



Standard Bidding Document for Canteen & Catering Services 2026-2028



SAMTSE COLLEGE OF EDUCATION

ROYAL UNIVERSITY OF BHUTAN

SAMTSE



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- d) Since the contract of award shall be awarded based on the lot wise 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).
2. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 3. 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.
 4. 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).
 5. 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 number 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
 6. 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.
 7. Catering Agent should strictly adhere to Canteen policy while delivering the service.
 8. Sealed bid should be submitted along with the EMD of Nu **12000.00 (Twelve 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 withdraws the bid during the bid validity period, the EMD of Nu.12,000/- shall be forfeited.
 9. 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**



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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.

10. The selected bidder will be intimated in writing.
11. The quotation should be submitted latest by **1st July, 2026 on or before 12: PM and** will be opened on **the same day at 2:00PM.**
12. Eligible bidders may submit their quotations if the Terms and Conditions set forth are acceptable.
13. 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
14. 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.*



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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 premature 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 display an agreed rates on entrance or each table and shall not sell any item at a rate higher than the agreed rates in the contract.
- 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 favor 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.



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- 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



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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.



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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.

SL.NO	Items	Units	Rate	Remarks
	Tea			
1	Tea (single/double)	Per cup		
2	Tea with bag (single/double)	Per cup		
3	Suja (single/double)	Per cup		
4	Milk coffee (single/double)	Per cup		
5	Black Coffee (single/double)	Per cup		
6	Lemon tea (single/double)	per cup		
7	Green tea (single/double)	per cup		
8	Black Tea(single/double)	Per cup		
	Momo			
1	Beef momo (6pcs)	Per Plate		
2	Pork momo (6pcs)	Per Plate		
3	Vegetable momo (6pcs)	Per Plate		
4	Cheese momo (6pcs)	Per Plate		
5	Ting momo (2 pieces) without curry	Per plate		
6	Fried beef momo (6pcs)	Per Plate		
7	Fried pork momo (6pcs)	Per Plate		
8	Fried vegetable momo (6pcs)	Per Plate		
9	Fried cheese momo (6pcs)	Per Plate		
	Breakfast Item			
1	Puri Sabji(4 pieces)	Per Plate		
2	Sukha Roti without curry	Per Piece		
3	Pan cake	Per piece		
4	Alu Dham	Per Plate		
5	Chana	Per Plate		
6	Boil Egg	Per Pcs		
7	Paizee/Pokora	Per Pcs		
8	Buckwheat Khulay	Per piece		
9	Veg Shamdey	Per cup		
10	Non-veg Shamdey	Per cup		
11	Desi	Per cup		
12	Bread butter	Per plate		
13	Bread with Jam	Per plate		
14	Samosa	Per piece		
15	Aloo Chop	Per piece		
16	Aloo Paratha	Per piece		
17	Sha balay	Per piece		



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18	Veg Balay	Per piece		
19	Chilli chop	Per piece		
20	Bread Chop	Per piece		
	Fried Rice			
1	Chicken Fried rice	Per Plate		
2	Beef Fried rice	Per Plate		
3	Pork Fried rice	Per Plate		
4	Vegetable Fried rice	Per Plate		
5	Plain Fried Rice	Per Plate		
6	Egg Fried Rice	Per Plate		
	Noodles			
1	Wai Wai plain	Per Plate		
2	Maggi plain	Per Plate		
3	Koka Plain	Per Plate		
4	Maggi with egg	Per Plate		
5	Koka with egg	Per Plate		
6	Wai Wai with egg	Per Plate		
7	Pork Thukpa			
8	Beef Thukpa			
9	Egg Thukpa			
10	Plain Thukpa			
11	Chicken Thukpa			
12	Samyang Plain			
13	Samyang with Egg			
	Egg and Cheese item			
1	Omelette	Per Pcs		
2	Egg Roll	Per Pcs		
3	Egg Poach	Per Pcs		
4	Scramble Egg	Per Pcs		
5	Cheese fry	Per plate		
6	Egg and Cheese fry	Per plate		
	Rice			
1	White Rice	Per Plate		
2	Red Rice	Per Plate		
	Meat Curry			
1	Pork Curry	Per Plate		
2	Sha kam Curry	Per Plate		
3	Sikam Curry	Per Plate		
4	Beef Curry	Per Plate		
5	Chicken Curry	Per Plate		
6	Sha kam Datshi	Per Plate		
7	Beef Datshi	Per Plate		



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8	Fish Curry	Per Plate		
9	Pork Chilli	Per Plate		
10	Chicken Chilli	Per Plate		
11	Beef Chilli	Per Plate		
12	Fish Fry	Per Plate		
13	Liver Fried	Per Plate		
14	Liver Curry	Per Plate		
	Bhutanese Curry			
1	Beef pa	Per Plate		
2	Pork Pa	Per Plate		
3	Sha kam Pa	Per Plate		
4	Sikam Paa	Per Plate		
5	Ngakam Paa	Per Plate		
6	Jasha Maroo	Per plate		
7	Kangchu Maroo	Per plate		
8	Gyep Paa	Per plate		
9	Deep fried bitter gourd	Per plate		
	Vegetable curry			
1	Mushroom Datshi	Per Plate		
2	Emadatsi curry(Dry Chilli)	Per Plate		
3	Emadatsi curry(Green Chilli)	Per Plate		
4	Kewa Datshi	Per Plate		
5	Nakey Datshi	Per Plate		
6	Beans Datshi	Per Plate		
7	Asparagus datsi	Per Plate		
8	Mixed Vegetable curry	Per Plate		
9	Motor Paneer	Per Plate		
		Per tray		
10	Fruit cocktail	Per plate		
		Per plate		
11	Salad	Per tray		
12	Papad	Per piece		
	Chowmein			
1	Veg Chowmein	Per Plate		
2	Chicken Chowmein	Per Plate		
3	Pork Chowmein	Per Plate		
4	Beef Chowmein	Per Plate		
	Dal			
1	Plain Dal	Per Cup		
2	Rajma Dal	Per Cup		
3	Kalo Dal	Per Cup		
4	Jaju	Per Cup		



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5	Fried Dhal	Per Cup		
	Bathub			
1	Veg Bathup	Per Plate		
2	Pork Bathup	Per Plate		
3	Beef Bathup	Per Plate		
	Cold drinks			
1	Lassi	per Glass		
2	Mineral water S/L	Per Bottle		
3	Pepsi S/M/L	Per Bottle		
4	Miranda S/M/L	Per Bottle		
5	Sprite S/M/L	Per Bottle		
6	Coke S/M/L	Per Bottle		
7	Mineral water(1000 ml)	Per Cartoon		
8	Mineral water(500ml)	Per Cartoon		
	Biscuit			
1	Good Day	Per Pkt		
2	Makhan Bite	Per Pkt		
3	Cream/ Sugar Cracker	Per Pkt		
4	Nutrilite Biscuit	Per Pkt		
5	cup cake	per piece		
6	Croissant cake	per piece		
TOTAL				



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