



འབྲུག་རྒྱལ་ཁོངས་གཙུག་ལག་སློབ་མེ
SAMTSE COLLEGE OF EDUCATION



STANDARD BIDDING DOCUMENTS

COLLEGE CANTEEN SERVICES



Samtse College of Education

Samtse, Bhutan

2024



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

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SAMTSE COLLEGE OF EDUCATION



Ref:39/SCE-CONS/2023-2024/.1279

Date: 4th June, 2024

The General Manager
Advertisement Division
Bhutan Broadcasting Service
Thimphu.

Dear Sir/madam,

The undersigned would like to request your office to kindly announce the following notice inviting tender in the BBS dated 5th June 2024, and bill may be sent to us for payment:

SAMTSE COLLEGE OF EDUCATION NOTICE INVITING TENDER

Samtse College of Education is pleased to invite sealed tenders from eligible firms for the following work

Sl.No	Description of work	Completion time	Eligibility of Bidders	Bids security (Nu)	Date of the tender sale	Last time and date of submission
1	Supplying of the classroom, hostels, and College canteen dining furniture	3months	Large	83000/-	5.06.2024	25.06.2024 12 noon
2	Providing the College Canteen services at SCE.	2 Years	License holder	30,000	5.06.2024	25.06.2024 12noon

The tender documents can be downloaded from the website <http://www.sce.edu.bt> of the Samtse College of Education.
The bid security as specified above should be submitted in the form of a Bank Draft /Cash warrant /Bank Guarantee drawn in favor of the President, Samtse College of Education, Samtse
For any inquiry, please call 05365274 during office hours.
The tender will be opened on 25th June, 2024 at 2:30 PM

The Management

Yours Sincerely,

(Kuenzang Gyeltshen)
Offtg. PRESIDENT

Copy to:

1. Asst. Finance Officer for kind information.

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1	Package	01
2	Quotation	College Canteen Services
3	Last Date of Submission	25th June, 2024 at 12.00 PM
4	Date of opening	25 th June 2024 at 02:30 PM
6	Place of Submission	Office of Store In-Charge
5	Place of opening	Conference Hall, SCE
6	EMD	Nu. 30,000 (Thirty Thousand only)





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Terms & Conditions

1. The bidder(s) shall submit one copy of the 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 2023 clause 5.1.7.3 and address to and deliver at the following address

PRESIDENT

Samtse College of Education

The Royal University of Bhutan

Samtse

2. The bid shall be accompanied by a bid security of **Nu. 30,000/- (Thirty Thousand only)** in favour of PRESIDENT, Samtse College of Education in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for **60** days from the last date of submission of bids. Any bid not accompanied by bid security shall be treated as **non-responsive**.
3. Quotation by fax or by electronic means are not acceptable.
4. During the contract signing the contractor should require to furnish the performance security of the lump sum of **Nu.30000 (Thirty Thousand)** only in favour of President, Samtse College of Education.
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 the attached form of contract and terms and conditions of supply.





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15. 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 nameplates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
16. The Contractor will be responsible for the 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.
17. The College Canteen should remain open for the entire duration of the academic sessions (12 months of the year) from **8:00 am to 8:00 pm** on all days of the week except on public holidays.
18. All sales from the canteen shall be strictly against cash/credit and payment there will be made by the concerned 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 the 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 purposes every month.
19. 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.
20. The contractor shall be responsible for the labour act, immigration act, insurance act and canteen terms and conditions and any other act directly or indirectly related to those employed in the canteen.
21. 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 the functioning of the Canteen with a view to ensuring hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the Committee due to the failure of the Contractor, the Canteen Management Committee reserves the right to terminate the contract.





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22. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
23. The Contractor will pay a 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 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.
24. 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.
25. 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 the Canteen Management Committee and shall hand over the same to the authorised officer of the College administration.
26. 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 the 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.
27. In case of any dispute the matter shall be referred to the Office of the **PRESIDENT** and his decision will be final and binding on the Contractor.
28. The Contractor has permission only to run a canteen in the College premises during the Contract period.
29. The Canteen Contractor will bring all crockery/utensils for the purpose of making and serving including Gas burners etc.





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30. The College Management Committee will accord preference for working experience in catering, hotel or running of the canteen in various offices of at least **3 YEARS** or more.
31. The Canteen Contractor should arrange and serve during any College official events.

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Running College Canteen-Fiscal Year-2024-2026

SL.NO	Menu	Quantity	Rate(Nu)	Remarks
1	Tea			
2	Tea (single/double)	Per cup		
3	Tea with bag (single/double)	Per cup		
4	Suja (single/double)	Per cup		
5	Milk coffee (single/double)	Per cup		
6	Black Coffee (single/double)	Per cup		
7	Lemon tea (single/double)	per cup		
8	Green tea (single/double)	per cup		
9	Black Tea(single/double)	Per cup		
10	Momo			
11	Beef momo (6pcs)	Per Plate		
12	Pork momo (6pcs)	Per Plate		
13	Vegetable momo (6pcs)	Per Plate		
14	Cheese momo (6pcs)	Per Plate		
15	Ting momo (2 pieces) without curry	Per plate		
16	Fried beef momo (6pcs)	Per Plate		
17	Fried pork momo (6pcs)	Per Plate		
18	Fried vegetable momo (6pcs)	Per Plate		
19	Fried cheese momo (6pcs)	Per Plate		
20	Breakfast Item			
21	Puri Sabji(4 pieces)	Per Plate		
22	Sukha Roti without curry	Per Piece		
23	Pan cake	Per piece		
24	Alu Dham	Per Plate		
25	Chana	Per Plate		
26	Boil Egg	Per Pcs		
27	Paizee/Pokora	Per Pcs		
28	Buckwheat Khulay	Per piece		





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29	Veg Shamdey	Per cup		
30	Non-veg Shamdey	Per cup		
31	Desi	Per cup		
32	Bread butter	Per plate		
33	Bread with Jam	Per plate		
34	Samosa	Per piece		
35	Aloo Chop	Per piece		
36	Aloo Paratha	Per piece		
37	Sha balay	Per piece		
38	Veg Balay	Per piece		
39	Chilli chop	Per piece		
40	Fried Rice			
41	Chicken Fried rice	Per Plate		
42	Beef Fried rice	Per Plate		
43	Pork Fried rice	Per Plate		
44	Vegetable Fried rice	Per Plate		
45	Plain Fried Rice	Per Plate		
46	Egg Fried Rice	Per Plate		
47	Noodles			
48	Wai Wai plain	Per Plate		
49	Maggi plain	Per Plate		
50	Koka Plain	Per Plate		
51	Maggi with egg	Per Plate		
52	Koka with egg	Per Plate		
53	Wai Wai with egg	Per Plate		
54	Pork Thukpa			
55	Beef Thukpa			
56	Egg Thukpa			
57	Plain Thukpa			
58	Chicken Thukpa			





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59	Egg and Cheese item			
60	Omelette	Per Pcs		
61	Egg Roll	Per Pcs		
62	Egg Poach	Per Pcs		
63	Scramble Egg	Per Pcs		
64	Cheese fry	Per plate		
65	Egg and Cheese fry	Per plate		
66	Rice			
67	White Rice	Per Plate		
68	Red Rice	Per Plate		
69	Meat Curry			
70	Pork Curry	Per Plate		
71	Sha kam Curry	Per Plate		
72	Sikam Curry	Per Plate		
73	Beef Curry	Per Plate		
74	Chicken Curry	Per Plate		
75	Sha kam Datshi	Per Plate		
76	Beef Datshi	Per Plate		
77	Fish Curry	Per Plate		
78	Pork Chilli	Per Plate		
79	Chicken Chilli	Per Plate		
80	Beef Chilli	Per Plate		
81	Fish Fry	Per Plate		
82	Liver Fried	Per Pltae		
83	Liver Curry	Per Plate		
84	Bhutanese Curry			
85	Beef pa	Per Plate		
86	Pork Pa	Per Plate		
87	Sha kam Pa	Per Plate		
88	Sikam Paa	Per Plate		





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89	Ngakam Paa	Per Plate		
90	Jasha Maroo	Per plate		
91	Kangchu Maroo	Per plate		
92	Gyep Paa	Per plate		
93	Deep fried bitter gourd	Per plate		
94	Vegetable curry			
95	Mushroom Datshi	Per Plate		
96	Emadatsi curry(Dry Chilli)	Per Plate		
97	Emadatsi curry(Green Chilli)	Per Plate		
98	Kewa Datshi	Per Plate		
99	Nakey Datshi	Per Plate		
100	Beans Datshi	Per Plate		
101	Asparagus datsi	Per Plate		
102	Mixed Vegetable curry	Per Plate		
103	Motor Paneer	Per Plate		
104	Fruit cocktail	Per tray		
		Per plate		
105	Salad	Per plate		
		Per tray		
106	Papad	Per piece		
107	Chowmein			
108	Veg Chowmein	Per Plate		
109	Chicken Chowmein	Per Plate		
110	Pork Chowmein	Per Plate		
111	Beef Chowmein	Per Plate		
112	Dal			
113	Plain Dal	Per Cup		
114	Rajma Dal	Per Cup		
115	Kalo Dal	Per Cup		
116	Jaju	Per Cup		
117	Fried Dhal	Per Cup		





Royal University of Bhutan

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118	Bathub			
119	Veg Bathup	Per Plate		
120	Pork Bathup	Per Plate		
121	Beef Bathup	Per Plate		
122	Cold drinks			
123	Lassi	per Glass		
124	Mineral water S/L	Per Bottle		
125	Pepsi S/M/L	Per Bottle		
126	Miranda S/M/L	Per Bottle		
127	Sprite S/M/L	Per Bottle		
128	Coke S/M/L	Per Bottle		
129	Mineral water(1000 ml)	Per Cartoon		
130	Mineral water(500ml)	Per Cartoon		
131	Biscuit			
132	Good Day	Per Pkt		
133	Makhan Bite	Per Pkt		
134	Cream/ Sugar Cracker	Per Pkt		
135	Nutrilite Biscuit	Per Pkt		
136	cup cake	per piece		
137	Croissant cake	per piece		



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