



OFFICE OF THE
PRINCIPAL
GIRLS CADET COLLEGE DIKHAN



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BID SOLICITATION DOCUMENT (BSD)

LICENSING / OUTSOURCING OF ANCILLARY SERVICES

THROUGH OPEN COMPETITIVE SEALED BIDDING

Girls' Cadet College (GCC), Dera Ismail Khan

Tender No.

GCC/ANCILLARY/2026-27/001

Procuring Entity

Girls' Cadet College, Dera Ismail Khan

Address: North Circular Road, Near Government Girls Degree College # 1, Old RPDC (F) Building, Dera Ismail Khan

For visit & queries: Mr. Faisal Jalil (Caretaker GCC | **Contact #: 03471929051**)

Bidding Method

Open Competitive Bidding through Sealed Bids

Single Stage – Single Envelope (SSSE)

(as advertised in the Notice Inviting Bids)

Important Dates & Time:

A. Pre-Bid Meeting Date, Time, and Venue: Friday | 28.08.2026 | 10AM | Office of the DD Finance, Girls' Cadet College DI Khan

B. Bid Submission Date, Time, and Venue: Monday | 07.09.2026 | 2PM | Office of the DD Finance, Girls' Cadet College DI Khan

*(Sealed bids must reach the office of the Deputy Director (Finance), Girls' Cadet College DI Khan, Deputy Commissioner Office, DIKhan Cantt, DIKhan by **07.09.2026 | 2PM, positively**)*

C. Bid Opening Date, Time, and Venue: Monday | 07.09.2026 | 3PM | Office of the DD Finance, Girls' Cadet College DI Khan



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SECTION-I

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

Girls' Cadet College, Dera Ismail Khan (hereinafter referred to as "the College") invites **sealed bids** from eligible and experienced individuals, firms and service providers for licensing and outsourcing of ancillary services for the benefit of cadets, faculty and staff.

The bidding process shall be conducted under the **Single Stage – Single Envelope (SSSE)** procedure, as notified in the Invitation for Bids.

2. LOTS

The services shall be awarded **lot-wise**.

LOT-1

Welfare Center



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(Licensing of designated on-campus premises)

The Welfare Center shall comprise:

- Cafeteria
- General Store
- Stationery Shop

The successful bidder shall operate all three facilities as one integrated Welfare Center from the designated premises.

The designated premises may be visited Mon-Fri, during office timings (9AM – 5PM) at the site of Girls' Cadet College DI Khan, North Circular Road, Near Government Girls Degree College (GGDC) # 1, Old RPDC (F) Building, DI Khan.

Contact # of the Focal Person/Caretaker: Mr. Faisal Jalil (Contact: 03471929051)

LOT-2

Laundry & Ironing Service

(Licensing of designated on-campus premises)

LOT-3

Tailoring Service

(Outsourcing / Service Contract)

LOT-4

Cobbler Service



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(Outsourcing / Service Contract)

3. Contract Period

Initial Contract Period shall be:

One (01) Year

The contract may be extended subject to:

- satisfactory performance;
- institutional requirement;
- mutual consent; and
- approval of the Competent Authority.

SECTION-II

ELIGIBILITY CRITERIA

Interested bidders shall submit:

Mandatory Documents

- CNIC (Individual) / Registration Certificate (Firm)
- STN/NTN
- Active Taxpayer Status (where applicable)
- Business Profile
- Bank/Account Statement reflecting strong financial turnover
- Relevant & Strong Prior Experience
- Affidavit regarding Non-Blacklisting
- Bid Security (**2% of the quoted annual license fee in the form of CDR**)
- Acceptance of BSD Conditions
- Contact Details
- Any licence required under applicable laws e.g., **Halal Food License in case of Lot-I**

Failure to submit mandatory documents shall render the bid non-responsive.

SECTION-III

SCOPE OF SERVICES

LOT-1



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WELFARE CENTER

The successful Licensee shall operate the Welfare Center comprising:

A. Cafeteria

The Licensee shall:

- provide hygienic fast foods, snacks, and breakfast/lunch/dinner items;
- supply tea, coffee, beverages and approved refreshments;
- maintain kitchen hygiene;
- maintain dining area;
- ensure uninterrupted service during prescribed timings.

B. General Store

The General Store shall stock:

- Toiletries
- Personal hygiene products
- Daily-use consumables
- Packaged food items
- Mineral water
- Approved confectionery
- Cleaning articles
- Miscellaneous approved household items

Sale of tobacco, cigarettes, narcotics or prohibited articles shall be strictly prohibited.

C. Stationery Shop

The Stationery Shop shall stock:

- Exercise books
- Registers
- Pens
- Pencils
- Geometry Boxes
- Calculators
- Files
- Printing Paper
- Art Material



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- Educational Accessories

Only quality products shall be supplied.

General Conditions for Welfare Center

The Licensee shall:

- display approved price lists;
- maintain cleanliness;
- provide courteous service;
- provision of mannered working staff, preferably females;
- keep sufficient inventory;
- comply with College timings;
- permit inspections at any time.

LOT-2

Laundry & Ironing Service

The Licensee shall:

- receive laundry;
- wash clothes;
- iron uniforms;
- press ceremonial dress;
- return clothes within prescribed timelines;
- maintain proper tagging;
- compensate for proven loss or damage.

LOT-3

Tailoring Service

The Contractor shall:

- Provide approved dress codes including uniform, ceremonial dress, etc.;
- stitch uniforms;
- alter uniforms;
- repair uniforms;
- maintain standard measurements;
- deliver within agreed timelines;
- charge approved rates only.



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LOT-4

Cobbler Service

The Contractor shall provide:

- shoe repair;
- sole replacement;
- stitching;
- polishing;
- heel replacement;
- belt repairs;
- repair of cadets' leather accessories.

The Contractor shall also ensure provision of standard drill/PT/formal shoes approved by the College whenever directed.

SECTION-IV

BID SECURITY

Bid Security shall be:

2% of the Total Annual Licence Fee quoted by the bidder

in the form of:

- Call Deposit Receipt (CDR)
- Demand Draft
- Pay Order
- Banker's Cheque

in favour of:

Principal, Girls' Cadet College, DI Khan

as provided in the Notice Inviting Bids.

SECTION-V

PERFORMANCE SECURITY



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The successful bidder shall furnish Performance Security equal to **10% of the accepted annual licence/contract value** before signing the agreement.

Performance Security shall remain valid throughout the contract period.

SECTION-VI

FINANCIAL PROPOSAL

The bidder shall quote:

LOT-1

Annual Licence Fee

(payable monthly)

LOT-2

Annual Licence Fee

(payable monthly)

LOT-3

Annual Contract Fee (Payable at the start), independent of charge of tailor services at agreed upon rates

LOT-4

Annual Contract Fee (Payable at the start), independent of charge of cobbler services at agreed upon rates

For Lots 1 & 2, payment shall be governed by the annual licence fee quoted by the successful bidder, payable monthly relative to the determined reserve amounts, while Lots 3 & 4 shall be governed by the Annual Contract Fee, payable one-time at the start, as mentioned in BSD



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SECTION-VII

EVALUATION

Evaluation shall be carried out separately for each Lot.

The evaluation process shall comprise:

Stage-I

Preliminary Examination

Verification of:

- documents;
- bid security;
- eligibility;
- responsiveness.

Stage-II

Responsive Bids

Only responsive bids shall qualify.

Stage-III

Financial Evaluation

Award shall be made to the bidder offering the **Highest Evaluated Responsive Annual Licence/Contract Fee (H1)**

SECTION-VIII

PRICE CONTROL

The successful Licensee shall not charge arbitrary prices.

The College shall approve:

- Cafeteria Menu
- General Store rates
- Stationery rates



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- Laundry Charges
- Tailoring Charges
- Cobbler Charges

No increase shall be made without written approval.

SECTION-IX

GENERAL CONDITIONS

The successful bidder shall:

- maintain cleanliness;
- ensure courteous behaviour;
- observe College discipline;
- maintain security protocols;
- deploy only approved personnel, **preferably female staff**;
- display approved price lists;
- maintain complaint register;
- permit inspections;
- comply with all written directions issued by the College.

SECTION-X

PENALTIES

<u>Violation</u>	<u>Action</u>
Overcharging	Penalty + Refund
Poor Hygiene	Warning/Fine
Unsatisfactory Service	Financial Penalty
Security Violation	Immediate Removal
Sale of Prohibited Items	Contract Termination



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<u>Violation</u>	<u>Action</u>
Unauthorized Subletting	Contract Cancellation
Failure to Pay Licence Fee	Recovery & Termination

SECTION-XI

TERMINATION

The College may terminate the contract for:

- repeated violations;
- security concerns;
- poor performance;
- overcharging;
- non-payment;
- misconduct;
- subletting;
- fraud.

SECTION-XII

CONTRACT AGREEMENT

The successful bidder shall execute a formal Licence/Service Agreement containing:

- Contract Period
- Licence Fee
- Payment Schedule
- Performance Security
- Scope of Services
- Inspection Rights
- Penalties
- Termination
- Dispute Resolution
- Handover of Premises



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ANNEXURES

Annex-A – Technical Submission Form

Annex-B – Financial Bid Form

Annex-C – Bid Security Form

Annex-D – Integrity Pact

Annex-E – Non-Blacklisting Affidavit

Annex-F – Draft Licence/Service Agreement



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ANNEX-A

TECHNICAL BID SUBMISSION FORM

Lot No.: _____

Name of Bidder:

Address:

CNIC / NTN:

Mobile No.:

Email:

Authorized Representative:

Checklist:

#	<u>Document(s)</u>	<u>Attached</u>
1	CNIC / Registration Certificate	☐
2	STN/NTN Certificate	☐
3	Active Taxpayer Certificate	☐



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#	<u>Document(s)</u>	<u>Attached</u>
4	Business Profile	☐
5	Experience Certificates	☐
6	Affidavit of Non-Blacklisting	☐
7	Bid Security	☐
8	Technical Proposal	☐
9	Acceptance of BSD	☐
10	Bank/Account Statement	☐
11	Annexures A-E	☐
12	Any other requisite document establishing eligibility e.g., Halal Food Certificate/License	☐

I certify that the above information is true and complete.

Signature _____

Seal _____



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ANNEX-B

FINANCIAL BID FORM

Tender No.: _____

Lot No.: _____

Name of Bidder:

I/We hereby offer the following Annual Licence Fee / Contract Fee.

<u>Description</u>	<u>Amount (PKR)</u>
Annual Licence Fee	
Monthly Equivalent (In case of Lots I & II only)	

Amount in Words (Annual Quoted License/Contract Fee):

I/We accept all terms and conditions of the Bid Solicitation Document.

Name:

Signature:

Seal:

Date:



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ANNEX-C

BID SECURITY FORM

Certified that Bid Security amounting to

PKR _____

being **2% of the Annual Licence Fee quoted**

has been furnished through:

☐ Call Deposit Receipt (CDR)

☐ Demand Draft

☐ Pay Order

☐ Banker's Cheque

Instrument No. _____

Bank _____

Date _____

Attached with Bid.



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ANNEX-D

AFFIDAVIT OF NON-BLACKLISTING

I, _____, CNIC No. _____, solemnly affirm that:

1. I have never been blacklisted by any Government Department, Autonomous Body or Public Sector Organization.
2. No litigation exists which would affect my eligibility.
3. All documents submitted are genuine.
4. If any information is found false, my bid may be rejected and any contract awarded may be terminated.

Signature

Name

CNIC

Date

(Notarized)



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ANNEX-E

BIDDER'S EXPERIENCE FORM

Organization	Nature of Work	Contract Value	Year	Contact Person

Attach documentary evidence for each assignment.



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ANNEX-F

DRAFT LICENCE / SERVICE AGREEMENT

This Agreement is executed on _____ between **Girls' Cadet College, Dera Ismail Khan** (the "College") and M/s _____ (the "Contractor/Licensee").

Key Clauses (To be included)

1. Contract Period – **One Year.**
2. Monthly Licence/Contract Fee.
3. Performance Security.
4. Scope of Services.
5. Approved Rates.
6. Utilities.
7. Inspection Rights.
8. Security Requirements.
9. Penalties.
10. Termination.
11. Dispute Resolution.
12. Handover of Premises.
13. Force Majeure.
14. Governing Law.
15. Entire Agreement.

Signed by:

Principal, GCC DI Khan

Contractor/Licensee:

Witnesses:

1. _____

2. _____