KHYBER COLLEGE OF DENTISTRY
MEDICAL TEACHING INSTITUTE

BID SOLICITATION DOCUMENTS
OUTSOURCING OF KCD CANTEEN

The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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INTRODUCTION:

Khyber College of Dentistry (KCD) Peshawar invites bids through EPADS from the eligible bidders for the procurement of **Outsourcing of KCD Canteen** for this institution Open Competitive Bidding under rule 142(B) "**Single Stage Two Envelope**" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. The Bids on EPAD should be complete in all respect and must be signed by the bidder.
3. All prices quoted must be in Pak Rupees (PKR) and must be inclusive of all Government applicable taxes.
4. The bid should be complete in all respect and must be signed by the bidder.
5. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all Government applicable taxes.
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
7. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send on EPADS.
8. Any bid not received on EPADS as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:

    a. Received without earnest money;

    b. It is received after the date and time fixed for its receipt on EPADS;

    c. The offer is ambiguous;

    d. The offer is conditional i.e. advance payment, or currency fluctuations etc.;

    e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:

    f. Only typed tender on original prescribing letter pad, sealed & signed should be submitted.

    g. The quoted Price must be preprinted and hand written quoted price will not be acceptable.

    h. The tenders must be according to this institution's specification;

    Alternate rates **(Double rates for single Items)** will not be accepted.

9. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
10. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.
11. The bidder submitting bid in the name different from his own will be summarily rejected.
12. **Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.**

1. GENERAL CONDITIONS: -

1. KCD-MTI Peshawar shall evaluate the proposal as per evaluation criteria set out in this document.
2. Alternative bid via single bid shall not be considered and shall be rejected.
3. At any time prior to the dead line for submission of bids, KCD-MTI, Peshawar may, for reason to be recorded, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by addendum. However, after bid opening no alteration in bid documents shall be allowed.
4. If a bid is not substantially responsive, it will be rejected for the said biding.
5. KCD-MTI Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.
6. Conditional tender will not be accepted.
7. Each paper of the tender has to be signed and stamped by the authorized signatory of the firm/bidder.
8. The bidder shall provide an undertaking that the bidder has not been declared blacklisted by any institution duly attested by Oath Commissioner/Notary public.
9. Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the KPPRA Rules.
10. If the bidder provides details concerning his qualifications as false/incorrect or incomplete

Khyber College of Dentistry, Peshawar (MTI)

TENDER NOTICE

INVITATION FOR E-BIDS Via EPADS

Khyber College of Dentistry (KCD), Peshawar invites Bids through EPADS (E-Pak Acquisition & Disposal System) from eligible bidder registered with FBR for Income Tax, Sales Tax and reflected on Active Tax Payer (ATL) list of FBR, as well as registered with EPADS, for the below mentioned tender. Details of tender, specifications, submission, Opening and method of evaluation is provided in bidding documents. Bid Security in Shape of Call Deposit Receipt (CDR) is required to be submitted from schedule bank of Pakistan in favor of **Dean KCD, Peshawar**.

S. No	Name of Tender	Required Bid Security Fixed	Procurement Method
1.	**Outsourcing of KCD Canteen**	Rs: 700,000/-	Single Stage Two Envelop

TERMS AND CONDITIONS: -

1. Only typed bids on original letter pad, sealed & signed shall be submitted, hand written tender shall not be acceptable. The tenders must be according to KCD specifications; alternate rates will not be acceptable.
2. A complete set of Bidding Documents may be downloaded by interested Bidders from the website of Khyber College of Dentistry (KCD-MTI) https://kcd.edu.pk/tenders and EPADS https://portalkp.eprocure.gov.pk after publication of this advertisement in the newspaper till last day for submission of Bid.
3. Pre-bid meeting with the interested bidders will be held on **13-11-2026**, **at 11:00 AM** in the Committee Room KCD. The bidders shall thoroughly study the Bid Solicitation Documents before the Pre-Bid meeting and bring their queries/suggestions to the forum for clarification and understanding. The same shall also be submitted in written form. In case of non-submission of a hard copy on or before the pre-bid meeting day, the queries/suggestions shall not be considered or entertained.
4. The bidders shall submit a scanned PDF files of Technical and Financial Bid separately duly uploaded through EPADS on or before **27-11-2026 11:00 AM** which shall be opened on the same day at **11:30 AM** in the presence of those bidders or their authorized representatives who choose to attend the process. No hard copy of the bid will be accepted.
5. Procurement will be carried out as per KP-PPRA Rules and Act.
6. A bid accompanied by Pay Order (PO) shall be rejected.
7. Financial bid must be accompanied with irrevocable Bid Security in the name of the undersigned which shall be from bank account of the prospective bidder. The original Bid Security be enclosed in the sealed envelope and must be submitted at the time of Bid Opening. Each bidder shall also provide an Affidavit on Judicial Stamp Paper confirming that the original Bid Security, as specified in the Bid Data Sheet, is enclosed and also uploaded on EPADS with financial Bid. Failure to comply with these requirements shall render the Bid non-responsive.
8. Khyber College of Dentistry (KCD-MTI) reserves the right to cancel any or all bids by assigning cogent reason under Rule 47 Khyber Pakhtunkhwa public procurement Regulatory Authority.

Dean
Khyber College of Dentistry,
Peshawar

2. BID Security

Bid security from the account of the firm/bidder/contractor. Bid security@700,000/-in shape of Call Deposit Receipt (refundable) drawn in favor of DEAN-KCD Peshawar should be kept sealed in the financial proposal. An affidavit/Copy of CDR is mandatory in the technical bid that bid security is placed in the technical proposal.

The bid security may be forfeited:

i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

ii) In the case of a successful Bidder, if the Bidder fails to sign the contract

3. BID VALIDITY:

i) The bids should be valid for a period of 180 Days from the date of opening.

ii) In exceptional circumstances, after recoding the reasons, KCD-MTI may solicit the Bidder's consent to an extension of the period of validity reasons shell be recorded in writing. Their quest and their responses there to shall be made in writing. The bids security provided shall also be suitably extended. A Bidder may refuse their quest without forfeiting its bid security. A Bidder granting their quest will not be required nor permitted to modify its bid, except as provided in the bidding document.

4. Terms of Reference

1. This Agreement shall be valid for a period of three (03) calendar Years. Further extendable for another 02 years with mutual consent of both parties. The contract may be terminated on the basis of non-performance at any time with a prior notice of one month by the Procuring Entity.
2. The contractor will use the area for cafeteria as specified by the competent authority.
3. The contractor will be bound for the arrangements of any event if required by the Institute.
4. The contractor will also be bound for the arrangements of Convocation if required by the institute.
5. The Contractor will design, equip and furnish kitchen and dining area of Cafeteria through commercial Kitchen designer on his own expenses.
6. Contractor will execute kitchen and dining interior design after approval of the competent authority.
7. On the expiry of the contract, the contractor will not claim the expenses occurred on kitchen and dining designing, equipment and furnishing.
8. If contract terminates due to violation of Rules & Regulations by the contractor, then no cost or expenses incurred shall be paid by the Procuring Entity and in case management deliberately terminate the contract by breaching contract clauses the depreciated amount (straight line basis on three years) on yearly basis shall be paid to the contractor.
9. The contractor agrees and under takes that the business activity shall be strictly in accordance with the policy of the Institution.
10. The Contractor will not undertake any business activity of the following items and services;
    a. Opening and starting any business activity related to the sale and purchase of drugs and medicines in these shops.
    b. He shall not start and open any business activity related to Music, Video and CDs business.
    c. Any other activity/business or catering outside the hospital.
11. The contractor will arrange all the electrical/electronic appliances and MTI-KCD management will not be responsible for any damage caused at any time and by any other source.
12. The successful bidder will take prior permission from the MTI-KCD Management before starting any additional necessary civil works in the area specified for which he will not claim any expenses incurred.

13. Contractor will pay all the utility bills as per actual consumption and the check meters will be installed that are to be secured in a box and monthly reading shall be taken in the presence of hospital maintenance staff. If any tempering or misleading in figures found, the contractor shall be charged penalty as per the calculation of the maintenance staff for the units that has been understated due to tempering. In addition to this the extra penalty of Rs. 100,000/- will be charged.
14. The contractor shall be responsible for any damage caused to the structure or system in use and that he/she will be responsible for any fixtures required in the area allocated.
15. The procuring body shall have a right to terminate this Agreement upon giving one-month written notice to the other party and without assigning any reason thereof. In the event of termination, the Parties agree to promptly settle any outstanding billings and payments due under this Agreement.
16. The contractor will deposit three month's security within 14 days of signing of the agreement and will be released after completion of contract or earlier closure of contract whichever is earlier. Security is retaining for purpose of clearance of utility and other repair and maintenance but not for purpose of adjustment of rent in case if the contractor defaults. Monthly rent will be paid up to 5th of each month, failing which the contractor will be charged Rs. 1,000/- per day as penalty till 10th of that month to clear the liability. After the 10th, 7-days' notice including counseling and warning will be served failing which the administration will have the right/power to terminate the contract and close the business.
17. Rate list of the commodities and food shall be finalized with the approval of the Canteen Committee KCD on monthly basis.
18. Any other tax levied by the Govt. subsequent to the signing of the agreement, shall be paid by the contractor according to Govt. instructions/rules/directives.
19. Tender of those contractors will not be accepted who are either defaulter/have outstanding dues of more than 3 months in any public or other institution or involved in any dispute / judicial proceedings or any other case with the hospital administration or any other Govt. institution.
20. On the expiry of the contract period, the administration will be authorized to take over the possession of the contract area.
21. The successful contract must execute formal contract agreement within 15 days from the date of award of the contract, failing which the bid shall stand cancelled and call deposit will be forfeited. In the case of successful bidder, call deposit will be released within 15 days subject to provision of the deposition of security.

22. The contractor will have to provide formal contract agreement on stamp paper of Rs. 500/- duly attested by 1st class magistrate / notary public for running of the contract.
23. The contractor will be responsible for cleanliness of contract area up to the required standard, failing which he may be charged Rs. 1,000/- per day as penalty.
24. The contractor should provide well behaved and well-mannered staff and will be in uniform and badges and submit the names of his workers including watchman, cleaners and other workers with full particulars i.e. NIC No. etc. to the hospital administration for record and necessary action before the contract is awarded.
25. Discounted rates of at least 15% shall be offered to the MTI-KCD and allied institute staff and management.
26. No subletting of contract is allowed to a second or third party, if violated, the hospital administration reserve the right to cancel the contract agreement with the notice of one month and will lodge department FIR against the contractor.
27. After taking over of contract, the contractor will be responsible for maintaining the area assigned as per agreement award to him. If the contractor fails to do so the cost of repair of the same will be deducted from security amount.
28. In case of any dispute, the decision of the competent authority will be final and binding.
29. There will be proper handing/taking over of the assigned area at start of the contract from the hospital administration after fulfilling the requirements of the contract Moreover, the successful bidder will report to the facilities Management Department only and will not bypass the reporting line failing which disciplinary proceedings may be initiated against him.
30. The contractor if needs commercial telephone line it will be on his own expenses and internal telephone extension will be provided from the hospital telephone exchange.
31. Contractor will be bound to keep the temperature of kitchen and sitting area as per standards in summer and winter.
32. Contractor will be bound to follow all rules regulations of KP Good Safety Halal Food Authorities and any other regulatory body.
33. Canteen Committee KCD will randomly check the food quality, Cleanliness and staff hygiene and will submit report to Dean KCD.
34. Contractor will be bound to deliver services to patients in wards if needed.
35. Contractor will be bound to provide services from 07:00AM to 08:00PM for the facilitation of patients and staff Monday to Friday (05 days a week).

36. Contractor will make sure patients/visitors and staff safety in cafeteria premises.
37. Contractor will make sure to follow the SOPs which are mandatory for Hospital Cafeteria.
38. Contractor will be bound to use branded items for preparation of food.
39. Any other terms & conditions will be governed by the Laws of land.
40. Penalties will be imposed in case of Noncompliance/violation of the daily checklist developed for the purposes" including but not limited to floor cleaning, condition of crockery and cutlery etc, personal hygiene including periodic tests for the employees as part of induction to ensure that the food handlers are free from any communicable or other diseases, such as, amoebic dysentery, hepatitis etc. (to be defined) as well as have no vision issue.
41. Plastic shall not be used in crockery and cutlery.
42. Plastics bags shall not be used for take away.

8. EVALUATION CRITERIA

S #	Parameters	Sub-parameters	Marks
1	**Legal Requirement**		
		Sales Tax Registration Certificate	Mandatory
		NTN Registration Certificate	Mandatory
		Registration with Khyber Pakhtunkhwa Revenue Authority	Mandatory
		Certificate on Stamp Paper for not Black Listing of Firm by any Government/Semi Government Organization.	Mandatory
		Non-Share holder certificate, that no employee of KCD is shareholder in my business	Mandatory
		Most recent Sales Tax Return from FBR last one year	Mandatory
		Income Tax Returns of last three years	Mandatory
		Bank Statement of the Firm Last 2years	Mandatory
2	**RELEVANT EXPERIENCE**		**25**
	Attached Performance Certificate on the Institution Letter Head duly signed by Head of the Institution	Total number of Similar job/Contract completed in the last five years along with satisfactory report for the Institution. Only 25 best projects would be considered. Each project will be scored as under: I. For Tertiary Care Hospitals/Reputed Private Hospitals/ Medical or Dental Colleges II. For Govt. Department/Govt Institutes per contract III. For School/Colleges Private	5 3 1

3	**RENT PAIDPERANNUM**		**05**
	Rent paid by the firm in a project score data serial No 2 (Relevant Experience)	• Rs. 3million onwards • Rs. 2 million onwards • Rs. less than Rs. 2million	05 04 03
4	**HUMAN RESOURCE CAPACITY**		**10**
	Attached CVs and Copies of the Degrees of the concern employees	Cafeteria Manager (Minimum Qualification is Graduation)	4
		Certified cook	6
6	**Physical Verification and Evaluation of Principal Business in Peshawar for Quality Service**		**60**
	1. **Cleanliness:** 15 marks. 2. **Quality of Food:** 15 marks. 3. **Services:** 15 marks. 4.**Performance:** 15 marks Form A will be used for this evaluation.		
7	**Valid Certification**		**Mandatory**
		Concerned Food Authority Certificate	Mandatory
	Total Marks		**100**

Total Marks in Technical Criteria: **100**
Qualifying Percentage in Technical Criteria: **70%**
Qualifying Marks: **70**

FINANCIAL EVALUATION.
All the bidders who secured at least 70 % marks in of technical evaluation will be selected for financial bid opening. The financial bids of all technically qualified bidders will be opened & the one who quoted highest financial bid will be selected for award of the contract.

Note: The minimum Rent required is Pkr 30,000/-

9. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklistment of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

- Consistent failure to provide satisfactory performances.
- Found involved in corrupt/fraudulent practices.
- Abandoned the place of work permanently.

Conditions for debarment of Defaulted Bidder/Contractor

Failure or refusal to;

- Accept Purchases Order /Services order terms;
- Providing services/supplies as per specifications agreed:
- Fulfill contractual obligations as per contract

- Non execution of work as per terms &condition of contract.
- Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- Persistent and intentional violation of important conditions of contract.
- Non-adherence to quality specifications despite being importunately pointed out.
- Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the KCD -MTI, Peshawar.

Procedure for blacklistment and debarment

1. Competent authority of KCD-MTI, Peshawar may on information, or on its own motion, issue show cause notice to the bidder.
2. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
3. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-part against the bidder.
4. Direct to issue notice of personal hearing to the bidder/authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
5. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
6. The order of competent authority shall be communicated to the bidder by indicating reasons.
7. The order pastas above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
8. Thedurationofdebarmentmayvaryuptofiveyearsdependinguponthenatureofviolation.

10. REDRESSING OF GRIEVANCES

1. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than10 days after the announcement of the bid evaluation report.
2. The grievance redressal Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint.
3. Mere fact of lodging f a complaint shall not warrant suspension of the procurement process.
   Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance.

11. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the KCD-MTI, Peshawar duly attested by the Oath Commissioner/Notary Public.

FORM A

PHYSICAL VERIFICATION OF PRINCIPAL BUSINESS FOR QUALITY SERVICE

Name of the Place: _____

Adress: _____

Visit date and time: _____

S.No	Description	Outstanding	Very Good	Good	Unsatisfactory
1	Cleanliness				
2	Quality of Food				
3	Services				
4	Performance				

Outstanding = 15

Very Good = 10

Good = 05

Unsatisfactory = 00

Signature of the Committee Members

Name: **Signature**

Name: **Signature**

Name: **Signature**

Name: **Signature**

Name: **Signature**