

Ref. No. _____/SZMC/SZH

Dated _____/_____/2023



**SHEIKH ZAYED
MEDICAL COLLEGE/HOSPITAL
Rahim Yar Khan**

Tel. 068- 9230442-165-Ext: 110 Fax. 068-9230162
Website www.szmc.edu.pk Info@szmc.edu.pk

FIRM/COMPANY OR CONTRACTOR EVALUATION CRITERIA:

CHECK LIST OF DOCUMENTS TO BE ATTACHED

Place tick (☐) if document is attached and cross (X) if not attached. All below-mentioned conditions/documents are compulsory to be provided in order to participate in Tender. All such applications shall be rejected, if any one of below-mentioned conditions is not fulfilled.

General Information:

1. Name of Firm/Company or Contractor.
2. Address with Mobile No: & Land line No:
3. Attested Copy of valid CNIC No: _____
4. Attested Copy of National Tax No: with last 3 years Income tax return certificates. _____

Knockdown Criteria:

1. Experience Letter, Satisfactory Certificate and Payment Clearance Certificate of all Past Govt. Experiences. (In case of SZMC/H-RYK already working Firm/Company or Contractor or their Representative needs to provide Clearance Certificate by Medical Superintendent, SZH, RYK and Satisfactory Certificate by Chairman Canteen Committee dully signed & attested by worthy Principal, SZMC/H, RYK).
2. Application Fee (receipt) of Rs.2000/- submitted in cash to almoner of SZMC/H, RYK.
3. Sum of Rs. 500,000/- as bid Security in form of CDR from the bidder/firm account.
4. Acknowledgement on firm letter head pad that the firm will be liable to pay 100% of the bid amount in advance & completion/submission of files according to Annex I & Annex II with computerized billing system on each canteen before taking over possession.
5. Files with the concerned mentioned documents should be completed & submitted in the office of Chairman Canteen Committee and one attested copy should be present on each canteen according to Annex I & Annex II with computerized billing system within 07 days after handing over the charge of each canteen.
6. Punjab Food Authority Valid Registration Certificate (Compulsory).
7. Undertaking on Rs=500/- stamp paper that in case of failure to submit the 100% amount in advance & completion/submission of files according to Annex I & Annex II with computerized billing system on each canteen within 07 days from the award letter, Otherwise the institution reserves the right to forfeit the bid security and award the contract to the second-highest bidder.
8. Signature of the bidder or his Authorized Representative/Signatory on his letter head pad with valid CNIC on each page of the tender document as per acceptance of the terms and conditions contained in the document.
9. Authority letter of Representative/Signatory with name on Rs=500/- stamp paper (with valid CNIC No: specimen signatures and valid mobile No: "Sim is on representative name" written on stamp paper) and Representative should be present after handing over the charge within 07 days on each canteen.
10. Human Resource (employees) details with Police verification report along with Medical Fitness Certificate of each employee issued by MS of Govt. Hospital.
11. Character Certificate dully issued by concerned CPO/DPO of District.
12. Undertaking that Firm/Company or Contractor is not blacklisted from any Government Organization on Rs=500/- Stamp paper.

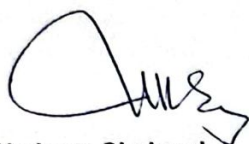
Eligibility Criteria:

1. Past Relevant Govt. Projects Experience Certificates: 02 marks for each certificate of Govt. Project. (10)
(List of Previous/Current customers, Purchase Orders of related services with completion certificate)

[Handwritten Signature]

issued by CEO/ Head of Institution concerned and telephone/fax numbers where these services delivered.

2. Current Assets (Min 03 Million), attach all valid & attested supporting documents & details of assets. (10)
3. Bank Certificate (Satisfactory), attach Original Bank certificate indicating financial status. (10)
4. Current Bank Statement of last one year with current balance min of 03 million & annual transaction of min 05 to 10 million with showing transaction details of 01-05 million after publication of tender notice. (10)
5. Professional Tax certificate copy 2021-2023. (10)
6. Firm/Company or Contractor Registration Certificate with FBR. (10)
7. Audit Report from approved auditing firm for last 03 years. (10)
8. ISO Certification. (10)
9. EOBI Certification (10)
10. Computerized billing details submitted with documents which will be applicable on successful bidder. (10)



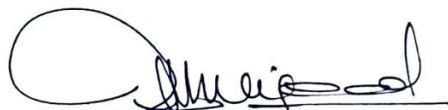
Nadeem Shahzad
Procurement Officer
SZMC/H



Khurram Shahzad
Legal Advisor
SZMC/SZH



Dr. Sh. Khurram Salam Sehgal
HOD Biochemistry Department/
Chairman Canteen Committee
SZMC/H



Associate. Prof. Dr. Zafar Majeed
Coordinator Procurement
SZMC/H



Professor Dr. Mazhar Rafi Jam
Chairman Vetting Committee
SZMC/H



SHEIKH ZAYED MEDICAL COLLEGE/HOSPITAL, RYK
CHECK LIST FOR CANTEENS

(Annex-I)

Ref. No. _____

Date _____

Sr. No.	Description	Yes	No	Remarks
1	Presence of contractor according to SOPs of bidding documents at canteens.			
2	Representative of contractor with authority letter according to SOPs of bidding documents.			
3	Updated License by Food Authority (Compulsory)			
4	Updated Certificate/Letter by FPA for each Product			
5	Approved Rate List Displayed by Canteen Committee			
6	Complete cleaning of the canteen			
7	Kitchen cleaning solution (sanitizer)			
8	Drain cleaning			
9	Air curtains to protect the entrance of flies			
10	Kitchen lighting and drainage facilities			
11	Separate sink for washing kitchen utensils			
12	Separate hand washing sink for employees			
13	Washing area should be separate from kitchen			
14	Sinks and shelves are made of good materials			
15	Foot open dustbins should be placed away from food & drinks			
16	Timely cleaning of dustbins			
17	Insect control should be provided in the kitchen			
18	Broom & wipes should be in a separate place			
19	Kitchen stay away from washroom			
20	No, animal/pets are allowed in kitchen			
21	Last paid bill should be present in canteen			
22	Computerized Billing should be present/functioning properly at the canteen.			

Visit/Inspection by Dr. _____
(Member of Canteen & Cycle Stand Committee)

Signature _____

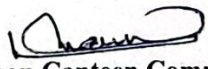
Canteen Name _____

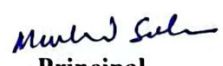
Visit Date _____

Visit Time _____

Fine/Warning _____

Observation _____


Chairman Canteen Committee,
Sheikh Zayed Medical College/Hospital,
Rahim Yar Khan.


Principal,
Sheikh Zayed Medical College/Hospital,
Rahim Yar Khan.

SHEIKH ZAYED MEDICAL COLLEGE/HOSPITAL, RYK
CHECK LIST FOR CANTEEN EMPLOYEES

(Annex-II)

Ref. No. _____

Date _____

Sr. No.	Description	Yes	No	Remarks
1	Presence of contractor according to SOPs of bidding documents at canteen			
2	Representative of contractor with authority letter according to SOPs of bidding documents			
3	Canteen Employee ID Card			
4	Jacket/dress-coat (Red)			
5	Nail on cut			
6	Use of Jewelry			
7	Dress clean/wash			
8	Canteen employees who injury on hand should wear gloves			
9	Any disease/fever/cough			
10	Proper knowledge for use of toilets and hand wash			
11	Medical fitness certificate			
12	Head & Hair should be covered			

Visit/Inspection by Dr. _____
(Member of Canteen & Cycle Stand Committee)

Signature _____

Canteen Name _____

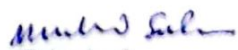
Visit Date _____

Visit Time _____

Fine/Warning _____

Observation _____


Chairman Canteen Committee,
Sheikh Zayed Medical College/Hospital,
Rahim Yar Khan


Principal,
Sheikh Zayed Medical College/Hospital,
Rahim Yar Khan