

Standard Bidding Document for Canteen & Catering Services



SAMTSE COLLEGE OF EDUCATION

ROYAL UNIVERSITY OF BHUTAN

SAMTSE

PACKAGE I

Tender for Canteen and Catering Services for Samtse College of Education, Royal University of Bhutan.



འབྲུག་རྒྱལ་ཁའི་ཉན་གཙུག་ལག་སློབ་མེ

SAMTSE COLLEGE OF EDUCATION

Ref: 37/SCE-Quot/2020-2021/004

15th September 2020

The General Manager
Advertisement Department
Kuensel Cooperation
Thimphu.

Sub: Request to publish an announcement

Sir/Madam,

The undersigned would like to request your office to kindly publish the following notice inviting tender in your newspaper dated 16th & 17th September 2020 and arrange to send the bill for payment as per our existing practice:

SAMTSE COLLEGE OF EDUCATION
NOTICE INVITING TENDER

Samtse College of Education is pleased to invite sealed tender from the eligible license holders for the supply and services of the following items:

1. Package I – Running of College Canteen
2. Package II – Supply of ICT Equipment

The bidding documents can be downloaded from our website at <http://www.sce.edu.bt>. The last date for submission of tender is 29th October 2020 at 2:30 PM and opened on the same day at 3:00 PM

For any inquiry, please contact Administrative Officer at 05-365274 during office hours.

Yours sincerely,

(Rinchen Dorji, PhD)

PRESIDENT

Copy to:

1. Accounts Section for information
2. Store Incharge for information
3. Office copy



: 05 365391(President) 365274 (Adm) 365273 (Office) 365363 (Fax) P.O Box No. 329

Visit us at www.sce.edu.bt

Dear Sir/Madam,

The Samtse College of Education is pleased to invite sealed quotations from eligible bidders to operate the College Canteen for the year 2020/2022 commencing **5 October 2020** for a term of two years renewable up to a maximum of one year based on the performance of the Operator.

The bidder(s) shall submit the original and a copy of the bid of the priced quotation. All pages should be duly sealed and signed.

1. Your quotation in the required format should be addressed and submitted to

The Administrative Officer
Samtse College of Education
Samtse
Telephone: 365274

2. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

a) **PRICE:** all prices shall be quoted in Ngultrum. The bidders are required to quote for all the items in the reflected in the BoQ. Under-pricing of selected items by the bidder may lead to disqualification. (i.e. if Rates for certain items quoted by the bidder is found to be unreasonably low by the evaluation committee, the bid shall be rejected).

b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive will be evaluated by comparing the quoted rates. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;

- (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
- (iii) if the bidder refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.
- (iv) Samtse College of Education, based on the current market price has determined a minimum rate for all the items. All the prospective bidders are required to quote as per the prevailing Market rate. If any bidder quotes below 10% of the overall predetermined rates, bidder shall be considered as non-responsive.
- (v) The quoted price shall include any other costs involved for transportation within Samtse and including taxes such as Bhutan Sales Tax and Service Charges.

c) **AWARD OF PURCHASE ORDER:**

- d) Since the contract of award shall be awarded based on the Grand total and not item wise, the bidders are asked to quote for all the items listed in the BoQ. Failure to quote for single item will lead to rejection of bid.
- e) The award will be made to the bidder who is offering the lowest evaluated and acceptable price that meets the specifications and all the requirements of the purchaser. The successful bidder will sign a

contract as per attached form of contract and terms and conditions of supply. The award shall be based on the Grand Total.

- f) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **two years** from the deadline for receipt of quotation(s).
3. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 4. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
 5. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 6. The Purchaser may, by written notice, terminate the contract agreement in whole at any time for its convenience:
 - a. If the Supplier fails to perform any other Terms and conditions specified with the contract agreement, or exceed the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the contract agreement, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this contract agreement; and

7. If the successful bidder fails to deliver the services required for a particular activity. The security deposit shall be used to cover the cost of services rendered from others.
8. Catering Agent should strictly adhere to Canteen policy while delivering the service.
9. Sealed bid should be submitted along with the EMD of Nu **10000.00 (Ten thousand)** only EMD should be submitted in the form of Demand Draft/Bank Guarantee/Cash Warrant in favor of **President, SCoE, RUB**. If the lowest bidder withdraw the bid during the bid validity period, the EMD of Nu.10,000/- shall be forfeited.
10. Upon receipt of the notification of award from the Purchaser, the successful bidder shall furnish to the Purchaser a performance security amounting to Nu. **30,000/-(Thirty Thousand)** only and must be delivered in favor of the **President, Samtse College of Education** in the form of a Demand Draft or cash warrant/Bank Guarantee and shall be valid for **2 years** in accordance with the conditions of contract.
11. The selected bidder will be intimated in writing.
12. The quotation should be submitted latest by **28 September 2020 on or before 1230 hours** and will be opened on **the same day at 2:00PM**.
13. Eligible bidders may submit their quotations if the Terms and Conditions set forth are acceptable.
14. Any bids received by the purchaser after the deadline for submission of Bids prescribed by the purchaser will be declared '**late**' and rejected and returned unopened to the bidder
15. Further information can be obtained from: **Administration Section, AFD, Telephone no 365274 during office hours.**

16. In the event of poor quality of food and services, the clients shall issue a letter to the bidder to improve their services. However, if there is no improvement in services during the mentioned duration in the letter, the client shall terminate the contract and will award the same contract to the next lowest evaluated bidder.

Documents required to be submitted as part of the Quotation

The original *copy* of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License
- (c) A valid Tax Clearance Certificate
- (d) The required bid security
- (e) Any other requirements specified in this document
- (f) Copies CID/work permit and Food Handlers Licence of the Kitchen Staff

The College will provide the following facilities:

- | | |
|-------------------------|--------|
| 1. Plastic Round Table: | 13 Nos |
| 2. Plastic Chairs: | 50 Nos |
| 3. Refrigerator: | 3 Nos |
| 4. Steel Rack: | 4 Nos |

Note: ***The prospective bidders are advised to inspect the canteen physically.***

1. General Terms and Conditions

1.1 The contract period for operating the canteen is for a term of **two years** and renewable up to one more year (**total 3 years**) if services are found satisfactory.

1.2 The rent for College canteen will be fixed at Nu. **15,000.00 (Ngultrum Fifteen thousand)** only.

1.3 To cater for breakfast, lunch or dinner ordered by the College should set up with Buffet.

1.4 The rent should be deposited on or before the 7th of every month to the accounts section. In case the monthly rent is not deposited within the said time, a late fee of Nu.500/- per day for the delayed period shall be charged, not exceeding 10 days, beyond which the contract will be terminated.

1.5 The Operator shall be responsible for the payment of the electricity bill and water bill.

1.6 Subletting of contract/license directly or indirectly is not permissible and may result in pre-mature termination of contract or imposition of penalty, including forfeiture of security.

1.7 The Operator shall not be permitted to make any structural additions/alterations to the facilities provided by the College without written sanctions of the College.

- 1.8 The Operator shall be responsible for the maintenance of furniture/fixtures, electrical equipment, and kitchen equipment provided by the College. The items /furniture /fixtures /equipment provided to the operator should be returned in good condition at the expiry/termination of the contract. However, for the major maintenance if required, the College shall be responsible.
- 1.9 The Operator shall publish a menu card with agreed rates and shall not sell any item at a rate higher than the agreed rates in the contract. Operator shall ensure MRP of items NOT specified in the Menu.
- 1.10 The Operator shall be responsible for providing all food/snacks/ refreshments items mentioned in the menu based on the quoted rate for all official catering and daily menu as and when required.
- 1.11 The operator shall be required to furnish sum of Nu. 30,000/- (Nu. Thirty thousand) only as security deposit, at the time of awarded of contract. The security deposit should be submitted in the form of bank draft, bank warrant, or cheque in favour of the President, Samtse College of Education, Samtse.
- 1.12 The operator shall handover all items as per the inventory list prepared at the initial handing taking over of the canteen facilities to the College. Any loss or damages to the facilities/property at the end of the expiry of the lease or upon termination, the operator shall either repair or replace and make good.
- 1.13 The College canteen operator shall be responsible for payment of all applicable levies and taxes including BST and Services Charges.
- 1.14 The Canteen Management Committee instituted (CMC) shall monitor the quality (cleanliness and hygiene) of food on regular basis.
- 1.15 The canteen operator shall take corrective actions within 5 working days, given by the CMC in respect of feedback received from staff and students of the College.

- 1.16 The canteen committee shall conduct regular meeting with the canteen operator and staff (monthly basis/quarterly) as and when required.
- 1.17 The Canteen should be opened on all the 7 days of the week and should be opened normally from 7 AM to 8:30 PM. The opening of the sale in the Canteen should not go beyond 8:30PM & failure to comply with this clause of the contract will result in major non-compliance/default. Operation beyond this timing is not permissible under normal circumstances and shall require approval in advance especially during events such as College catering.
- 1.18 Special permission shall be sought from the College to operate apart from College's program within the canteen.
- 1.19 College shall reserve to terminate the agreement at any time in-case of poor quality of food, services and hygiene which shall be determined by the CMC.
- 1.20 In special instances, the College reserves the right to cater from different hoteliers/catering agents depending on the nature of guest and dignitaries visiting the College.
- 1.21 Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
- 1.22 The Contractor should have adequate numbers as well as use standard tableware and crockery not only designed for functionality but also for fine everyday dining and for catering purposes. The use of porcelain/ china/ or related products (basically which are easy to wash and does not leave stains and oil) are highly recommended. Plastic and melamine products and plastic products (in a form of cups, serving bowls, plates etc.) are not recommended and shall require prior consultation with the College. In order to provide catering services for college activities and events, the Contractor will need to have all utensils and crockery items such as 1-2 buffet sets, serving trays, utensils & related crockery items that

are of standard/acceptable quality and use of plastic or melamine utensils will not be permitted for catering services.

1.23 The Contractor will implement a program of substantially improve cleanliness in the Canteen, including such things as frequent cleaning of tables, cleaning of floors, cleanliness of overall surroundings including toilets, outside areas and also to empty waste into bins, the contractor will need to manage the cooking and wet waste on its own. In any case, all waste should be segregated and disposed off properly. Proper bins with lids should be used.

1.24 The Contractor should strictly comply with the Canteen Management Policy

1 Human Resources

- 1.1 The operator shall employ adequate number of staffs in-order to provide quality food and services desired.
- 1.2 The operator shall produce recent medical certificate of his/her employee/workers to be free from communicable diseases in addition to general fitness.
- 1.3 The Operator shall be responsible to provide workers with appropriate uniforms to the kitchen staffs and National dress to the waiters and managers and ensure neatness and cleanliness of the staffs.

2 Hygiene and Cleanliness

- 2.1 The Operator shall ensure that they have Valid **Food Handlers' License** for all their kitchen staffs. In the event of the change in kitchen staff, the operator shall inform the College of the change. The incoming staff shall mandatorily have to have a Valid Food Handlers' License. The operator shall be held accountable for any food poisoning/contamination.
- 2.2 The Operator shall be responsible for general cleanliness and hygiene of canteen facilities, crockery, cooking utensils in the kitchen. The garbage shall be disposed properly.
- 2.3 The Operator shall ensure the cleanliness of tablecloths, windows/doors curtain.
- 2.4 Cafeteria operator should not entertain any person inside the kitchen other than cooks and waiters.
- 2.5 The Operator shall not serve stale/expired food items. They shall ensure adequate tissue/napkin papers are placed on the dining tables.
- 2.6 The Operator shall display **NO SMOKING SIGN** in the canteen and shall not sell tobacco items, alcohol, and other prohibited items in the canteen.

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated] THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[Insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;

- (c) Technical Requirements (including Schedule of Supply and Technical
- (e) The Supplier's Bid and original Price Schedules;
- (f) The Purchaser's Notification of Award of Contract;
- (g) The form of Performance Security;
- (h) The form of Bank Guarantee for Advance Payment;
- (i) *[insert here any other document(s) forming part of the Contract]*

3. Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]* in the presence of *[insert signature]* *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]* in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary:*[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract"). Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)]¹ in figures and words* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]**[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]

- 1 The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely*
- 2 convertible currency acceptable to the Purchaser.*

Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.



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བསམ་ཆེ་ཤེས་རིག་མཐོ་རིམ་སློབ་ཁྱེ།

Samtse College of Education



Running College Canteen-Fiscal Year-2020-2022

SL.NO	ITEMS	Quantity	Rate(Nu)	Remarks
1	Tea (single)	Per cup		
2	Tea with bag (single)	Per cup		
3	Suja (single)	Per cup		
4	Coffee (single)	Per cup		
5	Black Coffee (single)	Per cup		
6	Black Tea(single)	Per cup		
	MOMO			
7	Momo Beef (5pcs)	Per Plate		
8	Momo Pork (5pcs)	Per Plate		
9	Momo Vegetable (5pcs)	Per Plate		
10	Momo Cheese (5pcs)	Per Plate		
	BREAKFAST ITEMS			
11	Puri Sabji	Per Plate		
12	Sukha roti / Chapatti	Per Piece		
13	Aludam and Puri (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		
18	Beef Fried rice	Per Plate		
19	Pork Fried rice	Per Plate		
20	Vegetable Fried rice	Per Plate		
21	Plain Fried Rice	Per Plate		
22	Egg Fried Rice	Per Plate		
	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		
37	Red Rice	Per Plate		
	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		
48	Beef Chilli	Per Plate		
49	Fish Fry	Per Plate		
50	Liver Fried	Per Pltae		
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		
76	Pork Chowmein	Per Plate		
77	Beef Chowmein	Per Plate		
	DHAL			
78	Plain Dhal	Per Cup		
79	Fried Dhal	Per Cup		
	BATHUP			
80	Vegtable 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	Biscuits	Per pkts	As per MRP	

Note: College may order for certain heads but Contractor should be flexible to accommodate additional heads upto 5 heads. Additional charge may be applied for exceeding more than 5 heads. This additional heads will initially be determined at 5 heads, i.e. if the order is for 20 heads there won't be any additional payment up to 25 heads and for heads exceeding 25, payment per head as per work order rates will be paid.