



EMERSON UNIVERSITY MULTAN TENDER

CANTEEN • PHOTOCOPY/COMPOSING & STATIONERY SHOP • PARKING STAND — 2026–27

Contract	Monthly Reserve Price	Bid Security
Main Cafeteria / Canteen	PKR 76,800	Rs. 92,160
Photocopy, Composing & Stationery Shop	PKR 25,000	Rs. 30,000
Parking Stand	PKR 8,700	Rs. 10,440

A separate package and separate bid security are mandatory for each contract.

KEY DATES AND VENUES

Documents available	Date of Publication on Newspaper
Submission deadline	7 th September 2026, up to 11:00 a.m.
Technical Bids opening	7 th September 2026 at 11:30 a.m.
Financial Bids opening	7 th September 2026 at 12:30 p.m. — technically qualified bidders only
Submission venue	Office of Deputy Director Purchase & Store, Emerson University Multan
Opening venue	Office of Convener, Auction Committee, Emerson University Multan

1. Invitation and Scope

1. Separate sealed bids are invited for the Main Cafeteria/Canteen, Photocopy, Composing & Stationery Shop, and Parking Stand. Each contract is for one year from possession/agreement and shall be processed independently under the Emerson University Multan Auction Rules, 2025.

2. A bidder may bid for more than one contract, but must submit a completely separate sealed package, tender fee and bid security for each contract. Joint or conditional financial offers for multiple contracts shall not be accepted.

2. Bidding Procedure

1. Each contract-wise package shall contain two separate sealed envelopes marked “Technical Bids” and “Financial Bids”. The contract name must also appear clearly on the outer package and both envelopes.

2. Technical Bids shall be opened and evaluated first. Financial Bids of technically qualified bidders only shall be opened at the notified time; Financial Bids of rejected bidders shall remain unopened and be returned.

3. The monthly rent offer must be written in figures and words. The highest responsive bid equal to or above the applicable monthly reserve rent shall be recommended contract-wise to the Vice Chancellor. The highest bid alone creates no right to award.

3. Mandatory Technical Documents

1. Attested CNIC; firm/company registration and authority letter where applicable; complete address and contact details; NTN and applicable tax documents; evidence of relevant experience; and police/character clearance where required.

2. Affidavit confirming non-blacklisting, non-default to the University, solvency and legal eligibility; original contract-specific CDR/Pay Order/Demand Draft in favour of Treasurer, Emerson University Multan; tender-fee receipt; signed and stamped tender document; and a concise plan relevant to the contract.

3. False, incomplete or misleading documents, missing bid security, a late bid, multiple bids for the same contract, or an unsigned Financial Bid may cause rejection. No contract may be transferred, assigned or sublet.

4. Financial and Contract Conditions

1. The approved bid is exclusive of applicable taxes. The successful bidder shall deposit the required amount, execute the agreement and pay the balance/rent according to the Auction Rules, 2025 and the written schedule approved by the competent authority.

2. Earnest money of the successful bidder shall remain as security until satisfactory completion and clearance of all dues, utilities, assets and liabilities. Utilities shall be paid on actual sub-meter consumption or the University-approved basis. No rebate is admissible for holidays or closure except where lawfully approved in writing.

3. The contract is for one year and carries no automatic right of renewal. Agreement, stamp, guarantee and completion costs shall be borne by the contractor.

5. Common Quality, Inspection and Conduct Conditions

1. Rates, quality and quantity of all applicable items and services shall be approved by the Auction/ Reserve Price Committee, and the Committee shall have the right to inspect the same at any time. Approved lists must be displayed and overcharging is prohibited.
2. The contractor shall maintain cleanliness, safety, lawful staffing, respectful conduct and uninterrupted service during the University-approved schedule. University property shall be protected; loss caused by the contractor or staff may be recovered from security or other dues.
3. For breach, default, unsafe or illegal activity, overcharging, subletting or failure to comply with written directions, the University may act under the Auction Rules, 2025 after due process, including cancellation, forfeiture and recovery.

6. Contract-Specific Conditions — Canteen

1. Only fresh, wholesome, halal and hygienic food in approved quantities may be sold. Expired, prohibited or harmful products are forbidden. The approved menu and price list shall be displayed prominently.
2. The contractor shall provide suitable refrigerators, freezers, cooking/serving equipment and safety equipment; keep the kitchen, hall, counters, utensils, furniture, surroundings, drainage and waste areas clean; and provide staff medical/police clearance where required.

7. Contract-Specific Conditions — Photocopy, Composing & Stationery Shop

1. The contractor shall provide reliable photocopying, printing/composing and approved stationery services with functional equipment, adequate consumables and trained staff during the University-approved schedule.
2. Only approved rates, quality and quantity shall apply. The rate list shall be displayed. Illegal copying, sale of prohibited material, misuse of University data or facilities, and unauthorized branding are prohibited.

8. Contract-Specific Conditions — Parking Stand

1. No parking fee shall be charged from University students, faculty or staff. Only approved visitor charges may be collected: bicycle PKR 10, motorcycle PKR 20 and car PKR 30, subject to any later written approval by the competent committee.
2. The contractor shall issue tokens/receipts, deploy sufficient staff, organize safe parking without obstructing access or emergency routes, and exercise reasonable care of parked vehicles. The University shall not assume the contractor's operational liability.

9. Rule of Precedence and University Rights

1. The University reserves all rights available under the Emerson University Multan Auction Rules, 2025, including recording reasons, rejecting a non-responsive bid and cancelling unlawful or non-transparent proceedings. If any tender provision conflicts with the Auction Rules, 2025, those Rules shall prevail.

Financial Bid Contract—

Bidder / Firm	
Monthly offer (figures)	PKR _____
Monthly offer (words)	PKR _____
CNIC	_____

I agree with all terms and conditions of the univeristy

Name: _____

Signature: _____

Stamp: _____

Submit a separate form for canteen, stationary shop and parking stand

TECHNICAL COMPLIANCE CHECKLIST

- ☐ Contract clearly identified
- ☐ CNIC / registration / authority
- ☐ Contact and tax details
- ☐ Relevant experience (if Any)
- ☐ Affidavit to comply with Emerson Univeristy Multan Rules & No Blacklisting
- ☐ Police Clearance Certification
- ☐ Contract-specific original bid security
- ☐ Signed complete tender
- ☐ Relevant operational plan

Name: _____

Signature: _____

Stamp: _____

Submit a separate form for canteen, stationary shop and parking stand

CONVENER, AUCTION COMMITTEE