

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. Tender purchase Receipt of Rs. 2000/-
2. Bid Security in form of CDR Rs. 1,000,000/- in favor of Principal SZMC/SZH from firm/bidder's own account will be accepted.
3. Table of Content with proper page number of the bid, indicating the sign & stamp of the Bidder or his authorized Representative
4. Character Certificate of the firm's CEO/Bidders issued by the DPO/CPO of concerned District
5. Punjab Food Authority Registration Certificate
6. Experience Certificates, Satisfactory /Payment Clearance Certificate of Government / Private Institutions.
(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).
7. Undertaking on Rs.500/-stamp Paper that;
 - i. The firm / bidder will deposit 100% bid amount in Advance within 3 days after the issuance of award letter. In case of failure, the institution reserves the right to forfeit the bid security and award the contract to the second highest bidder.
 - ii. The firm/bidder is not black listed from any Government institution/organization.
 - iii. The firm/bidder accepts all term & conditions contained in the bidding documents.
8. Acknowledgment of the firm's/ Bidder's on Letter Head pad that;
 - i. Firm / bidder will submit one file of Annex-I & Annex-II in the office of the Chairman Canteen Committee Office and will have one file on each canteen within 07 days after handing over the charge of canteens.
 - ii. Firm / Bidder will install computerized billing System with software within 07 days on each canteen after issuance the Award Letter.
 - iii. Firm will submit Human Resource Detail (List of Employees on letter head pad with Sign and stamp) with police verification report and Medical Fitness Certificate issued by Medical Superintendent of each employee from the Government Hospital within 07 days after issuance the Award Letter.
9. Firm will submit an Authority letter on Rs. 500/- Stamp paper of its representative (if applicable) with his valid CNIC number, Signature Specimen, Valid Mobile No. (Sim should be issued on the name of CEO of the firm or Representative).

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 issued by CEO/ Head of Institution concerned and telephone/fax numbers where these services delivered.
2. Current Assets (Min. Rs.3,000,000/- Rupees Thirty Lac), 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 to10 million. (10)
5. Professional Tax certificate copy 2021-22 and 2022-23. (10)
6. Firm/Company or Contractor Registration Certificate with FBR and PRA (5+5) (10)
7. Audit Report from approved auditing firm for last 03 years. (10)
8. ISO Certification. (10)
9. Applicant must provide the EOBI Registration Certificate and Social Security Registration Certificate to ensure the compliance of labour taxes. (5+5) (10)
10. Computerized billing system with software details submitted with documents. (10)



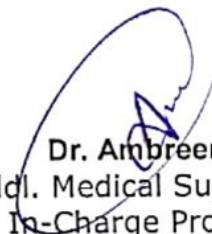
Nadeem Shahzad
Procurement Officer
SZMC/H



Khurram Shahzad
Legal Advisor
SZMC/SZH



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



Dr. Ambreen Bhatti
Addl. Medical Superintendent
In-Charge 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 system with software 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.