

# STANDARD BIDDING DOCUMENT

## Management of Saloon for Girls



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

**Name of Business :** \_\_\_\_\_

**License No :** \_\_\_\_\_

**Contact No :** \_\_\_\_\_

**Email Address :** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Invitation for Quotation (IFQ)**

Gedu College of Business Studies would like to invite quotations for “**Management and Operation of Saloon Services**” for the benefit of student girls. Interested and eligible Service providers may log on to college website [www.gchs.edu.bt](http://www.gchs.edu.bt) for further information.

**College Management**

## **INVITATION FOR QUOTATION (IFQ)**

1. The Gedu College of Business Studies, Gedu, Chukha invites quotations from the eligible bidders for “**Management & Operation of Saloon Services**”.
2. Bids must be delivered to Administrative Officer on or before **6<sup>th</sup> August 2021 [10:00 am]** and will be opened on the same day at **10:30 am** in 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. Your quotation in the required format should be addressed to:

**The President**

**Gedu College of Business Studies**

**Gedu, Chukha, Bhutan.**

8. Bears the words “**Management & Operation of Saloon Services**” bears the words “**DO NOT OPEN BEFORE 10.30 am on 6<sup>th</sup> August 2021**”.
9. The bid shall be accompanied by a bid security of Nu: 10,000/- (Ten Thousand) only in the form of cash warrant/demand draft in favour of President, Gedu College of Business Studies.
10. A bid not accompanied by bid security shall be treated as non responsive and rejected.
11. Quotation by fax or other electronic means are NOT acceptable.
12. The quotation should be submitted as per the instructions and in accordance with the attached contract.
13. 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.

14. **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the terms and conditions will be evaluated.
15. . 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.
16. **AWARD OF CONTRACT:** The award will be made to the bidder who offers the lowest as evaluated responsive Bid. The successful bidder will sign a contract as per the attached form of contract terms and conditions.
17. **VALIDITY OF CONTRACT:** The quotation shall be valid for a period of one (1) year and extendable every year based on the performance and customer feedback.
18. The quotations will be opened in presence of bidders or their representatives who choose to attend on **05/08/2021 at 10.30** am in the conference hall.
19. The college reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
20. The bidder whose bid is accepted will be notified of the award of contract by the college.
21. The bidders shall quote only one rate per item.
22. If the bidder fails to quote the rate for any of the item(s), bids shall be rejected.
23. The bidder having experience of running saloon/services of similar nature for at least one year or more will be an added advantage.

### Annexure-I

Sl.No	Particulars	Rate (Nu)	Remarks
1	Hair Cutting		
2	Eye Threading		
3	Facial		
4	Hair straightening		
5	Treatment		
6	Oiling		
7	Hairwash		
8	Waxing		
9	Hair setting		
10	Hair curly setting		
11	Head massage		
12	Highlight piece		
13	Hair colouring		
	<b>Total Amount</b>		

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

24. 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.10,000/-
- v) Copy of the CID card
- vi) Training Certificate
- 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 & Operation of Saloon Services at Girl's Hostel**
2. Duration of Contract : 1 year
3. Purpose : Student Services
4. Contract Effective From : 15-08-2021

### **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: 10,000/- (Ten Thousand) only as security deposit.
4. The college shall refund the security deposit after the expiry of the contract term.
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 rental charge for the saloon space is **Nu: 3050** /- per month.

**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 all furniture, equipments & all other necessary items for running the saloon.
2. The extension of contract is one (1) year at a time based on the performance of the contractor & customer feedback.
3. The party intending to terminate the contract before expiry of the term shall notify before one month.
4. 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.
5. No addition or alteration in the premises will be made without written permission of the authority.
6. Any damage to the infrastructure like light fittings, sanitary fittings, wall, floor, ceiling, doors, windows, window panes, etc should be replaced by the contractor.
7. The Committee will have the right to review the terms and conditions as and when the situation/need arises.
8. The rental charges is payable on or before 5<sup>th</sup> of every month. A penalty of 24% per annum shall be levied on late payment.
9. Only Bhutanese staff helper if required shall be deployed by the contractor.
10. COVID-19 protocols (hand sanitizer, hand washing, druk trace, and mask) shall be maintained at all times.
11. The maintenance charges of the space rented shall be borne by the contractor.
12. The contractor shall always abide by the waste management policy of the college. (Waste segregation & disposal, maintenance of compost pit etc.)
13. The contract period is valid for 1year 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 saloon services is found not necessary or structure required for other official use.

14. The security deposit shall be forfeited on termination except for clause number 13b.
15. The contractor shall abide by all other college rules & regulations.