

**Fee: Rs. 1,000/-  
(Non-Refundable)**

**EXPRESSION OF INTEREST**  
**Supply Grocery Items for the Hostels**  
**(Daily/Weekly/Monthly Basis)**

**Date of Issue** : July 16, 2025

**Last Date of Submission** : July 21, 2025 (03:00 pm)

**Contact Person & Telephone** : M. Humas  
Procurement Department, IBA Main Campus,  
University Road, Karachi.  
02138104700  
Extension: 2154

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**NTN #:** \_\_\_\_\_

\_\_\_\_\_  
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## 1. Background

The student society intends to procure grocery items on a daily, weekly, or monthly basis, as per the requirements of its Hostels. To ensure the consistent availability of high-quality food supplies, this Expression of Interest (EOI) aims to identify and shortlist reliable, experienced, and financially sound vendors or service providers.

The selected vendor/s will be expected to deliver a wide range of grocery items in a timely, hygienic, and cost-effective manner, maintaining the standards required for hostel operations. This initiative is part of our ongoing commitment to providing well-managed and efficiently operated hostel facilities that meet the nutritional and operational needs of our residents.

Through this EOI, we seek to establish a pool of pre-qualified suppliers capable of supporting our procurement needs with professionalism, transparency, and accountability.

## 2. Objectives

- Ensure the timely and uninterrupted supply of essential grocery items based on daily, weekly, or monthly requirements.
- Maintain high standards of quality, hygiene, and freshness for all food items delivered.
- Establish long-term partnerships with reliable and experienced vendors to streamline the procurement process.
- Achieve cost-efficiency through competitive pricing and transparent procurement practices.

## 3. Scope of Work

The selected vendor will be responsible for the following:

- Supplying grocery items as required, on a daily, weekly, or monthly basis.
- Ensuring the freshness, quality, and proper handling of both perishable and non-perishable items.
- Delivering goods to designated hostel facilities in a timely and efficient manner.
- Providing detailed bills, invoices, or receipts for each procurement transaction.
- Complying with all relevant hygiene and food safety standards throughout the supply and delivery process.

## 4. List of Items (tentative)

The grocery items to be supplied may include, but are not limited to, the following categories (a detailed list will be provided at a later stage):

- |                                    |                             |
|------------------------------------|-----------------------------|
| • Fresh vegetables and fruits      | • Cooking oils              |
| • Pulses and grains                | • Spices                    |
| • Dairy and poultry products       | • Rice, flour, and sugar    |
| • Meat (beef, mutton, and poultry) | • Packaged and canned goods |

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## Terms of Reference

- The contract period will be for one (1) year, renewable based on satisfactory performance and mutual agreement.
- Vendors must ensure the timely delivery of grocery items to the specified hostel facilities as per the schedule.
- Quality assurance checks will be conducted upon delivery. Any items failing to meet quality standards must be replaced within one (1) working day at no additional cost.
- Vendors must be able to provide cash to merchants on the spot against valid bills/invoices when required.
- The vendor should be capable of supporting a tentative monthly procurement limit of PKR 7 million.
- A penalty of at least 2% of the invoice value will be imposed for delays or non-compliance with delivery schedules.
- Vendors must comply with all applicable food safety and hygiene regulations.
- Invoices must be submitted on the first Monday following each delivery.
- A detailed breakdown of unit prices, commission, and applicable taxes must be provided with each invoice.
- Payments will be processed within 30 days of delivery and submission of complete and verified invoices.

## 5. Bids' Evaluation Criteria

Bids will be evaluated based on:

- Reasonable and market-aligned pricing for all listed grocery items.
- Transparent breakdown of unit prices, commission, and applicable taxes.
- Capability in delivering fresh and hygienic grocery items on a daily/weekly basis.
- Proven ability to fulfill orders accurately and on time.
- Capability to pay (on spot) directly to merchants as per the bill provided.
- The vendor offering the most advantageous bid will be preferred.

Bidding documents can be downloaded from the IBA website. The EOI fee challan to be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Only vendors who meet the following mandatory criteria are eligible to apply.

Applicants must submit supporting documents/evidence for each claim, along with their Company Profile and details of the management team.

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S. No.	Mandatory Submission Criteria (Attach Supporting Document)	Remarks Yes / No	Attach Documents
1	At least 10 active clients		Client List along with contact person & contact details
2	Annual Turnover of Rs. 10 million in the last 3 years'		Bank statements or Annual Income Tax Return
3	Relevant experience (Past 3 years)		Atleast one PO or Contract Agreement of each year
4	Income Tax, Sales Tax, and Company Registration		NTN, STRN, Registration Certificate
5	Availability of Transport for the delivery of goods		Copy(ies) of Vehicle registration documents

#### 6. Bill of Quantity

Sr #	Item/Category	*Commission %
1.	<b>Milk and Dairy Products</b> (e.g., milk, yogurt, butter, cheese)	
2.	<b>Pulses and Grains</b> (e.g., lentils, chickpeas, beans)	
3.	<b>Cooking Oil and Ghee</b>	
4.	<b>Meat, Poultry, and Fish</b> (e.g., beef, mutton, chicken, fish, seafood)	
5.	<b>Rice and Flour</b> (e.g., basmati rice, brown rice, wheat flour, maida)	
6.	<b>Packaged Food Items</b> (e.g., biscuits, snacks, cereals, sauces)	
7.	<b>Vegetables and Fruits</b> (fresh seasonal produce)	
8.	<b>Frozen Items</b> (e.g., frozen vegetables, meats, ready-to-eat meals)	
9.	<b>Bakery Items</b> (e.g., bread, buns, cakes, pastries)	
10.	<b>Spices and Condiments</b> (e.g., turmeric, cumin, chili powder, salt, vinegar)	

\* The quoted commission percentage must be inclusive of all overheads, including applicable income tax. The percentage will be paid on the actual bill for the grocery items

\*\* Transportation charges, if applicable, will be billed separately.

\*\*\* GST will be applied only to items where it is legally applicable.

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