes stained.
- viii) Wear a cap that completely covers all hair.
- ix) Keep beards and mustaches neat and trimmed. Wearing of jewelry in the cafeteria is prohibited.
- x) Employees having bandage or any cut on hand is not allowed to enter into food production area of the cafeteria.
- xi) Smoking or chewing tobacco, use of Naswar inside cafe is strictly prohibited. Eating chewing gum or eating candy during work in the kitchen is also prohibited. Eat and drink in designated areas only.

15. SERVICES HYGIENE: -

Food will be served in a manner to ensure food safety. Employees involved in the service of food must follow the procedures: -

- i. Clean the service area and tables with warm soapy water and clean cloths before food placed on it.
- ii. Cloths used for cleaning food spills should not be used for anything else.
- iii. Use serving utensils with long handles to keep hands away from the food items.
- iv. Handle glassware and dishes properly so that hands are not in contact with surfaces that will be touched by food. Clean utensils before using. Use separate utensils for each food item.
- v. Wash hands before handling food. Never touch cooked or ready-to-eat foods with bare hands. Always use gloves or utensils.
- vi. Wash hands between each different task. For example, if the same employee is loading dirty dishes / plates and taking out clean dishes, a thorough hand washing must be done between the two tasks. Hand dips are not acceptable.
- vii. Remove unused flatware from tables after Service, clean the tables and reset them.
- viii. Cleaning cloths and aprons are changed as needed but at least every day to minimize the risk of cross contamination.
- ix. Only concerned staff should be allowed in the food production area.
- x. Daily clean the café floors with Mop, using warm water, detergent & phenyl, as and when required especially during lunch hours.

16. PEST CONTROL: -

The contractor shall ensure that cafeteria is free of all pests. Following procedure must be observed for PEST Control.

- i. Use reputable suppliers for all deliveries. Check all deliveries before they enter cafe. Refuse supplies that have signs of pest infestation.
- ii. Check doors and cabinets properly, it must be part of the regular cleaning schedule.
- iii. Report to FRPMC Admin if any signs of pests, openings, cracks, broken seals, or other opportunities for pest infestation.
- iv. Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately.

- v. Place food and supplies after delivery as quickly as possible into storage, especially powdered milk, flour etc, because these items attract insects/pests.
- vi. Only prescribed pesticides of reputed brands shall be used when required.

17. FOOD ITEMS

- i. Bidder must use the only reputed brands / suppliers / manufacturers food items at FRPMC Cafeteria. While assuring the safety of food served to students and faculty members.
- ii. Following are the list of some approved Brands / Manufacturer / Supplier.

S. No.	Name of Item	Approved Brands / Manufacturer / Supplier
1.	Cooking Oil	Dalda Cooking Oil / Habib Oil /
2.	Bakery Items	United King / Kababjees Bakers
3.	Ketchup	National / Mitchell's
4.	Mayonnaise	Young's pvt. Limited
5.	Powdered & Liquid Milk, Juices, Coffee	Nestle
6.	Biscuits packs	Peak Freans / English biscuit
7.	Snakes / Chips etc.	Lays / Kurleez
8.	Beverage	PEPSI, Coke, Pakola

Daily purchase the fresh Meat, eggs, chicken, vegetables and fruits, use of frozen items for cooking is strictly prohibited.

- iii. Contractor must ensure the Date of manufacturing and date of expiry is mentioned on all packed items.
- iv. The Contractor shall use fresh oil for frying every day. The used oil shall be disposed off on closing of the business every day.

NOTE: In case of any irregularity like poor hygienic conditions or poor state of cleanliness in the cafeteria or poor quality of food or violation of any instruction issued by the Fazaia Ruth Pfau Medical College Administration, the licensor may exercise powers to impose a fine of Rs 10,000/-. On repetition of the same irregularity, the amount of penalty would be doubled or tripled on repetition of the same irregularity.

Signature_____

Designation_____

Name_____Company_____Date_____

INSTRUCTIONS FOR DISH WASHING

برتن صاف کرنے کی ہدایات

- ۱۔ تمام برتنوں اور پلیٹوں کو استعمال کے بعد علیحدہ شیلف پر رکھیں۔
- ۲۔ برتنوں میں نمی ہوئی خوراک علیحدہ دھکنے والے ڈرم یا ڈبریں ڈالیں۔
- ۳۔ ہر برتن کو خوب اچھی طرح گرم پانی سے دھوئیں، بہتر ہوگا کہ انہیں بہتے ہوئے گرم پانی میں دھوئیں، اور دھونے میں سوڈا، صابن یا کوئی دیگر اسی قسم کی چیز استعمال کریں۔
- ۴۔ تمام برتنوں اور پلیٹوں کو گرم پانی میں دھونے کے بعد پانچ منٹ کے لئے بلیچنگ پاؤڈر (BLEACHING POWDER) کے پانی میں ڈال دیں جس میں پاؤڈر دو چھپنی گین پانی کی نسبت سے ڈالا گیا ہو۔ اس پانی کو کھوڑی کھوڑی دیر بعد بدلتے رہیں۔
- ۵۔ آخر میں ہر برتن کو بہتے ہوئے صاف پانی سے دھوئیں۔
- ۶۔ تمام برتنوں کو دھونے کے بعد ہوا میں سوکھنے دیں اس کے لئے انہیں مناسب تختہ (BOARD/RACKS) پر رکھ دیں خشک کرنے کے لئے کپڑا وغیرہ استعمال نہیں کرنا چاہیے۔
- ۷۔ اچھے طریقے سے دھونے کے لئے وقت درکار ہے، اس لئے آپ کے پاس اس قدر برتن ضرور ہونے چاہئیں کہ ایک وقت کا کھانا بغیر کسی تکلیف کے دیا جاسکے۔
- ۸۔ دھونے اور سوکھ جانے کے بعد برتنوں کو صاف ستھری الماریوں میں رکھیں تاکہ مٹی وغیرہ ان پر نہ پڑ سکے الماریاں نہ ہونے کی صورت میں تمام برتنوں کو کپڑے وغیرہ سے ڈھانک کر رکھیں۔

8. REQUIRED PRICE LIST FOR CAFETERIA:

S. NO.	FOOD ITEMS	RATE (RS)
1.	Special Milk Tea	
2.	Tea Separate	
3.	Omelet with Slice	
4.	Two Eggs Omelet	
5.	Samosa	
6.	Samosa with Channy & Chutney	
7.	Chicken Roll Vegetable	
8.	Shami Kabab	
9.	Chicken Biryani	
10.	Chicken Pulao	
11.	Channa Pulao	
12.	Chicken Karahi (Plate)	
13.	Egg Fried Rice	
14.	Vegetable Fried Rice	
15.	Beef Potato	
16.	Chicken Piece	
17.	Chicken Piece Fried	
18.	Roti	
19.	Nan	
20.	Chicken Shami Kabab	
21.	Chicken Shashlik Sticks	
22.	Chicken Drum Stick	
23.	Vegetable Patties	
24.	Chicken Roll Paratha	
25.	Chinese Spaghetti / Chicken	
26.	Doughnut	
27.	Samosa Chat	
28.	Chicken Roast	
29.	Paratha Simple	
30.	Chicken Qorma	

31.	Daal Mash	
32.	Daal Channa	
33.	Chicken Karahi (Full)	
34.	Sufaid Channey	
35.	Mix Vegetable	
36.	Chicken Haleem	
37.	Dahi Bhally	
38.	Chicken Palak	
39.	Karhi Pakora	
40.	Aaloo Qeema	
41.	Chicken Fried Rice	
42.	Potato (Fries)	
43.	Cold Drinks, Juices & Mineral Water	
44.	Mango Shake	
45.	Banana Shake	
46.	Apple Shake	
47.	Peach Shake	
48.	Pineapple Shake	
49.	Milk Shake	
50.	Cherry Shake	
51.	Pineapple Juice	
52.	Apple Juice	
53.	Grapes Juice	
54.	Peach Juice	

Authorized Signature, Name & Official Seal of the bidder: _____

9. DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES AND WORKS

_____ The bidder/Bidder hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it GoP through any corrupt business practice.

Without limiting the generality of the foregoing, the bidder/Bidder represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever for from (GoP), except that which has been expressly declared pursuant hereto.

The bidder/Bidder certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with (GoP) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, the bidder/Bidder agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in a amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the bidder/Bidder as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Signature_____

Name_____

Designation_____

Company_____

Date_____