

Tender Document for

College Canteen

Samtse College of Education, Royal University of Bhutan
2019-2020



Samtse College of Education





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བསམ་ཅེ་ཤེས་རིག་མཁོ་རིག་སློབ་ཆེ།

Royal University of Bhutan
Samtse College of Education



"You cannot give what you do not have." **Druk Gyalpo**

Ref: Ref: 37/SCE-Quot/2019-2020/ 004

Date: 31.05.2019

The General Manager
Advertisement Division
Kuensel Corporation
Thimphu

Sir:

I would appreciate if you could kindly publish the following notice inviting tender in your newspaper of 5th June, 2019 and the bill may be sent to us for payment:

**SAMTSE COLLEGE OF EDUCATION
NOTICE INVITING TENDER**

Samtse College of Education under Royal University of Bhutan is pleased to invite sealed tender from eligible license holders for the supply and services of following items for fiscal year 2019-2020.

Sl.No	Particulars
1	Supply of Stationary items
2	Supply of Hardware, Electrical & Plumbing items
3	Supply of Games & Sport items
4	Supply of IT equipments & Accessories
5	Science Laboratory equipments and chemical
6	Running College Canteen
7	Supply of Vegetables and Grocery items
8	Supply of Library Books
9	Peling Bookshop

The bidding documents can be downloaded from College website (www.sce.edu.bt). The last date for submission of tender is 5th July, 2019 at 12 pm and it will be opened on the same day at 2:30PM

Yours sincerely,

(Rinchen Dorji, PhD)

PRESIDENT

Copy to:

1. Office copy
2. Finance Officer

PRESIDENT

05 365391 (Director General) 365274 (Adm) 365273 (Office) 365363 (Fax) P.O Box No. 329
Visit us at www.sce.edu.bt



Tender for College Canteen -2019-2020

Date: 05.06. 2019

Invitation for Quotation (IFQ)

**For the College canteen of Samtse College of Education,
Royal University of Bhutan.**

To:

Dear Sir/Madam,

You are invited to submit your priced bid for the running the following services.

1. College Canteen

[Information on technical specifications and required quantities are attached]

1. The bidder(s) shall submit one copy of original bid of the priced quotation with the **Form of Bid** and clearly marked as **ORIGINAL**. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address
PRESIDENT
Samtse College of Education
The Royal University of Bhutan
Samtse
2. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is before **12 pm** on or before **5th July** 2019 and will be opened on the same day at 2.30 Pm.
3. The bid shall be accompanied by a bid security of **Nu. 30000/- (Thirty Thousand)** in favour of **PRESIDENT, Samtse college of Education** in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till 90 days from the last date of *Samtse College of Education*



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submission of bids. Any bid not accompanied by bid security shall be treated as **non responsive**.

4. Quotation by fax or by electronic means are not acceptable
5. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Canteen is an integral part of the Contract.
 - a) **PRICE:** all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other.
 - b) **AWARD OF ORDER:** the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
 - c) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of one year from the deadline for receipt of quotation(s).
6. Further information can be obtained from Procurement Officer, Samtse College of Education@ 05-365363

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Schedule of items and Priced Quotation (bid form)

Bill of Quantity for Canteen Menu

SL.NO	ITEMS	UNIT	Rate	Remarks
TEA ITEMS				
1	Tea (single/double)	Per cup		
2	Tea with bag (single/double)	Per cup		
3	Suja (single/double)	Per cup		
4	Coffee (single/double)	Per cup		
5	Black Coffee (single/double)	Per cup		
6	Black Tea(single/double)	Per cup		
MOMO				
7	Momo Beef (6pcs)	Per Plate		
8	Momo Pork (6pcs)	Per Plate		
9	Momo Vegetable (6pcs)	Per Plate		
10	Momo Cheese (6pcs)	Per Plate		
BREAKFAST ITEMS				
11	Puri Sabji(std size)	Per Plate		
12	Chapatti (Roti)-(Std Size)	Per Piece		
13	Aludam and Puri ,Std Size-(5pcs)	Per Plate		
14	Alu Dham	Per Plate		
15	Chana	Per Plate		
16	Boil Egg	Per Pcs		
17	Paizee/ Pokora	Per Pcs		
FRIED RICE				
17	Chicken Fried rice	Per Plate		Good quality Rice
18	Beef Fried rice	Per Plate		Good quality Rice
19	Pork Fried rice	Per Plate		Good quality Rice

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20	Vegetable Fried rice	Per Plate		Good quality Rice
21	Plain Fried Rice	Per Plate		Good quality Rice
22	Egg Fried Rice	Per Plate		Good quality Rice
NOODLES				
23	Wai Wai plain	Per Plate		
24	Maggi plain	Per Plate		
25	Koka Plain	Per Plate		
26	Maggi with egg	Per Plate		
27	Koka with egg	Per Plate		
28	Wai Wai with egg	Per Plate		
EGG ITEMS				
29	Omlet	Per Pcs		
30	Egg Roll	Per Pcs		
31	Egg Poach	Per Pcs		
32	Scramble Egg	Per Pcs		
33	Bread Butter (4pcs)	Per Plate		
34	Bread with Jam	Per Pcs		
35	Plain toast(4pcs)	Per Plate		
RICE				
36	White Rice	Per Plate		Good Quality
37	Red Rice	Per Plate		Good Quality
CURRY				
38	Pork Curry	Per Plate		
39	Sha kam Curry	Per Plate		
40	Sikam Curry	Per Plate		
41	Beef Curry	Per Plate		
42	Chicken Curry	Per Plate		
43	Sha kam Datshi	Per Plate		
44	Beef Datshi	Per Plate		
45	Fish Curry	Per Plate		
46	Pork Chilli	Per Plate		
47	Chicken Chilli	Per Plate		

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20	Vegetable Fried rice	Per Plate		Good quality Rice
21	Plain Fried Rice	Per Plate		Good quality Rice
22	Egg Fried Rice	Per Plate		Good quality Rice
NOODLES				
23	Wai Wai plain	Per Plate		
24	Maggi plain	Per Plate		
25	Koka Plain	Per Plate		
26	Maggi with egg	Per Plate		
27	Koka with egg	Per Plate		
28	Wai Wai with egg	Per Plate		
EGG ITEMS				
29	Omlet	Per Pcs		
30	Egg Roll	Per Pcs		
31	Egg Poach	Per Pcs		
32	Scramble Egg	Per Pcs		
33	Bread Butter (4pcs)	Per Plate		
34	Bread with Jam	Per Pcs		
35	Plain toast(4pcs)	Per Plate		
RICE				
36	White Rice	Per Plate		Good Quality
37	Red Rice	Per Plate		Good Quality
CURRY				
38	Pork Curry	Per Plate		
39	Sha kam Curry	Per Plate		
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42	Chicken Curry	Per Plate		
43	Sha kam Datshi	Per Plate		
44	Beef Datshi	Per Plate		
45	Fish Curry	Per Plate		
46	Pork Chilli	Per Plate		
47	Chicken Chilli	Per Plate		

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48	Beef Chilli	Per Plate		
49	Fish Fry	Per Plate		
50	Liver Fried	Per Plate		
51	Liver Curry	Per Plate		
BHUTANESE DISH				
52	Beef pa	Per Plate		
53	Pork Pa	Per Plate		
54	Sha kam Pa	Per Plate		
55	Sikam Paa	Per Plate		
56	Ngaykam Paa	Per Plate		
57	Jasha Maroo	Per plate		
58	Kangchu Maroo	Per plate		
59	Gyep Paa	Per plate		
VEGETABLE CURRY				
60	Mushroom Datshi	Per Plate		
61	Emadatsi curry(Dry Chilli)	Per Plate		
62	Emadatsi curry(Green Chilli)	Per Plate		
63	Kewa Datshi	Per Plate		
64	Nakey Datshi	Per Plate		
65	Beans Datshi	Per Plate		
66	Mixed Vegetable curry	Per Plate		
67	Mater Paner	Per Plate		
68	Salad			
THUKPA				
69	Chicken Thukpa	Per Plate		
70	Pork Thukpa	Per Plate		
71	Egg Thukpa	Per Plate		
72	Beef Thukpa	Per plate		
73	Plain Thukpa	Per Plate		
CHOWMEIN				
74	Veg Chowmein	Per Plate		
75	Chicken Chowmein	Per Plate		

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76	Pork Chowmein	Per Plate		
77	Beef Chowmein	Per Plate		
DHAL				
78	Plain Dhal	Per Cup		
79	Fried Dhal	Per Cup		
BATHUP				
80	Vegetable Bathup	Per Plate		
81	Pork Bathup	Per Plate		
82	Beef Bathup	Per Plate		
COLD DRINKS				
83	Lassi	Per glass		
84	Mineral water	Per Bottle		
85	Pepsi/ 1.5/2000ml	Per Bottle		
86	Miranda 1.5/2000ml	Per Bottle		
87	Sprite 1.5/2000ml	Per Bottle		
88	Thumps up 15/2000ml	Per Bottle		
89	Mineral water(1000 ml)	Per Cartoon		
90	Mineral water(500ml)	Per Cartoon		
BISCUIT				
91	Good Day	Per Pkts		
92	Makhan Bite	Per Pkts		
93	Cream Cracker	Per Pkts		



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Terms and Condition

1. The quotation or price list of the food items will be part of this canteen contract agreement and will be valid for one year. The contractor will supply only such items specifically approved by the canteen management committee. However, more items can be included in the menu with prior approval of the College Management Committee.
2. The contractor will indicate weight/quantity of food items with sale price and shall be responsible for providing all food items after the contract agreement.
3. College will provide canteen space (structure), furniture and kitchen
4. The contractor will be responsible for electricity and water bills and will not claim any reimbursement of expenses on this account.
5. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the dining hall and connected services by the Contractor and workers engaged including those responsible for collection of used utensils and periodic disposal of waste and refuse.
6. The contractor will fully maintain health and hygiene of the canteen (including toilet) and food items. In case of any food poisoning/contamination the contractor will be held fully responsible and will bear all the expenses caused due to food poisoning/contamination.
7. The Contractor will employ adequate number of staff in order to maintain efficiency to a standard desired by BAFRA and canteen management committee.
8. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from College administration. The Contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
9. The Contractor will get all his workers medically examined and certified by District Medical Officer, to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are in proper uniform wearing name plates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.

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10. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc in the kitchen as well as the dining hall and premises. The College administration will not provide any cleaning materials/dusters, etc. for the same.
11. The College Canteen should remain open for the entire duration of the academic sessions (12 months of the year) from 8am to 8pm on all the days of the week except on public holiday
12. All sales from the canteen shall be strictly against cash/credit and payment there will be made by the concern individuals. College administration or canteen management committee shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to any members of college in their personal capacity, which will be wholly at the risk of the Contractor. College administration will make payment only for those placed orders for official purpose every month.
13. The canteen shall be for the exclusive use of the College staff, trainees and their guests and any other persons allowed by College administration. The Contractor shall be responsible for the quality of the food supplied and for the service.
14. The contractor shall be responsible for labour act, immigration act, insurance act and canteen terms and conditions and any other act directly or indirectly related for those employed in the canteen.
15. College administration or canteen management committee members have the right to take samples of the edibles/ raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality and to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the Committee due to failure of Contractor, the Canteen Management Committee reserves the right to terminate the contract.
16. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
17. The Contractor will pay monthly rental fee of Nu. 15000/- (**Fifteen thousand only**) to College administration in the first week of every month. The contractor will not sublet or assign the license or use the space provided for running the canteen for purposes other than running a canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed

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- for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the College.
18. The Contractor shall be responsible for all damages or losses to property (structure, furniture and equipment) and College Management Committee will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the canteen premises including kitchen and other rooms.
 19. For termination of this agreement **two months notice will be required from either side** in writing. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/ or earlier if desired by Canteen management committee and shall hand over the same to the authorised officer of the College administration.
 20. The Contractor shall keep in a conspicuous place in the canteen the approved rate list of items and a complaint book to record complaints, and this book shall be open to inspection by persons duly authorized by College Management Committee. The contractor shall inform Canteen management committee of the action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him from time to time.
 21. In case of any dispute the matter shall be referred to the Office of **PRESIDENT** and his decision will be final and binding on the Contractor.
 22. The Contractor has permission only to run a canteen in the College premises during the Contract period
 23. The Canteen Contractor will bring all crockery/utensils for the purpose of making, serving including Gas Burners.
 24. The College Management Committee will accord preference for working experience in catering, hotel or running of canteen in various offices of at least 3 years or more.
 25. The decisions taken by the College Management Committee shall be final and binding.

