

Expression of Interest

Spaces available on Rental Basis

Date of Issue : **November 14, 2025**

Last Date of Submission : **November 24, 2025 (3:00 PM)**

Date of Opening : **November 24, 2025 (3:30 PM)**

Company Name: _____

Company Address: _____

Contact Number: _____

NTN: _____ **SRB Reg. #** _____

1. Space details, location and rent

S. No	Space	Area	Location	Campus	Rent
1.	Food Counter - 2	22 x 8	Alumni Student Center	Main Campus	15,000/-
2.	Coffee Shop	20 x 10	Library – Coffee Shop	Main Campus	15,000/-

Site Visit is mandatory and will be held on:

- November 20, 2025 at 11 a.m. at IBA Main Campus

1. **Food Counter Requirements**

The Food Counter must be capable of serving a wide variety of Pakistani & Fast Food and light refreshments, including but not limited to:

FOOD

- Biryani / Pulao (Chicken or Beef)
- Fast Food (Chicken Burger, Beef Burger, Chicken Broast, Sandwiches, Fried Chicken. etc.)

2. **Coffee Shops Requirements**

The Coffee Shop must be capable of serving a wide variety of hot and cold beverages and light refreshments, including but not limited to:

Beverages

- Espresso, Americano, Cappuccino, Latte, Mocha
- Iced Coffee, Cold Brew, Frappés
- Hot Chocolate, Chai Latte, Green Tea, Herbal Teas
- Fresh Juices, Smoothies, Bottled Water, Soft Drinks

Light Refreshments

- Donuts
- Cookies
- Cakes (slices and whole)
- Pastries (e.g., croissants, Danishes)
- Savory items (e.g., patties, mini sandwiches, Chicken Panini)

Food Counter Requirements

Vendors are requested to submit a comprehensive rate list along with the proposed quantity per serving for each item.

Stamp & Signature

3. Selection Criteria

Only those Contractors/Vendors can apply who fulfil the following mandatory criteria. Please attach supporting documents / evidence of your claim(s)

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No	Attached Documents
1	Minimum 03 years of relevant experience with no dissatisfactory performance ever.		
2	Last 3 years' annual turnover with minimum 1.5 million (per year) attach bank statement or financial statements.		
3	Have at least one running Outlet contract with any reputable Education Institutes / Corporate Sector / Universities.		
4	Detail of Qualification of key professionals with Designation and Experience.		

Stamp & Signature

General Information

Working Days

- The vendor is expected to operate 7 days a week, including occasional public holidays, as required.

IBA Facilities for Vendor

- Electricity, SSGC and water connections will be provided by IBA.
- Utility charges will be billed monthly, based on actual consumption.

Contractor/Vendor Liabilities: The contractor/vendor shall be responsible for the following:

1. Setup & Infrastructure

- Supply of all necessary cooking ware and utensils.

2. Hygiene & Housekeeping

- Maintain proper housekeeping, cleanliness, and hygiene standards at all times.

3. Equipment & Appliances

Ensure availability of essential equipment as per the approved menu, including but not limited to:

- Till/POS machine and online payment options (Mandatory)
- Standing refrigerator/deep freezer
- Microwave oven

4. Manpower & Staffing

- Provide adequate staff on the vendor's payroll, including:
 - Cooks
 - Skilled labor
 - Waiters/servers
- Ensure all waiters and service staff are in proper uniform.
- Submit valid medical fitness certificates for all cooks and waiters prior to commencement of services, and annually thereafter.

5. Compliance & Certification

- Obtain a valid Sindh Food Authority Certificate within 15 days of starting operations.
- Use only halal-certified food ingredients in all preparations.

The Contractor/Vendor shall ensure the following:

1. Menu & Pricing

- A detailed menu list must be submitted for approval.
- Prices must be competitive and not exceed prevailing market rates.

2. Security Deposit

- A security deposit equivalent to six (6) months' rent of the respective Food Counter must be submitted prior to commencement of operations.