

STANDARD BIDDING DOCUMENT

Management of Boy's Hostel Canteen



**GEDU COLLEGE OF BUSINESS STUDIES
ROYAL UNIVERSITY OF BHUTAN**

Name of Business : _____

License No : _____

Contact No : _____

Email Address : _____

Signature of Supplier: _____

INVITATION FOR QUOTATION (IFQ)

1. The Gedu College of Business Studies, Gedu, Chukha invites quotations from the eligible bidders for “**Management of Boy’s Hostel Canteen**”.
2. Bids must be delivered to Administrative Officer on or before **07/05/2021 [10:00 am]** and will be opened on the same day at **10:30 am** in the presence of the bidders who wish to attend.
3. The bidder shall submit original copy of the rate quoted Form of Bid and clearly marked **ORIGINAL**.
4. The quotation including all documents in the attached format should be sealed in an envelope.
5. The bidder must quote the rate for each items attached with this document (*Annexure I*)
6. Bids with missing of single quoted rate of items and over writing shall be treated as non responsive and disqualified.
7. The contract will be awarded to the bidder obtaining the maximum score as per the criteria set under Serial No: 17.
8. Your quotation in the required format should be addressed to:

The President

Gedu College of Business Studies

Royal University of Bhutan

Gedu, Chukha, Bhutan.

9. Bears the words “**Management of Boy’s Hostel Canteen**” bears the words “**DO NOT OPEN BEFORE 10.30 am on 7th May 2021.**”
10. The bid shall be accompanied by a bid security of Nu: 30,000/- (Fifty Thousand) only in the form of cash warrant/demand draft in favour of President, Gedu College of Business Studies, Royal University of Bhutan.
11. A bid not accompanied by bid security shall be treated as non responsive and rejected.
12. Quotation by fax or other electronic means are NOT acceptable.
13. The quotation should be submitted as per the instructions and in accordance with the attached contract.

14. All rates shall be quoted in Ngultrum. The quoted rate shall be inclusive of all related costs including taxes, duties, service charges and other related costs.
15. **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the terms and conditions will be evaluated as per the criteria under serial No:17 (a) (b) and (c)
16. . In evaluating the quotations, the college will determine for each quotation the evaluated rate by adjusting the rates quoted 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) If the bidder refuses the correction, this quotation will be rejected and the bid security shall be forfeited.
 - iii) Submission of incomplete documents will lead to automatic disqualification of bidder.
17. The quotation shall be evaluated as per the following criteria on 100 points:
- a) Quoted Bid Price Amount (*10 points difference irrespective of bid price difference*)
 - First Lowest bid price : 80 points
 - Second Lowest bid price : 70 points
 - Third Lowest bid price : 60 points
 - Fourth Lowest bid price : 50 points
 - b) Experience of catering to more than 500 customers on an average of daily: (*Attach experience evidence letter*) **10 points.**
 - c) Number of years of experience based on the initial date of obtaining the business license: **10 points.**
 - i) *10 years and above: (10 points)*
 - ii) *Below 10 years– corresponding to the number of completed years.*

18. **AWARD OF CONTRACT:** The award will be made to the bidder scoring the highest points as per the criteria mentioned above as evaluated responsive Bid. The successful bidder will sign a contract as per the attached form of contract terms and conditions.

19. **VALIDITY OF CONTRACT:** The quotation shall be valid for a period of one (1) year and extendable for one year at a time based on the customer feedback on the performance of the contractor. (*Customer satisfaction survey will be conducted by the college and the performance score must indicate very good and above for extension of contract*)
20. The quotations will be opened in the presence of bidders or their representatives who choose to attend on 07/05/2021 at 10.30 am in the faculty lounge.
21. The college reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
22. The bidder whose bid is accepted will be notified of the award of contract by the college.
23. The bidders shall quote only one rate per item.
24. If the bidder fails to quote the rate for any of the item(s), bids shall be rejected.
25. The bidder must have experience of running Mess/Hotel/Canteen/Restaurants of similar educational institutions or higher level institutions for at least one year or more.

Annexure-I

Sl.No	Particulars	Quantity	Rate (Nu)	Remarks
1	Plain Rice (White)	Full plate		
2	Plain Rice (White)	Half plate		
3	Plain Rice (Red)	Full plate		
4	Plain Rice (Red)	Half plate		
5	Mix Vegetable Fried rice	Full plate		
6	Mix Vegetable Fried rice	Half plate		
7	Egg Fried rice	Full plate		
8	Egg Fried rice	Half plate		
9	Chicken Fried Rice	Full plate		
10	Chicken Fried Rice	Half		
11	Beef Fried Rice	Full plate		
12	Beef Fried Rice	Half plate		
13	Channa fried rice	Full plate		
14	Channa fried rice	Half plate		
15	Chicken Thali	Per plate		
16	Pork Thali	Per plate		
17	Beef Thali	Per plate		
18	Plain Paratha	Per piece		
19	Potato Paratha	Per piece		
20	Puri	Per piece		
21	Chapatti/Sukha roti	Per piece		
22	Veg. Chowmein	Per plate		
23	Pork Chowmein	Per plate		
24	Beef Chowmein	Per plate		
25	Chicken Chowmein	Per plate		
26	Koka with an egg	One pkt		
27	Plain Koka	One pkt		

28	Maggi with an egg	One pkt		
29	Plain Maggi	One pkt		
30	Papad	Per piece		
31	Veg Baa-thup	Per plate		
32	Pork Ba-thup	Per plate		
33	Beef Ba-thup	Per plate		
34	Tea momo	Per plate(2 pieces)		
35	Vegetable momo	Per plate(6 pieces)		
36	Chana Fried	Per plate		

37	Pork Curry	Per plate		
38	Pork Paa	Per plate		
39	Dry pork Paa	Per plate		
40	Chicken Curry	Per plate		
41	Chicken Chilly	Per plate		
42	Beef curry	Per plate		
43	Beef Paa	Per plate		
44	Dry beef Paa	Per plate		
45	Shakam datshi	Per plate		
46	Fish Curry	Per plate		
47	Fish chilly	Per plate		
48	Boiled egg	Per piece		
49	Egg Omelet	Per piece		
50	Egg Pouch	Per piece		
51	Fried dhal	Per cup		
52	Mixed Vegetable curry	Per plate		
53	Mixed Fried vegetable	Per plate		
54	Mushroom datshi	Per plate		
55	Ema datshi	Per plate		
56	Kewadatshi	Per plate		

57	Potato curry	Per plate		
58	Aludam	Per plate		
59	Chilli chop	Per piece		
60	Milk coffee	Per cup		
61	Black coffee	Per cup		
62	Milk Tea	Per cup		
63	Lemon tea	Per cup		
64	Ginger tea	Per cup		
65	Butter tea(suja)	Per cup		
66	Beef Momo	Per plate(6 pieces)		
67	Chicken Momo	Per plate(6 pieces)		
68	Pork Momo	Per plate(6 pieces)		
69	Cheese Momo	Per plate(6 pieces)		
70	Vegetable Momo	Per plate(6 pieces)		
71	Samosa	Per plate(2 pieces)		
72	Sha Balay	Per plate(2 pieces)		
73	Mineral Water (big)	Per bottle		
74	Mineral Water (small)	Per bottle		
75	Total Amount			

Signature of bidder	
Name of bidder	
Date	
Mobile No.	
E-mail Address	

26. The following documents are required to be submitted along with the quotation:

- i) The Supplier's Bid & original Price Schedules (***Annexure I***)
- ii) A valid Business License
- iii) A valid Tax Clearance Certificate
- iv) The required bid security of Nu.30,000/-
- v) Food Handlers Certificate (BAFRA)
- vi) Copy of Citizenship Identity Card
- vii) Experience Certificate if any

AGREEMENT

This agreement is executed between **Gedu College of Business Studies** herein referred to as Employer and Mr/Mrs.....bearing CID No:.....herein referred to as Contractor on.....2021.

Where it is agreed as follows:

1. Name of Contract : **Management of Boy's Hostel Canteen**
2. Duration of Contract : 1 year
3. Purpose : Student Services
4. Contract Effective From : 15-05-2021

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The general terms & conditions incorporated is an integral part of the contract agreement.
2. The contract shall be awarded for a period of one (1) year.
3. The successful bidder shall deposit a sum of Nu: 50,000/- (Fifty Thousand) only as security deposit after the contract is awarded.
4. The college shall refund the security deposit at the end of the contract term and handing over of the premises by the contractor.
5. The services provided in the space shall be closed at 10.00 pm on all occasions.
6. The college shall have the right to terminate the contract agreement in case of violation of the terms & conditions.
7. The rates quoted shall be valid till the contract period.
8. The contractor shall pay all service charges such as electricity, water, sewerage and other miscellaneous charges to the concerned authorities.
9. The monthly rental charge for the canteen space is Nu: 7300/- (Seven Thousand Three Hundred) only as per the housing policy of the college.

IN WITNESS WHEREOF THE parties hereby rest their hands for the days and years of contract mentioned above:

(SIGNED BY)

For and on behalf of the Employer :

In the presence of :

For and on behalf of the Contractor :

In presence of :.....

Declaration

I, _____ bearing CID No: _____ authorized signatory of the service provider/contractor mentioned above is competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them.
2. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
3. I have not been black listed by any employers in the past.

Date : _____ Signature of authorized person: _____ (affix legal stamp)

Place: _____

Full Name: _____

General Terms & Conditions of the Contract:

1. The contractor shall arrange equipments like crockery, cutlery, plates & mugs, spoons, gas cylinders, dinning furniture & all other necessary items for running the canteen.
2. The extension of contract is one (1) year at a time based on customer feedback on the performance of the contractor.
3. The party intending to terminate the contract before expiry of the term shall notify before one month.
4. Rates shall be displayed on the canteen's notice board signed by the authorized member of the College Management Committee.
5. New items to be sold must be approved by the College Management Committee.
6. The members of the College Management Committee shall have the authority to inspect the canteens from time to time.
7. The contractor shall not sub-let the space/premise allotted to them either in whole or part and shall not be used for residential purposes.
8. No addition or alteration in the premises will be made without written permission of the authority.
9. Sale/serving of alcoholic drinks, *doma* and other narcotic items are not allowed.
10. The canteen shall remain open during sessions and even on holidays during official functions.
11. Any damage to the infrastructure like light fittings, sanitary fittings, wall, floor, ceiling, doors, windows, window panes, etc should be replaced by the contractor.
12. The Committee will have the right to review the terms and conditions as and when the situation/need arises.
13. The rental charges is payable on or before 5th of every month. A penalty of 24% p.a. shall be levied on late payment.
14. Only Bhutanese staff including cooks shall be deployed by the contractor.
15. The contractor shall abide by the Labour Act 2007 of the Kingdom of Bhutan pertaining to payment of minimum wage to canteen employee (s).
16. Proper mask and apron should be used while cooking and serving.

17. COVID-19 protocols (hand sanitizer, hand washing, druk trace, and mask) shall be maintained at all times.
18. The maintenance charges of the space rented by the management shall be borne by the contractor.
19. The contractor shall always maintain high standards of hygiene in the canteen.
20. Drinking water facility for customers shall be made available by the contractor.
21. The contractor shall always abide by the waste management policy of the college. (Waste segregation & disposal, maintenance of compost pit etc.)
22. The contract period is valid for 1 year from the date of award of contract. However, the College Management Committee reserves the right and authority to terminate the contract within the contract period on the following ground
 - a) If the services are found poor and unsatisfactory based on the feedback provided by the staff & students.
 - b) Fails to comply and adhere to any terms and conditions stated in this document.
 - c) If the canteen is found not necessary or structure required for other official use.
23. The security deposit shall be forfeited on termination except for clause number 22.c.
24. The canteen should be kept open during weekends and government holidays.
25. The contractor shall abide by all other rules & regulations of the college.