



PROPOSAL DOCUMENT FOR OPERATING CANTEEN AT UNIVERISTY OF MAKRAN, PANJGUR

To be submitted on **26th June, 2026** at 12:00 PM at the office of Registrar, University of Makran, Panjgur.

Name of the Company / Dealer: (Block Letter)

Address of the Company / Dealer: (Block Letter)

Signature and Seal

Telephone No: _____

E.mail: _____

Date of Submission: _____

Canteen Auction



University of Makran, Panjgur

The University of Makran, Panjgur (UoMP) invites Proposals from eligible contractors/firms/general order suppliers who are registered with income tax authorities, having required skills, expertise and experience to operate the following canteen on self-sustaining basis.

Title	Proposal Submission Deadline	Proposal Opening Details
Operating Cafeteria at University of Makran, Panjgur	26/06/2026 at 3:00 pm	26/06/2026 at 3:30 PM

1. The interested firms/ General order supplier can obtain documents from the office of the Deputy Registrar (Procurement) University of Makran, Panjgur during the office hours.
2. UoMP reserves the right to accept any offer or reject any one or all offers, for which reasons will be recorded and intimated to any participant who requests for the same.

REGISTRAR: University of Makran, Panjgur (UoMP)

Phone: 0855-642053

URL: www.uomp.edu.pk **E-Mail:** registrar@uomp.edu.pk

1. Duration of Contract

Initially the contract will be for a period of one year. However, there will be two (02) months probationary period, if allottee fails to provide quality and satisfactory service. The contract will be cancelled with immediate effect.

Contract can be extended by mutual agreement. Management reserves the right to **terminate** the contract at any time on **one month prior notice**. However, the contractor will give **02 month** notice in writing if he desires to vacate the canteen before the expiry of the contract. If extension is allowed **by the university, 10%** increase in Monthly rent fee of previous agreement is applicable.

2. **Income Tax** may be deducted at source as per prevailing government rules.

3. Penalty

Quality Control/Food Committee for Canteen/Cafeteria of the University of Makran, Panjgur will inspect and oversee functioning of Canteen (in addition to food regulatory authorities) with a view to ensures hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the Committee due to failure of Contractor, the Convener/ Chairman of the Committee can impose a fine up to Rs. 10,000/- at one time to be recoverable from Contractor by issuing a Challan for the purpose.

4. Rent

Initially, there will be Rs.25,000 monthly rent.

5. Timing of Canteen/Cafeteria

The Canteen shall be opened on all working days from 08:00 am to 05:30 pm. In case the Canteen is to be opened on holidays and kept open beyond office hours, The University has the option to direct the Contractor to do so.

6. Disqualification

The contractor will not be allowed to sub-let the work to any other firm(s) / person(s) or contractor(s). This act leads to prompt disqualification of the contract.

7. Rate

The rates of food items will be approved by the Competent Authority/Vice Chancellor as recommended by the committee concerned, 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. The approved rates will be displayed at the Canteen/Cafeteria by fixing a fit board for information of customers.

8. 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 Contractor.

Arrangements at Canteen/Cafeteria by Contractor:-

The contractor shall arrange the following:-

- Deep Freezer & Refrigerator;
- Cooking Range;
- Micro-wave Oven
- Chips boiler machine with Chip Cutter;
- Glass showcase for display of items;
- Crockery.

- Furniture as per requirement
 - Gas cylinders properly secured in all aspects
 - BBQ set
 - Cooking set
 - Plates, Jugs, and glasses
 - Juice Makers, etc.
1. The contractor shall provide cooking raw materials as per the standard quality certification and comply with regulations of Food Safety and Standards Authority i.e Balochistan Food Authority wherever applicable.
 2. The Contractor will be bound to comply with the rules and regulations set by the University Authorities.
 3. To provide services in the Canteen/Cafeteria as well as other units like Administration offices, Faculty offices and any other such units within the University premises will be the responsibility of the contractor.
 4. The cleanliness and hygiene of the working and Canteen/Cafeteria area including its surroundings will be the sole responsibility of the contractor. The contractor will also ensure that the manpower engaged will maintain requisite standards of personal hygiene. All the Canteen/Cafeteria staff including the stewards/bearers will wear distinct uniform. All the staff employed by the contractor will be required to provide medical fitness certificate from time to time. The concern committee can impose a fine upto Rs. 5,000/- upon any complaint regarding cleanliness.
 5. Rate List will be displayed all the time prominently on the notice board of the Canteen/Cafeteria and its constituent units Menu items would be provided as per the displayed rate list. The University would constantly monitor quality and price of the items provided.
 6. Contractor shall ensure to arrange the cooking oil, utensils (both cooking & serving), and other materials required for serving. The contractor shall also arrange for standard/better quality cutlery.
 7. Contractor shall equip the kitchen with cooking stoves, refrigerators, insect repellants and other gadgets required for smooth provision of services in the Canteen/Cafeteria.
 8. It will be the responsibility of the contractor for removal and proper disposal of waste material, garbage etc. from the Canteen/Cafeteria to outside the boundaries of the University.
 9. The contractor would also be required to make arrangements for organizing special lunch/dinner/high tea etc. for occasions such as seminars/conferences/related activities organized by different departments of University or before the due date fixed by UoMP.
 10. The Electricity charges as per actual consumption would be payable by the Canteen Contractor.
 11. The contractor or any of his employees will not reside in the University at night.
 12. Due to sensitive location of Canteen/Cafeteria contractors are bound to employ persons of good character and submit the record of all employees to the University Administration.

13. The contractor is required to ensure the operation of all equipment including gas cylinder and electrical appliances as per the safety measures of all human beings and premises of UoMP.

Facilities provided by University to Contractor at Canteen/Cafeteria:-

Following facilities will be provided free of cost by the University of Makran, Panjgur and contractor will be responsible for proper handling and safe custody. Repair and maintenance of the equipment will be carried out by the Contractor at any cost. Contractor will not claim any reimbursement of expenses on this account.

- 1- Canteen/Cafeteria (premises);
- 2- Water facility

List of Items for which rates are required

(The offered rates shall be valid for a period of 06 Months effective from the date of contract with the University of Makran after approval from competent authority of UoMP when necessary)

Sr.	Items	Rate in Rs/Unit
A	Break Fast Items:	
1	Milk Tea cup	
2	Black Tea cup	
3	Paratha	
4	Fried Eggs	
5	Boiled Eggs	
6	Naan	
7	Chola	
B	Lunch Items	
1	Mixed Vegetables	
2	Chicken Biryani	
3	Potato Biryani	
4	Chinese rice	
5	Chicken Qorma	
6	Daal	
7	Naan	
C	Fast Food Items	
1	Chicken Roll	
2	Vegetable Roll	
3	Egg fried Burger	
4	Chicken Burger	
5	Zinger Burger	

6	Chicken Thikka	
7	Chicken Boti/ Malai Plate	
8	Vegetable Sandwich	
9	Chicken Sandwich	
10	Pakora/ Kg	
D	General Items	
1	Aalo Samosa	
2	Qeema Samosa	
3	Chawal Chola Single	
4	Chawal Chola full	
5	Chat pata Chaat	
6	Cofee	
7	Potato Chips	
8	Mineral water small	
9	Mineral Water Medium	
E	Drinks	
1	Banana Milkshake	
2	Mango Milkshake	
3	Chakoo Shake	
4	Mix shake	
5	Pineapple fresh juice	
6	Date juice	
7	Mixed fresh Juice	
8	Special Falooda	
9	Ice Cream	
10	Mineral water small	
11	Mineral Water Medium	

Note: All the rates should be quoted against each item clearly mentioning the quantity (weight etc.)

Company's Stamp

Name with Signature

Bidding Forms

Financial and Technical Proposal Submission Form

To:

The Registrar
University of Makran, Panjgur

We, the undersigned, offer to provide the requested services as in accordance with your Request for Proposal dated _____. We are hereby submitting our proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) We meet the eligibility requirements as stated in Term & conditions, and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices as per term & condition
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature _____

Name and Title of Signatory: _____

Name of Service Provider (company's name)

Address: _____

Contact information (phone and e-mail): _____

Monitoring and Quality Assurance

The University's Food Committee shall conduct surprised rounds of kitchen and Canteen/Cafeteria area in order to monitor cleanliness and hygiene. The service provider shall not obstruct these rounds of university committee.

Violation	Fine (Amount in PKR)
Selling items in excess of agreed rate	1,000
Litter or spillage in sitting area	1,000
Litter or spillage in cooking area	1,000
Improper storage of items	2,000
Missing equipment	2,000 per week
Unclean uniforms/improper trimming of hair or nails	200 per employee
Unclean dishes or utensils	500
Unavailability of supervisor	500

Undertaking
(Stamp Paper of Rs; 100)

I/We do hereby undertake that undersigned must abide by the rates prescribed by the University of Makran, Panjgur and shall sell all the items as per rate list provided by the University which will be either on the Local Market Rate or nearly comparable.

In case of non-compliance of any term & conditions related to rate list, I/We completely understand and abide that University of Makran, Panjgur reserves rights to cancel our contract agreement without any prior notice.

Signature company/service provider

Name:

S/o:

CNIC No.:

Address:

Witness-1:

Signature:

Name:

S/o:

CNIC No.:

Address:

Witness-2:

Signature:

Name:

S/o:

CNIC No.:

Address: