

ISSUED ON _____

ISSUED TO: _____

**HYDERABAD INSTITUTE FOR TECHNOLOGY &
MANAGEMENT SCIENCES, HYDERABAD**



BIDDING DOCUMENTS

FOR

PROVISION OF CANTEEN/CAFETERIA SERVICES

Tender # HITMS/ PC-Office/G/1/2025/43



HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

No.HITMS/PC-Office/G/1/2025/43

07th November, 2025

Notice Inviting Tender

(EPADS)

The Hyderabad Institute For Technology And Management Sciences (HITMS), invites E-Bids through E-PAK Acquisition and Disposal System EPADS with all applicable duties/taxes such as income tax, Sindh sales tax, Sindh Revenue Board (whichever is applicable) from eligible bidders, who must be “Active Tax Payer” and registered with the Federal Board of Revenue (FBR) for the Procurement of following Services in accordance with Public Procurement Rules, 2004 (as amended from time to time).

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://eprocure.gov.pk/#/> in order to submit electronic bids.

Sr.	Tender	Issue / Sale		Submission	Opening
1	Provision of Canteen/Cafeteria Services	From	To	25.11.2025 (10:00 AM)	25.11.2025 (11:00 A.M)
		09.11.2025	25.11.2025		
2	Provision of Security Services	09.11.2025	25.11.2025	25.11.2025 (11:00 AM)	25.11.2025 (12:00 P.M)
3	Provision of Transportation Services	09.11.2025	25.11.2025	25.11.2025 (12:00 PM)	25.11.2025 (01:00 P.M)

3. Interested eligible bidders may either download the detailed Bidding documents for the Procurement of Canteen/ Cafeteria Services, Procurement of Security Services, Procurement of Transportation Services from website of HITMS (www.hitms.edu.pk) or PPRA / EPADS from (<https://eprocure.gov.pk/#/>) from the date of Publication of this NIT and submit payment of Rs.5000/- for each individual tender document through Pay Order/ demand draft as Tender Fees non-refundable in favour of Hyderabad Institute for Technology and Management Sciences (HITMS).

4. The bids can be submitted for the item along with 2% earnest money (refundable) against quoted bid in the form of pay order/demand draft in favour of Hyderabad Institute for Technology and Management Sciences (HITMS). Sealed original bid(s) security and tender fees should be submitted to HITMS before the date and time of opening of NIT, otherwise the bid will be disqualified.

5. The bids shall be submitted as Single Stage-Two Envelope submitted through PPRA EPADS. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of PP Rules, 2004 (Amended) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-33” of said Rules.

6. Any submission of false information or fake documents—such as a forged CDR—will result in immediate disqualification, blacklisting from current and future tendering processes of the HITMS Hyderabad.

7. The bid is must be signed and stamped by authorized person of firm along with authorization letter.

Project Coordinator
Hyderabad Institute of
Technology & Management Sciences,
Daman-eKohsar, Hyderabad.
procurement@hitms.edu.pk
022-3823752

TERMS & CONDITIONS OF CONTRACT FOR RUNNING A CANTEEN

1. The agreement shall be valid initially for a period of one year from to and thereafter it may be extended for a further period as may necessary is on mutual agreement.
2. The University will only provide space, that may be seen by visiting the university. Only electricity supply would be provided by the university subject to adjustment through sub-meter and the electricity bill will be paid by successful bidder.
3. In case of any food poisoning / Contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination.
4. The Contractor 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.
5. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from the university. The Contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
6. No criminal record certificate/Police verification of staff engaged will be submitted.
7. The Contractor will be responsible for the cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the Canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
8. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the Canteen area and connected services by the Contractor and workers engaged by Contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
9. The university 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

10. The university nominees reserve the right to take samples of the edibles/ raw material from the Canteen for the purpose of inspection and testing with a view to maintaining the quality. Such samples will however be drawn by authorized person/persons in this manner.
11. The Contractor will ensure that hazardous, inflammable, or intoxicating material is not stored in the Canteen premises.
12. The Contractor will deposit with the university a sum of Rs. 100,000 (Rupees One Hundred thousand only) as a security deposit towards security against the space provided by the university. Security deposit will be refunded to the Contractor on completion of the Contract. The security deposit will bear no interest.
13.
 - (a) The Contractor shall not sublet or assign the license or use the space provided for running the Canteen for purposes other than running a Canteen shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Canteen. Structural additions and alterations shall be made subject sanction of the Management. At time of completion of contract will not claim any financial benefit from the university for constructed/alteration structure.
 - (b) The Contractor shall be responsible for all damages or losses to the university property by the Contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by and an act of God.
 - (c) The university will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Canteen premises including kitchen and other rooms.
14. For termination of this agreement **three months' notice will be required from contractor** in writing; however the university can discontinue contract without prior notice at any time. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by the university. The Contractor shall be free to remove material/structure or any other item developed or brought by him, without any damage to the property of the university.
15. The Contractor shall keep in a conspicuous place in the Canteen the approved rate list of items and a complaint book to record complaints, and this book shall be open to inspection by persons duly authorized by the university. The contractor shall inform to the authorized officer of the

University of the Action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him from time to time.

16. In case of any dispute the matter shall be referred to management/ inspection committee of the university and its decision will be final and binding on the Contractor.
17. The Canteen Contractor will bring all crockery/utensils for the purpose of making, and serving.
18. Working experience in catering or running of the Canteen in reputed organizations/ Academic institutions at least of 3 years or more
19. List of offices or organization where the Canteen had been running or presently running.
20. The electricity charges will be paid as per actual, separate sub-meters installed at Canteen by the Contractor within due dates.
21. The Monthly Rent / Charges will be deposited, with the university on the date approved by the Competent Authority in the Contract, by the successful Contractor.
22. The successful bidder will be bound to sell the items at Canteen preferably at discounted rate or maximum at the market rate.
23. University strongly follows free drug policy, use or sale of any drug item is strongly prohibited. If such case is found will lead to termination of contract.
24. Two months leniency in rent will be provided by the university, on account of summer vacation.

(Signature of Contractor)

Name: _____

Address: _____

Contact No. _____

BID EVALUATION CRITERIA

25. The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.

26. Bidders achieving minimum 70% points / marks will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

TECHNICAL EVALUATION CRITERIA

S.No	Qualification Criteria	Total Marks	Marks Obtained
1.	Active Income Tax payer in FBR	Mandatory	Yes/No
2.	Active Tax payer in SRB	Mandatory	Yes/No
3.	Original PO/DD of Bid Fees/ Bid Security	Mandatory	Yes/No
4.	Bidding documents duly signed and stamped	Mandatory	Yes/No
5.	Company Profile.	10	
6.	Authorization letter and CNIC (copy) of signatory of the bidding/tender documents.	05	
7.	Similar work experiences	05	
8.	Personal capabilities/ Staff Organization Chart showing Name, CNIC & Cell Numbers of the Employees.	20	
9.	Financial Soundness of Firm / Company; annual turnover more than 10M, Income tax returns supported with copies of CPR & Audited reports for last 3 years.	30	
10.	Understanding of the Project, Work Plan and Delivery Schedule	15	
11	Undertaking of not Blacklisted on PKR 100 Stamp Paper	15	
Total Marks		100	

Selection Criteria

1. Rent per month – Highest Rent

Important Note

Please quote Rent keeping in view the facilities available for the Canteen at HITMS. Make sure that university will only provide space (which may be seen by interested bidder) and electricity connection through sub meter and the bill will be paid by successful bidder/firm.

The bids shall be submitted as Single Stage-Two Envelope submitted through PPRA EPADS.

The bidder shall submit bid security equivalent to 2% of the total annual rent which shall be refundable.

For any Query / Confusion:

Project Coordinator
Hyderabad Institute of
Technology & Management
Sciences, Daman-e-Kohsar, Hyderabad.
procurement@hitms.edu.pk
022-3823752

Hyderabad Institute For Technology And Management Sciences PID(H) 177/25



HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

Notice Inviting Tender(EPADS)

The Hyderabad Institute For Technology And Management Sciences (HITMS), invites E-Bids through E-PAK Acquisition and Disposal System EPADS with all applicable duties/taxes such as income tax, Sindh sales tax, Sindh Revenue Board (whichever is applicable) from eligible bidders, who must be "Active Tax Payer" and registered with the Federal Board of Revenue (FBR) for the Procurement of following Services in accordance with Public Procurement Rules, 2004 (as amended from time to time).

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://eprocure.gov.pk/#/> in order to submit electronic bids.

Sr.	Tender	Issue / Sale		Submission	Opening
1	Provision of Canteen/Cafeteria Services	From	To	25.11.2025 (10:00 AM)	25.11.2025 (11:00 A.M)
		09.11.2025	25.11.2025		
2	Provision of Security Services	09.11.2025	25.11.2025	25.11.2025 (11:00 AM)	25.11.2025 (12:00 PM)
3	Provision of Transportation Services	09.11.2025	25.11.2025	25.11.2025 (12:00 PM)	25.11.2025 (01:00 PM)

3. Interested eligible bidders may either download the detailed Bidding documents for the Procurement of Canteen/ Cafeteria Services, Procurement of Security Services, Procurement of Transportation Services from website of HITMS (www.hitms.edu.pk) or PPRA / EPADS from (<https://eprocure.gov.pk/#/>) from the date of Publication of this NIT and submit payment of Rs.5000/- for each individual tender document through Pay Order/ demand draft as Tender Fees non-refundable in favour of Hyderabad Institute for Technology and Management Sciences (HITMS).

4. The bids can be submitted for the item along with 2% earnest money (refundable) against quoted bid in the form of pay order/demand draft in favour of Hyderabad Institute for Technology and Management Sciences (HITMS). Sealed original bid(s) security and tender fees should be submitted to HITMS before the date and time of opening of NIT, otherwise the bid will be disqualified.

5. The bids shall be submitted as Single Stage-Two Envelope submitted through PPRA EPADS. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of PP Rules, 2004 (Amended) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-33" of said Rules.

6. Any submission of false information or fake documents—such as a forged CDR—will result in immediate disqualification, blacklisting from current and future tendering processes of the HITMS Hyderabad.

7. The bid is must be signed and stamped by authorized person of firm along with authorization letter.

Project Coordinator
Hyderabad Institute of Technology & Management Sciences,
Daman - eKohsar,Hyderabad.

procurement@hitms.edu.pk 022-3823752 PID(H) 177/2025



HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

Notice Inviting Tender(EPADS)

The Hyderabad Institute For Technology And Management Sciences (HITMS), invites E-Bids through E-PAK Acquisition and Disposal System EPADS with all applicable duties/taxes such as income tax, Sindh sales tax, Sindh Revenue Board (whichever is applicable) from eligible bidders, who must be "Active Tax Payer" and registered with the Federal Board of Revenue (FBR) for the Procurement of following Services in accordance with Public Procurement Rules, 2004 (as amended from time to time).

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://eprocure.gov.pk/#/> in order to submit electronic bids.

Sr.	Tender	Issue / Sale		Submission	Opening
1	Provision of Canteen/Cafeteria Services	From	To	25.11.2025 (10:00 AM)	25.11.2025 (11:00 A.M)
		09.11.2025	25.11.2025		
2	Provision of Security Services	09.11.2025	25.11.2025	25.11.2025 (11:00 AM)	25.11.2025 (12:00 P.M)
3	Provision of Transportation Services	09.11.2025	25.11.2025	25.11.2025 (12:00 PM)	25.11.2025 (01:00 P.M)

3. Interested eligible bidders may either download the detailed Bidding documents for the Procurement of Canteen/ Cafeteria Services, Procurement of Security Services, Procurement of Transportation Services from website of HITMS (www.hitms.edu.pk) or PPRA / EPADS from (<https://eprocure.gov.pk/#/>) from the date of Publication of this NIT and submit payment of Rs.5000/- for each individual tender document through Pay Order/ demand draft as Tender Fees non-refundable in favour of Hyderabad Institute for Technology and Management Sciences (HITMS).

4. The bids can be submitted for the item along with 2% earnest money (refundable) against quoted bid in the form of pay order/demand draft in favour of Hyderabad Institute for Technology and Management Sciences (HITMS). Sealed original bid(s) security and tender fees should be submitted to HITMS before the date and time of opening of NIT, otherwise the bid will be disqualified.

5. The bids shall be submitted as Single Stage-Two Envelope submitted through PPRA EPADS. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of PP Rules, 2004 (Amended) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-33" of said Rules.

6. Any submission of false information or fake documents—such as a forged CDR—will result in immediate disqualification, blacklisting from current and future tendering processes of the HITMS Hyderabad.

7. The bid is must be signed and stamped by authorized person of firm along with authorization letter.

Project Coordinator
Hyderabad Institute of Technology & Management Sciences,
Daman - eKohsar,Hyderabad.

procurement@hitms.edu.pk 022-3823752 PID(H) 177/2025



HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

Notice Inviting Tender(EPADS)

The Hyderabad Institute For Technology And Management Sciences (HITMS), invites E-Bids through E-PAK Acquisition and Disposal System EPADS with all applicable duties/taxes such as income tax, Sindh sales tax, Sindh Revenue Board (whichever is applicable) from eligible bidders, who must be "Active Tax Payer" and registered with the Federal Board of Revenue (FBR) for the Procurement of following Services in accordance with Public Procurement Rules, 2004 (as amended from time to time).

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://eprocure.gov.pk/#/> in order to submit electronic bids.

Sr.	Tender	Issue / Sale		Submission	Opening
		From	To		
1	Provision of Canteen/Cafeteria Services	09.11.2025	25.11.2025	25.11.2025 (10:00 AM)	25.11.2025 (11:00 A.M)
2	Provision of Security Services	09.11.2025	25.11.2025	25.11.2025 (11:00 AM)	25.11.2025 (12:00 P.M)
3	Provision of Transportation Services	09.11.2025	25.11.2025	25.11.2025 (12:00 PM)	25.11.2025 (01:00 P.M)

3. Interested eligible bidders may either download the detailed Bidding documents for the Procurement of Canteen/ Cafeteria Services, Procurement of Security Services, Procurement of Transportation Services from website of HITMS (www.hitms.edu.pk) or PPRA / EPADS from (<https://eprocure.gov.pk/#/>) from the date of Publication of this NIT and submit payment of Rs.5000/- for each individual tender document through Pay Order/ demand draft as Tender Fees non-refundable in favour of Hyderabad Institute for Technology and Management Sciences (HITMS).

4. The bids can be submitted for the item along with 2% earnest money (refundable) against quoted bid in the form of pay order/demand draft in favour of Hyderabad Institute for Technology and Management Sciences (HITMS). Sealed original bid(s) security and tender fees should be submitted to HITMS before the date and time of opening of NIT, otherwise the bid will be disqualified.

5. The bids shall be submitted as Single Stage-Two Envelope submitted through PPRA EPADS. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of PP Rules, 2004 (Amended) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-33" of said Rules.

6. Any submission of false information or fake documents—such as a forged CDR—will result in immediate disqualification, blacklisting from current and future tendering processes of the HITMS Hyderabad.

7. The bid is must be signed and stamped by authorized person of firm along with authorization letter.

Project Coordinator
Hyderabad Institute of Technology & Management Sciences,
Daman - eKohsar, Hyderabad.

procurement@hitms.edu.pk 022-3823752

PID(H) 177/2025



HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

Notice Inviting Tender(EPADS)

The Hyderabad Institute For Technology And Management Sciences (HITMS), invites E-Bids through E-PAK Acquisition and Disposal System EPADs with all applicable duties/taxes such as income tax, Sindh sales tax, Sindh Revenue Board (whichever is applicable) from eligible bidders, who must be "Active Tax Payer" and registered with the Federal Board of Revenue (FBR) for the Procurement of following Services in accordance with Public Procurement Rules, 2004 (as amended from time to time).

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://eprocure.gov.pk/#/> in order to submit electronic bids.

Sr.	Tender	Issue / Sale		Submission	Opening
1	Provision of Canteen/Cafeteria Services	From	To	25.11.2025 (10:00 AM)	25.11.2025 (11:00 A.M)
		09.11.2025	25.11.2025		
2	Provision of Security Services	09.11.2025	25.11.2025	25.11.2025 (11:00 AM)	25.11.2025 (12:00 P.M)
3	Provision of Transportation Services	09.11.2025	25.11.2025	25.11.2025 (12:00 PM)	25.11.2025 (01:00 P.M)

3. Interested eligible bidders may either download the detailed Bidding documents for the Procurement of Canteen/ Cafeteria Services, Procurement of Security Services, Procurement of Transportation Services from website of HITMS (www.hitms.edu.pk) or PPRA / EPADS from (<https://eprocure.gov.pk/#/>) from the date of Publication of this NIT and submit payment of Rs.5000/- for each individual tender document through Pay Order/ demand draft as Tender Fees non-refundable in favour of Hyderabad Institute for Technology and Management Sciences (HITMS).

4. The bids can be submitted for the item along with 2% earnest money (refundable) against quoted bid in the form of pay order/demand draft in favour of Hyderabad Institute for Technology and Management Sciences (HITMS). Sealed original bid(s) security and tender fees should be submitted to HITMS before the date and time of opening of NIT, otherwise the bid will be disqualified.

5. The bids shall be submitted as Single Stage-Two Envelope submitted through PPRA EPADS. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of PP Rules, 2004 (Amended) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-33" of said Rules.

6. Any submission of false information or fake documents—such as a forged CDR—will result in immediate disqualification, blacklisting from current and future tendering processes of the HITMS Hyderabad.

7. The bid is must be signed and stamped by authorized person of firm along with authorization letter.

Project Coordinator
Hyderabad Institute of Technology & Management Sciences,
Daman - eKohsar, Hyderabad.

procurement@hitms.edu.pk 022-3823752 PID(H) 177/2025

HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

Office of the Registrar
Reg./HITMS/2025/354/A

Dated 07-11-2025

NOTIFICATION

In pursuance of Public Procurement Rule 48, The Rector of Hyderabad Institute for Technology & Management Sciences is pleased to constitute a Grievance Redressal Committee (GRC) for provision of essential services i.e. Security, Canteen & Transport for the project entitled "Establishment of Hyderabad Institute for Technology & Management Sciences".

- | | |
|---|-----------------|
| 1. Prof. Dr Syed Iqleem Haider
Registrar
HITMS | Convener |
| 2. Mr. Rashid Rao
Librarian
HITMS | Member |
| 3. Engr. Khuram Masood
Senior Manager Network & Hardware
NED University | External Member |

This is issued with the approval of worthy rector


Prof. Dr Syed Iqleem Haider
Registrar



HYDERABAD INSTITUTE FOR TECHNOLOGY AND MANAGEMENT SCIENCES

Office of the Registrar
Reg./HITMS/2025/355/A

Dated 07-11-2025

NOTIFICATION

In pursuance of Public Procurement Rule 11, The Rector of Hyderabad Institute for Technology & Management Sciences is pleased to constitute a Procurement committee for essential services i.e. hiring of private buses, security & canteen/Cafeteria services for the project entitled "Establishment of Hyderabad Institute for Technology & Management Sciences".

1. Engr. Afsar Hussain
Project Coordinator
HITMS

Convener

2. Mushtaque Ali Jafiri
Assistant Registrar
GC University Hyderabad

External Member

3. Noor Nabi
Assistant Director Accounts
HITMS

Member/Secretary

This is issued with the approval of worthy rector


Prof. Dr. Syed Iqleem Haider
Registrar