

BIDDING DOCUMENTS

No: 38/2021

Public Notice

“Shops are available for rent in UET Taxila”

**Due on 25.10.2021
Monday**

University of Engineering & Technology, Taxila

Tender Documents Fee Rs. 1000/-

**The Tender documents must be stamp and signature at the
time of submission of the bid.**



یونیورسٹی آف انجینئرنگ اینڈ ٹیکنالوجی ٹیکسلا

پبلک نوٹس (2021/38) دکانیں کرائے پر دستیاب ہیں

یونیورسٹی ہذا میں طلباء و طالبات کی بنیادی ضروریات کو مد نظر رکھتے ہوئے مندرجہ ذیل دکانوں کے خواہشمند افراد / پارٹیوں سے برائے سال 2019-2020 سالانہ کی بنیادوں پر دو سال ٹھیکہ (قابل تجدید) پر دینے کے لیے مجوزہ فارم پر سر بھر ٹینڈر مطلوب ہیں جو مورخہ 25.10.2021 بروز پیر بوقت 10:00 بجے تک زبردستی کے دفتر میں جمع کروائے جاسکتے ہیں۔ ٹینڈر ایسی روز بوقت 10:30 بجے کانفرنس روم ایڈمن بلاک پو-ای-ٹی ٹیکسلا میں ٹینڈر دہندگان کی موجودگی میں کھولے جائیں گے۔

سیریل نمبر	دکان نمبر	دکان	احاطہ	مقام	بولی سیکیورٹی	ماہانہ کرایہ (1 سال مدت)
1	1	نان شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
2	2	فروٹ جوس شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
3	3	فاسٹ فورڈ / چائے شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
4	6-5-4	بیکری شاپ	sft 432	نزد بلاں مسجد مارکیٹ	4,320.00	18,000/-
5	7	حجام شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
6	8	سٹیشنری شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
7	9	درزی / ایزی لوڈ شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
8	10	جزل اینڈ کریمانہ شاپ	sft 144	نزد بلاں مسجد مارکیٹ	1,440.00	6,000/-
9	11	فوٹو سٹینڈ اینڈ پرنٹنگ شاپ	sft 160	نزد حبیب بنک	1,440.00	6,000/-
10	12	فوٹو سٹینڈ اینڈ پرنٹنگ شاپ	sft 160	نزد حبیب بنک	1,440.00	6,000/-
11	13	فوٹو سٹینڈ اینڈ پرنٹنگ شاپ	sft 160	نزد حبیب بنک	1,440.00	6,000/-
12	15	لانڈری شاپ	sft 180	نزد قائد اعظم حوالہ	1,440.00	6,000/-
13	16	لانڈری شاپ	sft 180	نزد قائد اعظم حوالہ	1,440.00	6,000/-
14	17	لانڈری شاپ	sft 450	نزد قائد اعظم حوالہ	1,440.00	6,000/-
15	18	ٹک شاپ	sft 300	عائشہ حوالہ	1,440.00	6,000/-

ٹینڈر فارم بعد بولی سیکیورٹی اور قومی شناختی کارڈ جمع کروانا لازمی ہے۔ ٹینڈر فارم بعضوں / 1000 روپے جو کہ بنک ڈرافٹ / چلان فارم کی شکل میں بنام خزانچی، پو-ای-ٹی ٹیکسلا) آفس آف اسٹنڈر جسٹس، پروکیورمنٹ میں جمع کروا کر دفتر آتے وقت میں حاصل کیے جاسکتے ہیں۔ ٹینڈر فارم پنجاب پروکیورمنٹ ریگولیشنز اتھارٹی اور یونیورسٹی ہذا کی آفیشل ویب سائٹ سے بھی ڈاؤن لوڈ کیے جاسکتے ہیں۔ ٹینڈر کے ساتھ سابقہ تجربے پر مبنی دستاویزات بھی لف کی جاسکتی ہیں۔ جس ادارے میں اس سے پہلے کام کیا ہے وہاں سے تسلی بخش کارکردگی کا سرٹیفکیٹ درخواست کے ساتھ لف کریں۔

درخواست گزاروں کے لیے ضروری ہے کہ وہ معاشی اور سماجی حوالے سے اچھی شہرت کے حامل ہوں۔ یہ ٹینڈر مندرجہ ذیل شرائط کو مد نظر رکھتے ہوئے دیا جائے گا۔

- یہ ٹینڈر پنجاب پروکیورمنٹ ریگولیشنز اتھارٹی قواعد کے مطابق سنگل اسٹیج دو لفائف کی بنیاد پر کھولا جائے گا۔
- یہ ٹھیکہ مذکورہ مدت دو (02) سال کے لیے ہوگا۔ مزید برآں کام تسلی بخش ہونے کی صورت میں انتظامیہ ٹھیکہ کی مدت میں توسیع کرنے کی مجاز ہوگی۔
- سیریل نمبر 4، 5، 7، 12، 13، 14 نمبر شاپ کئی سے کم از کم 3 سال کا تجربہ ہونا ضروری ہے۔ ٹینڈر کے ساتھ سابقہ تجربے پر مبنی دستاویزات لازمی لف ہونی چاہیں۔
- کمپنی سروسز کے معیار کا وقتاً فوقتاً جائزہ لے گی اور غیر معیاری سروسز فراہم کرنے والے ٹھیکیدار کی سروسز معطل یا منسوخ کرنے کی مجاز ہوگی۔
- بجلی، گیس اور پانی یونیورسٹی مہیا کرے گی لیکن یوٹیلٹی بلز (بجلی و گیس میٹر ریڈنگ کے مطابق) اور (پانی / 1000 روپے) کی مدت میں ادائیگی ہر ماہ کی 10 تاریخ تک کمرشل ریٹ پر ادا کرنا ٹھیکیدار کی ذمہ داری ہوگی۔ بل ادانہ کرنے کی صورت میں بجلی بل پر یونیورسٹی / گورنمنٹ رولز کے مطابق جرمانہ ادا کرنا ہوگا۔ ادائیگی نہ کرنے کی صورت میں تمام سہولیات ختم کر دی جائیں گی۔
- موسم گرمی تعطیلات میں یوٹیلٹی بلز (بجلی، گیس، پانی) کی ادائیگی ٹھیکیدار کے ذمہ ہوگی۔
- بیمائیگی اطلاع کے بغیر شاپ بند نہیں کی جاسکتی ورنہ کمپنی کسی بھی قسم کی تادیبی کاروائی کرنے کی مجاز ہوگی۔
- ٹھیکیدار تعین کردہ قیمتوں کا پابند ہوگا اور یونیورسٹی کمپنی قیمتوں، صفائی، اشیاء کا معیار کو چیک کرنے کی مجاز ہوگی۔
- مذکورہ بالا نکات سے انحراف کی صورت میں کمپنی جرمانہ کرنے یا ٹھیکہ منسوخ کرنے کی مجاز ہوگی۔

نوٹ:

- جس حالت میں دکان دی جائے گی اسی حالت میں واپس لی جائے گی۔ اگر کوئی مرمت درکار ہوئی تو ٹھیکیدار کی سیکیورٹی میں سے رقم کاٹ کر کام مکمل کیا جائے گا۔
- ٹھیکیداری دستاویزات میں دی جانے والی شرائط متعلقہ ٹھیکیدار پر اسکی اصل رُو کے مطابق لاگو ہوگی اور ان کی خلاف ورزی پر ٹھیکہ منسوخ بھی کیا جاسکتا ہے۔
- یونیورسٹی کے ملازم اور ان کے قریبی رشتہ دار مندرجہ بالا دکانات کو لینے ک لئے نااہل ہوں گے۔ اگر کسی بھی وقت پتہ چلتا ہے کہ کسی ملازم نے خود یا اس کے رشتہ دار نے دکان الاٹ کرائی ہے تو دکان منسوخ کر دی جائے گی۔
- مجاز اتھارٹی کو یہ اختیار ہوگا کہ وہ کسی ایک فرد / پارٹی یا تمام افراد / پارٹیوں کے ٹینڈر یا ان کے نتیجے میں دیے گئے ٹھیکے کو بغیر وجہ بتائے کسی وقت بھی معطل یا منسوخ کر دے۔

(اسامہ خالد)

اسٹنڈر جسٹس، پروکیورمنٹ

Phone: 051-9047477, Fax: 051-9047478, Email: usama.khalid@uctaxila.edu.pk

INSTRUCTIONS TO BIDDERS (ITB)

Please read the Terms & Conditions carefully before preparation of bid. Incomplete Bid shall be rejected. It is in the interest of respective bidders that s/he may inspect the proposed premises before submitting the bid (appearing in auction committee)

Before submitting the tender, details of documents to be enclosed, may be verified from the "Submittals" of the Bidding Document. Otherwise, UET Taxila at its discretion shall reject the incomplete bids at the time of opening of bids.

Instructions

1. All pages of the Bid must be signed by the Authorized Signatory and sealed with the stamp of the bidding documents.
2. UET Taxila reserves the right to obtain feedback from the previous/present clients of the bidder and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding services, provided or being provided by the bidder. The decision of UET Taxila in this regard shall be final and binding on all bidders.
3. Interested eligible bidders may obtain bidding documents fee worth **Rs. 1000/-** in the form of CDR, Pay Order, Demand Draft, Banker's Cheque or Challan Form and to be attached with the Technical Bid and further information from the Assistant Registrar, Procurement, UET, Taxila.
4. Bids are to be supported with a Bank Draft/Pay Order/Call Deposit/Banker's Cheque as per mentioned below in the name of Treasury's UET Taxila as **Bid Security** from any scheduled Bank of Islamic Republic of Pakistan. The Bank Draft/Pay Order/Call Deposit/Banker's Cheque of bid security should be valid for a period of one year from the date of opening of the Bids. The Bid Security of unsuccessful bidders shall be returned after allotment of the shop to the contractor.
5. Bids received without the prescribed Bid Security shall be rejected. A Bid Security submitted by Bidder against any previous Bid shall not be adjusted against current ITB. Also, no personal cheques shall be acceptable at any cost.

بولی سیکیورٹی	مقام	احاطہ	دوکان	دوکان نمبر	سیریل نمبر
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	نان شاپ	1	1
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	فروٹ جوس شاپ	2	2
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	فاسٹ فورڈ / چائے شاپ	3	3
4,320.00	نزد بلاں مسجد مارکیٹ	sft 432	بیکری شاپ	4,5,6	4
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	حجام شاپ	7	5
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	سٹیشنری شاپ	8	6
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	درزی / ایزی لوڈ شاپ	9	7
1,440.00	نزد بلاں مسجد مارکیٹ	sft 144	جزل اینڈ کریبانہ شاپ	10	8
1,440.00	نزد حبیب بینک	sft 160	فوٹو سٹیٹ اینڈ پرنٹنگ شاپ	11	9
1,440.00	نزد حبیب بینک	sft 160	فوٹو سٹیٹ اینڈ پرنٹنگ شاپ	12	10
1,440.00	نزد حبیب بینک	sft 160	فوٹو سٹیٹ اینڈ پرنٹنگ شاپ	13	11
1,440.00	نزد قائد اعظم ہال	sft 180	لانڈری شاپ	15	12
1,440.00	نزد قائد اعظم ہال	sft 180	لانڈری شاپ	16	13
1,440.00	نزد قائد اعظم ہال	sft 450	لانڈری شاپ	17	14
1,440.00	عائشہ ہال	sft 300	ٹک شاپ	18	15

1. The successful Bidder shall submit Performance Security Deposit in favour of performance Security of the contract of **Rs. 100,000 (Rs. One Hundred Thousand only) for each shop**. The performance security will be submitted in the shape of Bank Guaranty/ Bank Draft/Pay Order/Call Deposit/Banker's Cheque and should be valid for at least 02 years from the date of opening of the Bids. The performance security shall be returned

after the competition of contract with the satisfactory report from concerned committee and no dues of all utility charges.

2. In the event that the successful Bidder refuses or fails to honour its Bid, UET Taxila shall be at liberty to forfeit the Bid Security.
3. The Contractor shall pay Rent (As approved by the competent authority) and Utilities Charges (Electricity & Gas as per Meter Reading) & (Water Rs. 1,000/- per Month if required) of the Shop.
4. The rent rates submitted by the Bidders must be inclusive of all applicable government taxes & levies and labour charges, consumables, overheads, profit, etc. as of the date of Bid Opening. If there is no mention of taxes/levies and/or charges, the offered/quoted rate(s) shall be considered as inclusive of all prevailing taxes/levies and/or charges.
5. Bids shall be rejected and Bidder may be penalized if documents and/or information submitted by the Bidder are found to be misleading at any stage. Bidder(s) engaged in corrupt or fraudulent practices (including collusion / polling) shall be declared ineligible either indefinitely or for a stated period of time.
6. Bids shall be submitted on “**Single Stage Two Envelope (Technical / Financial Bid sealed envelopes)**” basis, sealed, opaque envelope, clearly mentioning the Bid title and Bidder’s name and address and shop number.
7. The bids shall be evaluated as per criteria mentioned at **Annexure-A**:
8. The bidder is required to offer/quote rate(s) in the format prescribed at **Annexure-B** which is required to be filled-in very carefully, preferably all documentation shall be either printed or written in permanent ink. Any alteration/ correction must be initialled and stamped by an authorized representative of the Bidder; otherwise, the quoted rate(s) shall stand nonresponsive.
9. Entries with lead pencil are not acceptable.
10. Bids shall be submitted on or before the due date and time mentioned by UET Taxila in the “Invitation for Bids (IFB)” (but not later than 1100 hours), on a working day to following representative:

Attention: Assistant Registrar, Procurement,
University of Engineering & Technology,
Taxila
11. Bid submitted after prescribed time shall not be entertained.
12. **The bidder offering lowest evaluated rent rate and found responsive to the post qualification criteria, shall be offered the contract.**
13. Payments on account of a Contract Agreement (Appendix-I) to successful bidder shall only be made in Pakistani Rupees. Therefore, the rates quoted by bidders in (**Annexure – C**) should be offered in Pakistani Rupees and shall be written in figures. In addition, the total of offered “Rates” in the aforesaid appendix must be given in figures as well as words.
14. UET Taxila employees and their relatives cannot participate (direct or indirect) in the tender.
15. UET Taxila reserves the right to reject any or all bids / quotations without assigning any reason. However, UET Taxila shall upon request communicate, to any bidder who submits a quotation, the grounds for rejection of their respective quotation but is not required to justify those grounds.
16. If any bidder uses political or any other influence to UET Taxila management through telephone or any other sources regarding allotment of shops, the bid will be rejected immediately.

17. In case of any dispute the decision of the Vice Chancellor will be final.
18. Contractor will run his business inside his allotted shop. No stall or any other commercial activities will be allowed outside his shop area.
19. Sale of prohibited items under law will not be allowed.
20. Maintains of cleanness and hygienic conditions will be responsibility of the contractor.
21. The security to deposit will not be adjusted in utility bills. Refund will be made after clearance of rent and bill etc.
22. Contractor will display rate list at the prominent place of shop.
23. Penalty of Rs. 10,000/- can be imposed by the Registrar on the recommendation of the Chairman, Shops Committee in violation of any clause of bidding documents or agreement.
24. Rates will be charged as per company/ market retail prices or as determined by the shop committee in some cases.
25. UET Taxila reserves the right to accept or reject any of or all bidders as per PPRA Punjab Rules.
26. In case of damage to any shop the contractor will be responsible for the same.

Technical Proposal

Technical Proposal (Data Sheet)

- a. Name of Firm/Individual : _____
- b. Address of the Firm/Individual : _____

- c. Name of the Owner (s): _____
- d. CNIC No. of the Owner (s): _____
- e. Contact Nos.: _____

Sr. No.	Particulars	Detail
1.	Name of Firm / Owner Name	
2.	CNIC Number	
2.	Address	
3.	Bank Account Number with Name of Bank and Accounts Maintenance Certificate from the concerned Bank	
4.	Shop Keeping Experience (In Hand)	
5.	Shop Keeping Experience (Previous)	
6.	Bid Security	

Note: Figures quoted in the above data form can be verified independently by UET, Taxila any misstatement by the bidder may result in termination of contract, forfeiture of pending payments along with performance security and black listing of company as per PPRA Punjab Rules.

Dated: _____

Signature & Stamp: _____

Name: _____

Designation: _____

DOCUMENTS REQUIRED

Firms having valid Licences from Provincial or Federal Food Authority for Shop are eligible to submit their proposals with following information & documents.

1. Full name with location of Head Office and each branch office of firm along with postal address, telephone, fax, e-mail, details of administrative setup and local office in Islamabad/Rawalpindi (if any).
2. License from Provincial or Federal Food Authority for Shop.
3. Copy of valid CNIC.
4. Firm's Bank Account Statements for the period of Three (03) years and a current certificate of Sound Financial Stability from a Scheduled Bank in Pakistan.
5. Managerial, Technical and Human Resources expertise of Firm.
6. List of projects (relevant shops) completed and in hand in the last five (05) years by the firm including contract value, location, scope of work, along with work orders, completion certificates and performance certificates from clients. Preference will be made of those firms who have work experience with multinational institution and well reputed companies/originations.
7. List, quantity and present location of Shop, Equipment, Machinery, Transport, Vehicle, Quality of Seating Arrangements/ Crockery / Cutlery of Good Quality etc. owned by the Firm.
8. Affidavit worth Rs.20/- that the contractor is not black listed from any government department and is not involved in any litigation with any party.
9. The participated firms will be evaluating as per **Quality and Cost Based Selection Criteria** as mentioned below.

Evaluation Criteria Technical Score 50% + Financial Score 50%

Technical Evaluation Marks

S. No.	Description	Marks
1	Year of Establishment/Experience (1 marks per year upto max of 10 year)	10 (Max)
2	Similar Job /Contracts (Completed – in last 3 year years and not below the amount of Rs. 0.5 million per annum) (Maximum 5 contract/jobs will be considered as per following criteria). Fill Form-B	20 (Max)
	i. For multinational companies /Autonomous Bodies per contract	05
	ii. For Govt. Department per contract	03
	iii. For School/College/ Universities canteen etc. per contract	03
3	Similar Job /Contract (In hand not below the amount of Rs. 5 million per annum) (Maximum 5 contract/jobs will be considered as per following criteria). Fill Form-B	10 (Max)
	i. For multinational companies per contract/ Autonomous Bodies	05
	ii. For Govt. Department per contract	01
	iii. For School/College/ Universities cafeteria etc. per contract	02
4	Valid Certification	10
	i. Concerned Food Authority Certificate	10
5	Financial Soundness in last three year related to shops	20
	i. If annual credit transaction \geq Rs.0.5 million per annum	20
	ii. If annual credit transaction \geq Rs.0.350 million & $<$ 0.5 per annum	15
	iii. If annual credit transaction \geq Rs.0.250 million & $<$ 0.350 per annum	10
	iv. If annual credit transaction \geq Rs.0.150 million & $<$ 0.250 per annum	05
	If annual credit transaction \geq Rs.0.05million & $<$ 0.150 per annum	0
6	Physical Verification of Principal Business in	20 (Max)

	Rawalpindi/Islamabad. Fill Form-C	
Total Technical Bid Evaluation Score		100
1	Financial Bid Evaluation Score	
Total Financial Bid Evaluation Score		100
Grand Total Technical Score 50% + Financial Score 50%		

1. The interested firms will be considered by a central purchase evaluation/ committee on the basis of above mentioned requirements / documents.
2. Physical ground checks will be made by the evaluation committee to verify the information in the documents and firm's setup.
3. Firms already satisfactorily working with Government Organizations will be preferred. Documentary proof will be required for satisfactory performance / execution of similar tasks in near past.

Shops Detail (In Hand)

Sr. No	Name of Shops with Location	Year

(Signature, Name & Official Seal)

Shops Detail (Previous)

Sr. No	Name of Shops with Location	Year

(Signature, Name & Official Seal)

Physical Verification of Shops for Quality Service

Name: _____

Address: _____

Visit date and Time: _____

Sr. No	Description	Outstanding	Very Good	Good	Unsatisfactory
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Outstanding = 20

Very Good = 15

Good = 05

Satisfactory = 00

Unsatisfactory = 00

Technical Expert (1)

Technical Expert (1)

Technical Expert (1)

Financial Proposal

FINANCIAL BID FORM FOR SHOPS

نان شاپ ریٹ لسٹ

دوکاندار ریٹ	کم سے کم ریٹ	روٹی	سریل نمبر
	07 روپے	پنیری روٹی	1
	10 روپے	سادہ نان	2
	18 روپے	روغنی نان	3
	20 روپے	الو والا نان	4
	25 روپے	اچار والا نان	5
	20 روپے	بیسن والا نان	6
	40 روپے	قیمہ والا نان	7
	60 روپے	چکن والا نان	8
	50 روپے	گارلک والا نان	9
	100 روپے	چیز والا نان	10
	10 روپے	کلچہ تل والا	11
	18 روپے	تندوری پرائیڈ	12
	15 روپے	توے والا پرائیڈ	13
	20 روپے	میٹھا پرائیڈ	14
	50 روپے	چکن حلیم پلیٹ	15
	40 روپے	چنا پلیٹ	16
	30 روپے	انڈا بھجیا	17
	20 روپے	انڈا املیٹ	18
	20 روپے	انڈا فرانی	19
	20 روپے	چائے	20
	25 روپے	نودھ پنی	21

Milk Shakes Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
1.	Banana Milk Shake	300 ml	40/-	
2.	Apple Milk Shake	300 ml	40/-	
3.	Pine Apple Milk Shake	300 ml	50/-	
4.	Dates and Cream Milk Shake	300 ml	50/-	
5.	Chocolate Milk Shake	300 ml	50/-	
6.	Oreo Milk Shake	300 ml	50/-	
7.	Strawberry Milk Shake	300 ml	60/-	
8.	Mango Milk Shake	300 ml	50/-	
9.	Grapes Milk Shake	300 ml	50/-	
10.	Rubbery Milk	300 ml	60/-	
11.	Falooda	250 gm	45/-	
12.	Mix Frit Chatt	250 gm	50/-	
13.	Milo Milk Shake	300 ml	45/-	

Fresh Juices Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
14.	Pine Apple Juice	300 ml	50/-	
15.	Apple Juice	300 ml	76/-	
16.	Orange Juice	300 ml	50/-	
17.	Grapes Juice	300 ml	50/-	
18.	Strawberry Juice	300 ml	50/-	
19.	Carrot Juice	300 ml	35/-	
20.	Sugar Cane Juice	300 ml	25/-	
21.	Pomegranate Juice	300 ml	80/-	
22.	Grape Fruit Juice	300 ml	60/-	
23.	Peach Juice	300 ml	50/-	

Fast Food/ Tea Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
1.	Mix Tea	--	15/-	
2.	Tea with tea bag disposable cup	--	18/-	
3.	Chana chat	--	30/-	
4.	Samosa chana chat (Double Samosa)	--	40/-	
5.	Samosa Chana Chat Single	--	20/-	
6.	Papri Chat	--	40/-	
7.	Samosa Dozen	--	120/-	
8.	Pakora (per kg)	--	120/-	
9.	Vegetable roll	--	10/-	
10.	Chicken Roll	--	20/-	
11.	Vegetable Sandwich	--	15/-	
12.	Chicken Sandwich	--	30/-	
13.	Chicken Shashlic Steam	--	65/-	
14.	Chicken Drum Stick	--	60/-	
15.	Shami Burger	--	40/-	
16.	Egg Shami Bruger	--	50/-	

17.	Cold Drink 250 ml	--	20/-	
18.	Nestle Juice 280ml	--	25/-	
19.	Chicken Shawarma	--	60/-	
20.	Pizza Large 11"	--	600/-	
21.	Pizza Middle 9"	--	390/-	
22.	Pizza Small 5"	--	200/-	
23.	Pizza Mini	--	45/-	

Bakery Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
1.	Bakar Khani	--	20/-	
2.	Rus Cake (Per Kg)	--	350/-	
3.	Chicken Roll	--	25/-	
4.	Cookies (Per Kg)	--	300/-	
5.	Best Bakery Cookies (Per Kg)	--	450/-	
6.	Gol Paape . Rus (Per Kg)	--	200/-	
7.	Eggs	--	Hole Sale Rate	
8.	Bakery Biscuit (Per Kg)	--	300/-	
9.	Cheddar Cheese (Per Kg)	--	220/-	
10.	Slice Fresh Bread, Large+Middle +Small	--	70+45+40	
11.	Cake Rus (Per Kg)	--	350/-	
12.	Pizza	--	50/-	
13.	Bread (Sweet)	--	40/-	
14.	Shawarma	--	60/-	
15.	Chicke Tikka Botti?	--	70/-	
16.	Chicken Sandwich	--	30/-	
17.	Vegetable Sandwich	--	20/-	
18.	Coconut Biscuit (Per Kg)	--	350/-	
19.	Bun	--	15/-	
20.	Pine Apple Cake	--	300/-	
21.	Almond Cake	--	300/-	
22.	Fruit Cake	--	50/-	
23.	Bottle 250ml	--	20/-	
24.	Bottle 500ml	--	45/-	
25.	Bottle 1.5Litter	--	70/-	
26.	Nestle Juice (1 Litter)	--	100/-	
27.	Juice (200ml)	--	20/-	
28.	Broadway Sweet (Per Kg)	--	420/-	
29.	Rus Malai (2 Pieces)	--	50/-	
30.	Sheer Mall	--	30/-	

Barber Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
1.	Hair Cutting	--	50/-	
2.	Shave	--	20/-	
3.	Khat Simple	--	20/-	
4.	Masaj Oil	--	50/-	
5.	Fiscal	--	300/-	
6.	Scrub Cleansing	--	150/-	
7.	Neck Round	--	15/-	
8.	Trimmer	--	20/-	
9.	Treading	--	20/-	
10.	Oil Message (Olive)	--	80/-	
11.	Machine Message	--	120/-	
12.	Vela Straight	--	300/-	
13.	Hair Color Revlon	--	250/-	
14.	Hair Color Keune	--	250/-	
15.	Hair Color Olivia	--	150/-	
16.	Hair Color Labor	--	30/-	

Stationery Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Discount 5%	Contractor Rate
1.	All Stationery Items	--	Company Rate		

Darzi/ Easy Load Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
1.	Kurta Shalwar/ Qameez Shalwar	1	380/-	
2.	Qameez/ Kurta Only	1	150/-	
3.	Shalwar Qameez (Children)	1	150-200	
4.	Dress Pent Shirt	1	1000/-	
5.	Waistcoat	1	350/-	

6.	Repairing / Alteration	1	30	
7.	Raffo	1	10/15/30	

General and Karyana Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate	Discount % on company Rate
1.	Head and Shoulders 200ml	1	Company Rate	--	
2.	Head and Shoulders 90ml	1	Company Rate	--	
3.	Pantene 200ml	1	Company Rate	--	
4.	Pantene 90ml	1	Company Rate	--	
5.	Clean and clear face wash 50ml	1	Company Rate	--	
6.	Clean and Clear small face wash	1	Company Rate	--	
7.	Tooth Brush Easy Grip	1	Company Rate	--	
8.	Olper's Milk 1 litter	1	Company Rate	--	
9.	Olper's Milk 250ml	1	Company Rate	--	
10.	Nestle Milk Pack 1 liter	1	Company Rate	--	
11.	Nestle Milk Pack 250ml	1	Company Rate	--	
12.	Everyday 375gm	1	Company Rate	--	
13.	Everyday 1000gm	1	Company Rate	--	
14.	Rose Petal tissue box	1	Company Rate	--	
15.	Rose Petal Tissue roll	1	Company Rate	--	
16.	Soap Dishes normal	1	Company Rate	--	
17.	Soap Dishes fine	1	Company Rate	--	
18.	Hygiene Razor	1	Company Rate	--	
19.	Safty Razor plastic	1	Company Rate	--	
20.	Scotch Bright sponge	1	Company Rate	--	
21.	Lux Lotus Soap 145gm	1	Company Rate	--	
22.	Imperial Leather Soap 115	1	Company Rate	--	
23.	Chocolates (all brands)	--	Company Rate	--	
24.	Chicken Spread 200 ml	1	Company Rate	--	
25.	Chicken Spread	1	Company Rate	--	
26.	Calculator (china)	1	1000		--
27.	Marhaba Honey	1	Company Rate	--	
28.	Jam (National)		Company Rate	--	
29.	Cheery Polis (Large Size)	1	Company Rate	--	
30.	Mouse (Dell)	1	250		--
31.	Lock 30mm	1	150		--
32.	Lock 50mm	1	200		--
33.	Umbrella (Folding)	1	450		--
34.	Umbrella (Large size)	1	600		--
35.	Vest best quality	1	250		--
36.	Vest normal	1	200		--
37.	Socks	1	250		--
38.	Hangers (fine quality)	6	250		--
39.	Biscuits (all brands)	--	Company Rate	--	
40.	For U Nimko (box)	1	20/-		--
41.	Heart Trade Nimko	1	30/-		--
42.	For U Nimko (Packet)	1	10/-		--
43.	Osaka Tap(White)	1	35/-		--
44.	Shuttle	1	50/-		--
45.	Osaka Ball	1	200/-		--
46.	Olive Oil	1	Company Rate	--	
47.	Dove Soap	1	Company Rate	--	
48.	Pears Soap	1	Company Rate	--	
49.	Sufi Soap	1	Company Rate	--	
50.	Nail cutter	1	70/-		--
51.	Laptop switch	1	40/-		--
52.	Ispaghool	1	Company Rate	--	
53.	Noodles	1	Company Rate	--	
54.	Care Lotion (Large)	1	Company Rate	--	
55.	Care lotion (Small)	1	Company Rate	--	
56.	Ponds Lotion	1	Company Rate	--	
57.	Vaseline Lotion	1	Company Rate	--	
58.	Dettol	1	Company Rate	--	
59.	Bulb (LED)	1	170/-		--
60.	Bulb (Standard)	1	90/-		--
61.	Lays (all types)	--	Company Rate	--	
62.	Super Crisp (all types)		Company Rate	--	
63.	Milk Cream	1	Company Rate	--	
64.	Dustbin (Large)	1	450/-		--
65.	Dustbin (Small)	1	250/-		--
66.	Toothpaste (all brands)	1	Company Rate	--	
67.	Extension lead	1	200/-		--

68.	Qarshi Joshanda	--	Company Rate		--
69.	Gillette Razor	--	Company Rate		--
70.	CD (Blank)	1	50/-	--	
71.	Toffees (all types)	1	Company Rate		--
72.	Chewing Gum & Mints	1	Company Rate		--

Photostat Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate
1.	Single Side (Double AA 70gm)	--	1.00/-	
2.	Double Side (Double AA70gm)	--	1.80/-	
3.	Computer Print Single Side (Double AA 80gm)	--	3.00/-	
4.	Color Print Single Side (Double AA 80gm)	--	10.00/-	
5.	Color Print Double Side (Double AA 80gm)	--	15.00/-	
6.	Simple Paper (Double AA 80gm)	--	1.00/-	
7.	Color Paper Print Single Side	--	4.00/-	
8.	Color Paper Print Double Side	--	5.00/-	
9.	Sheet Binding	--	20.00/-	
10.	Spiral binding 20 Paper to 50 Paper	--	30.00/-	
11.	Spiral Binding 51 Paper to 150 Paper	--	50.00/-	

Laundry Shop Rate List

Sr. No	Item	Maximum Rate	Contractor Rate	
1	Qameez and Shalwar	30		
	Washing			10
	Press			10
	Kallaf			10
2	Bush Shirt	30		
	Washing			15
	Press			15
3	Pants, Washing & Press	30		
4	Bed Sheet (Single)	40		
5	Bed Sheet (Double)	50		
6	Pillow Cover	10		
7	Quilt Cover	30		
8	Towel	30		
9	Underwear	10		
10	Vests	10		
11	Shawl	30		
12	Blanket	220		
13	Coat	250		
14	Jacket	220		
15	Sweeter	140		
16	Waist Coat	200		

Tuck Shop Rate List

Sr. No	Item	Qty	Maximum Rate	Contractor Rate	Discount % on company Rate
1.	Head and Shoulders 200ml	1	Company Rate	--	
2.	Head and Shoulders 90ml	1	Company Rate	--	
3.	Pantene 200ml	1	Company Rate	--	
4.	Pantene 90ml	1	Company Rate	--	
5.	Clean and clear face wash 50ml	1	Company Rate	--	
6.	Clean and Clear small face wash	1	Company Rate	--	
7.	Tooth Brush Easy Grip	1	Company Rate	--	
8.	Olper's Milk 1 litter	1	Company Rate	--	
9.	Olper's Milk 250ml	1	Company Rate	--	
10.	Nestle Milk Pack 1 liter	1	Company Rate	--	
11.	Nestle Milk Pack 250ml	1	Company Rate	--	
12.	Everyday 375gm	1	Company Rate	--	
13.	Everyday 1000gm	1	Company Rate	--	
14.	Rose Petal tissue box	1	Company Rate	--	
15.	Rose Petal Tissue roll	1	Company Rate	--	
16.	Soap Dishes normal	1	Company Rate	--	
17.	Soap Dishes fine	1	Company Rate	--	
18.	Hygiene Razor	1	Company Rate	--	
19.	Safty Razor plastic	1	Company Rate	--	
20.	Scotch Bright sponge	1	Company Rate	--	

21.	Lux Lotus Soap 145gm	1	Company Rate	--	
22.	Imperial Leather Soap 115	1	Company Rate	--	
23.	Chocolates (all brands)	--	Company Rate	--	
24.	Chicken Spread 200 ml	1	Company Rate	--	
25.	Chicken Spread	1	Company Rate	--	
26.	Calculator (china)	1	1000		--
27.	Marhaba Honey	1	Company Rate	--	
28.	Jam (National)		Company Rate	--	
29.	Cheery Polis (Large Size)	1	Company Rate	--	
30.	Mouse (Dell)	1	250		--
31.	Lock 30mm	1	150		--
32.	Lock 50mm	1	200		--
33.	Umbrella (Folding)	1	450		--
34.	Umbrella (Large size)	1	600		--
35.	Vest best quality	1	250		--
36.	Vest normal	1	200		--
37.	Socks	1	250		--
38.	Hangers (fine quality)	6	250		--
39.	Biscuits (all brands)	--	Company Rate	--	
40.	For U Nimko (box)	1	20/-		--
41.	Heart Trade Nimko	1	30/-		--
42.	For U Nimko (Packet)	1	10/-		--
43.	Osaka Tap(White)	1	35/-		--
44.	Shuttle	1	50/-		--
45.	Osaka Ball	1	200/-		--
46.	Olive Oil	1	Company Rate	--	
47.	Dove Soap	1	Company Rate	--	
48.	Pears Soap	1	Company Rate	--	
49.	Sufi Soap	1	Company Rate	--	
50.	Nail cutter	1	70/-		--
51.	Laptop switch	1	40/-		--
52.	Ispaghool	1	Company Rate	--	
53.	Noodles	1	Company Rate	--	
54.	Care Lotion (Large)	1	Company Rate	--	
55.	Care lotion (Small)	1	Company Rate	--	
56.	Ponds Lotion	1	Company Rate	--	
57.	Vaseline Lotion	1	Company Rate	--	
58.	Dettol	1	Company Rate	--	
59.	Bulb (LED)	1	170/-		--
60.	Bulb (Standard)	1	90/-		--
61.	Lays (all types)	--	Company Rate	--	
62.	Super Crisp (all types)		Company Rate	--	
63.	Milk Cream	1	Company Rate	--	
64.	Dustbin (Large)	1	450/-		--
65.	Dustbin (Small)	1	250/-		--
66.	Toothpaste (all brands)	1	Company Rate	--	
67.	Extension lead	1	200/-		--
68.	Qarshi Joshanda	--	Company Rate	--	
69.	Gillette Razor	--	Company Rate	--	
70.	CD (Blank)	1	50/-		--
71.	Always Pads (all types)	1	Company Rate	--	
72.	Hair Removal Cream	1	Company Rate	--	
73.	Toffees (all types)	1	Company Rate	--	
74.	Chewing Gum & Mints	1	Company Rate	--	

Note: All applicable taxes will be deducted at source as per laws of Government of Pakistan. Utility chargers of Electricity & Sui Gas will be charged on commercial rate (as per meter reading) & Water charges will be charged as Rs. 1000/- per month. In addition to this facility will also be discounted.

(Signature, Name & Official Seal)

APPENDIX-I
AGREEMENT FORM

CONTRACT FOR SHOPS AT UNIVERSITY OF ENGINEERING & TECHNOLOGY,
TAXILA

This Agreement for Shop No. ____ (Name of Shop) for UET Taxila (the “Services”) for the period of two (02) years from _____ to _____ and is made out as of _____, 2019 at _____ which is extendable subject to the performance of the contractor with 10% increase per year, on the monthly rent or Rs. _____ (Rupees _____ only)

By and Between

M/s. _____ through Mr./Ms. Bearing CNIC NO. _____ having place of business at _____ (hereinafter referred to as the “Contractor” which expression shall, where the context so allows include his/its successors-in interest, executors, administrators, heirs and permitted assigns) of the One Part and;

AND

University of Engineering & Technology Taxila (hereinafter referred to as the “Client” which expression shall, where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assigns) of the other part. (If when and where applicable the Party of the One Part and Party of Other Part shall hereinafter be collectively referred to as ‘Parties’ and individually as ‘Party’ as the context of this Agreement requires).

This university is an organization engaged in engineering education and has constructed residences, flats, quarter, hostels for the convenience of its staff and students, in view of the above the University felt it necessary to provide such premises which could be used as cafeterias, canteens, general stores, barber shops, public call offices, photocopying services, laundries, etc. Therefore the University desired some person(s) who may be able to run such services and/or supply the requirements of daily use on contract basis to the residents, employees, students of the University.

And whereas the Contractor has agreed to enter into a contract to run the aforesaid the University.

WHEREAS;

Now, therefore, this agreement has been arrived at as under:

Terms:

1. The contract shall, initially, be for a period of one year, renewable by mutual agreement for another year; or through fresh contract as the University may deem fit. The first three (03) moths of the contract shall be probationary period, during which the contract can be cancelled by giving 15 days notice on either side.
2. The successful Bidder shall submit Performance Security Deposit in favour of performance Security of the contract of **Rs. 100,000 (Rs. One Hundred Thousand only) for each shop**. The performance security will be submitted in the shape of Bank Guaranty/ Bank Draft/Pay Order/Call Deposit/Banker's Cheque and should be valid for at least 02 years from the date of opening of the Bids. The performance security shall be returned after the competition of contract with the satisfactory report from concerned committee and no dues of all utility charges.
3. The Contractor shall, in letter and spirit, adhere to the terms and conditions provided in contract Documents issued by the University in general as well as relevant parts of the documents applicable in this case. In case of any breach or failure to abide by the provisions of this agreement on the part of the contractor the security amount deposited by the contractor shall stand forfeited.
4. The Contractor shall not be provided the services to his customers at the rates not higher than those agreed and notified by UET Taxila.
5. The Contractor shall not let, sublet or assign, whether by way of sub-contract or otherwise,

his interest in the contract to any other person or body, in whole or in part and shall not share or transfer it to any person or body. In case he is found in sub letting or transfer, a penalty of Rs. 50,000/ will be imposed and contract will also be treated as cancelled. Any act of the contractor in contravention of these terms and conditions shall be null and void and shall constitute breach of the contract. The University reserves the right to take any other action that it may deem fit.

6. The contractor shall not do or commit to do or allow anybody else to do anything that may adversely affect or impair the property, reputation or interest of the University.
7. The University shall not be responsible for any type of recoveries on account of the sales/services etc. made by the contractor to his customer on credit.
8. Any dispute/clash between the contractors or the contractors and costumers shall, immediately, be reported to the administrator Shops Committee, who shall also have the power to intrude into such disputes and take appropriate action which shall be binding on all concerned.
9. All disputes relating to the contract, whether during the contract or after expiry thereof on whatsoever grounds, shall be referred for the sole arbitration of the Vice-Chancellor or any person nominated by him; whose decision therein shall be final and conclusive on all matters and shall not be questioned in any court of law.
10. On the expiry of the contract, on successful completion of the term or otherwise, as the case may be, the contractor shall hand over the building and fixtures (if any) – in agreement with the inventory record within fifteen days of such expiry. Before such handing over, the contractor shall at his own cost make good of all loses to such inventory items that may have occurred while those have been in his possession/control.
11. The contractor hereby undertakes to ensure that all items of fittings, fixtures and furniture installed/provided by the client in the premises of the Shop are maintained in a hygienically clean and workable state. Rules/regulations shall be maintained / implemented.
12. The contractor hereby guarantee to maintain in good condition, and return to the University-property issued to them or found as lost and found items with in the premises of the Shop.
13. White wash/paint work and renovation of the shop will be carried out by the contractor at his own during the period of occupation and the time of vacation to bring it in the state of handing/taking.
14. That the contractor undertakes to ensure that a very high standard of cleanliness and hygiene will be maintained all the time in the Shop and its surrounding area.
15. The contractor undertakes to carryout immediate repairs/replacement of any items of furniture/Fixture/surfaces and fitting in the shop which may be damaged/decayed during the operation of shop.
16. That the contractor undertakes to ensure suitable arrangement will be made for daily disposal in polythene garbage bags of all discarded foodstuff, serving material and its depositing in the Central Garbage Bin.
17. That the contractor undertakes to make arrangements for providing suitable quantity of plastic, paper and foam containers for serving of food and drink/beverage items which will be sold at the Shop.
18. First Party will keep a suggestion box in the Shop premises for improvement of the standard of items.
19. Sale of Prohibited items like cigarettes, Sheesha, pan etc are not allowed in the shop.
20. The Contractor shall keep the University fully indemnified against any/all claims or losses which may result against the Contractor under the relevant Labour Laws by shop workers employed by him.
21. The Contractor shall be solely responsible for any accident sustained by his/her Shop

Workers whether it be injure on the Shop job or otherwise and, therefore the Contractor shall be liable for payment of any compensation to the Shop workers under applicable laws of the Government enacted from time to time.

22. Contractor shall ensure that his employees behave with University teachers, administration employees, students and guests politely. He will also ensure that character and shall need to be so verified by the Police Authorities.
23. The Contractor shall not keep in his/her employees any person who is medically unfit and or is suffering from nay contagious disease. Before appointing Shop employees, the Shop Contractor shall arrange for their medical examination by a Government Hospital or University Doctor at (Contractor's) own expense and ensure that only those persons who are declared medically fit are employed by the Contractor for work in the Shop premises.
24. The Contractor will ensure that the employee shall remain neat, clean, with proper shave/haircut, and wear "Uniform Dress" while serving food items, drinks, or any other refreshment in the Shop, offices or at the places of work.
25. The contractor will under no circumstances subject or any business forming part of this agreement to any other party.
26. During the validity of contract the University of Engineering and Technology, Taxila will entertain no request for revision of rates agreed upon except as recommended by the Shops Committee UET, Taxila.
27. Garden adjacent to the Shop will be maintained by the Contractor.
28. The contractor shall ensure that Shop remain open without any break from 0730 to 2300 hours. In case of failure penalty up to Rs. 10,000/- will be imposed as recommended by the Shop Committee UET, Taxila.
29. The contractor undertakes to strictly abide by all the safety and security regulation of the UET Taxila and shall open the Shop hall for the business at the times specified and also for other purposes as desired by the UET, Taxila.
30. Contractor undertakes to provide security cleared personal data and copy of CNIC, of each workers/staff employed by her/him to the first party. Contractors workers will not be allowed entry if not in possession of valid entry Cards issued by the First Party.
31. The Contractor shall be responsible to maintain all registers, vouchers and other record of service as applicable to him/her and his/her Shop workers under the relevant Labour Laws.
32. The client has right to stop the Contractor for selling any brand of beverages etc. in the Shop.
33. In witness whereof the parties have signed this deed of agreement on the aforesaid date, in present of the witnesses whose names are inscribed below. It is testified that the contents of this deed of agreement and the Contract Documents referred therein are clearly known and understood by both the parties.
34. The contractor shall pay monthly rent as per contract, utility bills as per actual meter reading and Rs. 1000/- per month of water facility utilized.

SIGNED ON BEHALF OF

For and on behalf of Contractor

For and on behalf of Client 2nd Party
University of Engineering & Technology
Taxila

Witnesses: _____

Witnesses: _____

Guidelines for Covid-19 from Government of Pakistan Ministry of National Health Services Regulations & Coordination

Reopening of Food Establishments/Shops etc.

Objective

To provide recommended practices that can be used to help mitigate the exposure to the COVID-19 virus, including: food safety, cleaning and sanitizing, social distancing, employee health monitoring and personal hygiene.

Rationale

COVID-19 pandemic has struck the world due to rapid human-to-human transmission. Preventive measures play an important role in limiting the spread of a disease and can help reducing the infection transmission and unnecessary burden on health care facilities. The guidelines provide practices that address specific health and safety concerns related to the spread of COVID-19, and to put protocols into practice for re-opening of food establishments.

Instructions

Requirements of the food code that apply to coronavirus mitigation are:

- Prohibit sick employees in the workplace
- Ensure and follow strict handwashing practices
- Maintain social distancing
- Ensure practices regarding surface cleaning and disinfecting
- Ensure food safety manager is on site at all times during operating hours

Food establishments should consider the following measures to prevent the spread of Covid-19:

EQUIPMENT AND PHYSICAL STRUCTURE

- Make sure utilities are working (for example; electrical, plumbing, and heating, ventilation/air conditioning, and fire suppression)
- Flush water system and all plumbed food equipment for a minimum of 5 minutes
- Equipment should be properly washed, rinsed and sanitized and pipes drained
- Assess and discard food that is no longer safe (e.g., expired or spoiled foods)
- Wash, rinse, and sanitize all food contact surfaces
- Use single-use items as much as possible, such as packets of ketchup or salt.
- Thoroughly clean and repair all physical facilities including floors, walls, and ceilings
- Posters for preventive measures to be displayed at prominent places 2

INDOOR DINING

- Indoor dining can reopen with groups of 10 or less and maintaining at least 3 feet distance among one group and 6 feet between two groups/tables.
- Indoor seating will be allowed at 50% capacity to maintain recommended social distancing guidelines.
- Ensure ventilation for indoor seating arrangement.

OUTDOOR DINING

- Prefer outdoor dining at tables spaced at least 6 feet apart from other people.
- Tables must not block entrances, exits, pedestrian or handicapped access.
- Parking spaces may be used for dining tables, but there must be a physical barrier or separation to protect customers from vehicle traffic.
- Ensure outdoor dining areas are maintained and free of trash and other debris

CUSTOMER PROTECTION

- Ensure thermal scanning of customers
- Use menus that are disposable or sanitized between each use.
- Clean and disinfect touched surfaces hourly.
- Maintain social distance of 6 feet in any entryway, hallway, or waiting area
- Ensure dining groups are seated at least 6 feet apart and remove or block extra seating
- Utilize contactless payment systems, or provide handwashing or hand gel for employees handling payment
- Maximize pick-up or delivery services
- Encourage the use of face mask when not eating

EMPLOYEE HEALTH AND SAFETY

Preventing the spread of COVID-19 via employee health monitoring is critical and food establishments must consider how the following will be implemented:

- Train workers on symptoms of COVID-19 illness and on required hand hygiene
- Ensure thermal scanning of employees
- Encourage workers to stay home if they are sick.
- Ensure handwashing sinks are stocked with soap and paper towels and hand sanitizers are available
- Ensure use of face coverings by employees.
- Stagger work schedules as much as possible to reduce employee contact additionally, the following monitoring procedures must all be in place:
 - Develop and implement procedures to check for signs and symptoms of employees daily upon Arrival.
 - Encourage anyone who is sick to stay home
 - Plan for if an employee gets sick
 - Monitor employee absences and have flexible leave policies and practices 3

Note: The above recommendations are being regularly reviewed by the Ministry of National Health Services, Regulations & Coordination and will be updated based on the international & national recommendations and best practices.

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For more information, please contact:

HSA/ HPSIU/ NIH, PM National Health Complex, Islamabad

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