

KHYBER COLLEGE OF DENTISTRY, PESHAWAR

MINUTES OF MEETING

A Pre Bid meeting of the following Internal Purchase Committee Members/HOD for awarding the contract of KCD Cafeteria was held on 21/06/2019 at 10:00 AM in Conference Room (Administration Block) KCD: under the chairmanship of Prof. Dr. Khalid Rehman.

The following attended the meeting:

01	Prof. Dr. Khalid Rehman	Chairman/HOD Operative Dentistry
02	Prof. Dr. Shuja Riaz Ansari	Member
03	Prof. Dr. Muhammad Naeem (KMC)	Co-Opted Member
04	Asso Prof. Dr. Muhammad Akbar Khalil	Member/HOD Prosthodontics Department
05	Asso Prof. Dr. Muhammad Nasir Shah	Member/HOD Perio Department
06	Asso Prof. Dr. Ahsan Mehmood	Member
07	Asstt Prof. Dr. Fazle Qadeem	Member
08	Asstt Prof. Dr. Sajjad Ahmad	DMS Store
09	Mr. Tahir Shahzad (Manager Facility Management, KTH)	Co-Opted Member

The meeting began with the recitation from the Holy Quran. The Chairman welcomed the distinguished members of the committee and started the proceedings.

Total Six (06) Firms/Companies attended the pre bid meeting.

S/NO	NAME OF FIRM/COMPANY
01	M/S Liaqat Ali Khalil
02	M/S Malik Israr-ul-Haq Catering Service
03	M/S Taj Sons
04	M/S Malik Atta (Red Hot Chelly)
05	M/S M. Ismail JK communications
06	M/S Imdad Khan & Bros

The following Terms conditions & list of common and rare food items were approved by the committee.

Terms & Condition:-

- Contractor will bring / provide the following Items:
 - Deep Freezer & Refrigerator (Brand New).
 - Cooking Range (Brand New).
 - Micro-Wave Oven (Brand New).
 - Chips Boiler Machine with Chip Cutter (Brand New).
 - Glass showcase for display of items (Brand New).
 - Utensils/Crockery (New).
 - Furniture and fixture if required (New).
 - The contractor will install ACs in Hall and curtains to windows.
- Canteen will be kept open from 07:00 AM to 08:00 PM. Seven days a Week.
- Call Deposit of Rs. 50,000/- deposit will remain with the College authorities as Security Deposit and will be refunded after three months after the expiry of contract.
- The contractor will maintain quality of food and services up-to the Satisfaction of the administration/students. However, a penalty up-to maximum to Rs. 500/- per complaint will be imposed subject to the verification by the administrations / Canteen Committee.
- The Contract will be for a period of one year extendible to three years on rental basis.
- Management reserves the right to terminate the contract at any time on one month' notice. However, the contractor will give one month prior notice in writing if he desires to vacate the canteen before the expiry of contract with cogent reasons.
- Edible oil of best quality (I.S.O Certified) will be used for cooking. No recycling of any cooked item shall be allowed.
- Good quality milk will be used for Tea/Coffee & no whitener will be allowed. Duly recommended by committee.
- Kitchen:**
 - In the Kitchen the Chef will be wearing the Special Chef dress including Chef Cap, Chef Gown and gloves.
 - The Person or Contractor who is responsible for handling of the food items shall wear Chef Cap, Chef Gown and disposable gloves on the counter.
 - If found guilty/misconduct or involved in any illegal activities or sale of any drugs/narcotics, shall be liable for Police case and contract will be considered terminated with immediate effect.

(Handwritten signature)

- > Screening virology of all the kitchen staff will be on regular basis.
 - > A CCTV camera will install in the kitchen and display will install in the students area.
10. Contractor will be responsible for cleaning, dusting, and washing of Chairs / Tables of Canteen, Hall, Kitchen and front area.
 11. Contractor will be responsible for keeping the entire canteen and kitchen Premises neat and clean. A penalty of Rs. 5,000/- will be charged if any Complaint will be noted during the surprise visit of the management canteen Committee
 12. The Contractor will not be allowed to sub-let the work to any other firm(s) person(s) or contractor(s).
 13. All Items will be at market (KMC - Campus) price rates. Administration will ensure market price at any time.
 14. All Utility bills will be the responsibility of Contractor, and will be deposited within due date of every month.
 15. Rent of the canteen will be fixed at Rs. 50,000/- per month and bidding will be done for the price of the food items, rent will be deposited on 5th of advancing month, with 10% rent increase after every year.
 16. Items list was provided in pre bid meeting which was held on 21-06-2019 at 10:00 AM.
 17. A food committee will be constituted to determine prices of the food items.
 18. KCD food committee will decide about the award of contract keeping in view quality of food items and experience of the contractor.
 19. Police verification and clearance of contractor will be carried out before award of contract letter.
 20. Incomplete bid/proposal or those received after deadline will not be entertained.
 21. The sealed quotations should be submitted not later by 10:00 AM on 03rd July 2019 to Store Section KCD, Peshawar.
 22. The Tenders/bids will be opened on 3rd July 2019 as per timing Prescribed in the Tender advertisement in the presence of bidders, who desires.
 23. Repair / renovation of Canteen will be responsibility of Contractor.
 24. The following certificates are necessary for bidders prequalification (NTN Certificate, Professional Tax Certificate for the financial year 2019-20 & Sales Tax certificate).
 25. Dean KCD, Peshawar may reject any bid upon the cogent reason(s).

Food List Commonly Use

S/No	Description of Item	Weight/Volume
01	Paratha	Standard size
02	Roti/Naan	140g
03	Fried Egg	1
04	Omelet	1
05	Bread Slice	Standard size
06	Paratha	Standard size
07	Roti/Naan	140g
08	Fried Egg	1
09	Omelet	1
10	Bread Slice	Standard size
11	French Toast	Standard size
12	Tea (Mix)	Single cup
13	Tea (Doodhpati)	Single cup
14	Tea bag	Single cup
15	French fries (chips)	125gm
16	Samosa (Vegetable)	100gm
17	Chaat Samosa	250gm
18	Channa Chaat	250gm
19	Chicken Sandwich	2 Slice
20	Omelet Sandwich	Standard size
21	Shami burger	100gm
22	Omelet burger	100gm
23	Chicken burger	100gm
24	Beef burger	100gm
25	Chicken Biryani	250gm with 1/8 chicken piece
26	Chicken Pulao	250gm with 1/8 chicken piece
27	Peas/ ChanaPulao	250gm
28	Chicken Qorma	125gm with 1/8 chicken piece
29	Muter Qeema	200gm
30	Aalu Anda kari	125gm with single egg
31	Daal/Chana	125gm
32	Daal Mash	125gm
33	Red Beans	125gm
34	Shami Kabab	70gm
35	Clean Bottle Drinking Water Top 03 best quality of Market	Mention size

Handwritten signature or initials

Food List Rarely Use

S/No	Description of Item	Weight/Volume
01	Milk(Glass)	250ml
02	Samosa (Chicken)	50gm
03	Samosa (Qeema)	50gm
04	Milk Shake* (Apple)	325ml
05	Milk Shake* (Banana)	325ml
06	Milk Shake* (Strawberry)	325ml
07	Juice * (Orange)	325ml
08	Juice * (Pomegranate)	325ml
09	Brown rice	250gm
10	White rice	250gm
11	Chicken Roast	¼ size of full chicken (1Piece)
12	Chicken Chanay	125gm with 1/8 chicken piece
13	Chicken Haleem	125gm
14	Chicken Karahi	400gm
15	Chicken Boti (BBQ)	200gm
16	KoftaKurry	125gm (2Piece)
17	Beef Nihari	125 gm
18	Vegetable (any type)	125gm
19	Chaplikabab	125gm
20	SeekhKabab	70gm
21	AalukiBhujia	125gm
22	Raita (single serving)	120ml
23	Salad (Single serving) Fresh	Standard size
24	Russian Salad	//
25	Mix fruit Salad	//

The meeting was ended with a vote of thanks.

Prof. Dr. Khalid Rehman
Chairman

Prof. Dr. Muhammad Naeem (KMC)
Co-Opted Member

Asso Prof. Dr. Muhammad Nasir Shah
Member

Asstt Prof. Dr. Fazle Qadeem
Member

Prof. Dr. Shuja Riaz Ansari
Member

Asso Prof. Dr. Muhammad Akbar Khalil
Member

Asso Prof. Dr. Ahsan Mehmood
Member

Asstt Prof. Dr. Sajjad Ahmad
DMS Store

Mr. Tabir Shahzad
(Manager Facility Management, KTH)
Co-Opted Member