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ROYAL UNIVERSITY OF BHUTAN

**JIGME NAMGYEL ENGINEERING COLLEGE**

DEWATHANG: BHUTAN

**Bidding Document for the Operation of the College Cafeteria**



**CLIENT:**

JIGME NAMGYEL ENGINEERING COLLEGE, DEWATHANG: BHUTAN

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## 1. Instructions to Bidders

**1.1** Jigme Namgyel Engineering College, Dewathang, intends to lease out the College Cafeteria located in the campus. A purpose-made structure is available for the operation of the College Cafeteria inside the college premises.

**1.2** The President, Jigme Namgyel Engineering College, Dewathang, now invites sealed bids from interested bidders for the operation of the College Cafeteria on lease. Interested eligible bidders may obtain further information on the bid from the Administrative Officer, JNEC at 07260302 or email at [passangdendup.jnec@rub.edu.bt](mailto:passangdendup.jnec@rub.edu.bt).

**1.3** Jigme Namgyel Engineering College, Dewathang, Bhutan, seeking services to run the College Cafeteria incidental thereto as specified in the Price Schedule for the menu, hereinafter shall be the “**Leaser**” and The Successful Bidder, whose bid is evaluated as the lowest responsive bid shall be hereinafter the “**Lessee**”.

**1.4** The bid shall be valid for a period of 02 months from the date of opening.

**1.5** The Leaser shall **not** be responsible for any costs or expenses incurred by bidders in the preparation and/or delivery of bidding documents to the college.

## 2. Clarification of Bidding Document

**2.1** Prospective bidders requiring any further information or clarification on the bidding documents may notify the Leaser in writing or through electronic mail at [passangdendup.jnec@rub.edu.bt](mailto:passangdendup.jnec@rub.edu.bt)

**2.2** The Leaser shall respond in writing/electronic mails to any request for information or clarification of the bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of bids, provided that the clarification sought is found reasonable for the Leaser.

## 3. Amendments of Bidding Document

**3.1** At any time prior to the deadline for submission of bids, the Leaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment will be notified in writing or email and shall be binding on them.

**3.2** In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, the Leaser may, at its discretion, extend the deadline for submission of bids. The bidders are required to acknowledge the receipt of any such amendment to the bidding documents and all such amendments shall be submitted along with the bid.

## 4. Documents comprising the Bid

The bid submitted by the bidder shall comprise the following components:

- a. A duly completed and signed priced quotation
- b. A copy of CID of the bidder
- c. The bid must be accompanied by a bid security of **Nu. 3000/- (Three Thousand)** only in the form of:

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1. Unconditional Guarantee issued by a reputed Financial Institution;
  2. Banker's cheque/Cash warrant;
  3. Demand draft;
  4. Hard cash.

d. Any bid not accompanied by bid security shall be treated as non-responsive.

## 5. Price Adjustment and Lease Period

**5.1** No price adjustment on labor, materials, services or any other component pertaining to the performance of the lease agreement shall be entertained. Accordingly, all contingencies such as projected or anticipated changes in cost shall be included by the bidder in its bid.

**5.2** The rates of items quoted by the bidder will remain fixed and valid for the period of two years from the date of signing the lease agreement known as the Lease Period.

**5.3** The **lease period** shall commence from the date of signing of lease agreement or issuance of the Work/Operation Order for a period of 02 years and shall not be eligible for extension.

## 6. Bid Preparation and Submission

**6.1** The Bid shall be typed or written in English with indelible ink and shall be signed by the bidder. Bids must be submitted in "**Original**" and "**Copy**" marked accordingly on the outer envelope in accordance with the PRRR. Incomplete bids shall be marked and treated non-responsive.

**6.2 Currency of Bid:** Prices shall be quoted in Bhutanese Currency (Ngultrum).

**6.3** The Bid shall contain **no** interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections.

**6.4** The bid must be properly sealed in an outer envelope and addressed to the President, Jigme Namgyel Engineering College, Dewathang with the following Caption: **Bidding document for the Operation of the College Cafeteria**

**6.5** The bidders must submit your bids in the required format to the Administrative Section, Jigme Namgyel Engineering College, Dewathang latest by **20<sup>th</sup> June 2022 on or before 09:30 AM and will be opened on the same day at 10:00 AM.**

**6.6** Submission of quotation/bid by fax or by electronic means are not acceptable.

## 7. Opening of the Bid

**7.1** The Leaser will open the bids, in the presence of bidders' representative who chooses to attend, at the Date, Time and Location specified for the bid submission.

**7.2** The bidder's names, Bid price, modifications, Bid withdrawals and the presence or absence of the requisite Bid security and such other details as the Leaser, at its discretion, may consider appropriate will be announced at the opening.

**7.3** The Leaser reserves the right to accept or reject any bid without assigning any reason and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for the Leaser's action.

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## 8. Bid Evaluation and Award

- 8.1** The Leaser will determine to its satisfaction whether the bidder selected as having submitted the lowest-evaluated, responsive bid is qualified to satisfactorily perform the contract.
- 8.2** The Leaser will award the contract to the successful bidder whose bid has been determined to be lowest evaluated, responsive bid, in accordance with the evaluation criteria and process prescribed under **General Terms and Conditions clause No. 9.17.**

## 9. General Terms and Conditions

- 9.1** All decisions of the college with regards to award of tender shall be final and binding.
- 9.2** The winning bidder will be required to submit a **Performance Security of Nu. 10000/- in the form of cash** within a week from the issuance of Work/Operation Order or signing of lease agreement with the college and shall be released only upon completion of the lease period.
- 9.3** A monthly sum of **Nu. 20000/- (Twenty thousand)** only, which is inclusive of **rental, lease amount and furniture hiring charges** will have to be settled with the Accounts Section within 8<sup>th</sup> day of the following month.
- 9.4** The operator shall bear electricity charges and any other applicable utility expenses on actual basis.
- 9.5** Winning bidder will be required to produce/process his/her own trade licence and shall be individual's responsibility to follow all rules and regulations of the country.
- 9.6** All snacks must be sold as per Maximum Retail Price (MRP) and permission for sale of any additional items must be sought through written consent from the college.
- 9.7** All items reflected in the bidding document must be available for sale.
- 9.8** The operator shall display laminated price chart in front of the facility. The college management will conduct surprise checks and if found operating without price chart shall be issued a reminder. If repeated, the lease will be cancelled by giving one-month notice.
- 9.9** The operator shall place separate trash bins for degradable and non-degradable waste in the vicinity of the facility to promote hygienic environment.
- 9.10** At all times, operator must keep the facility and its surrounding clean including clearing of bushes. The area will be demarcated during the handing taking of the facility.
- 9.11** The Cafeteria must be opened at all times unless with specific permission from the management.
- 9.12** The lease agreement/contract may be terminated by either party ie. either by the Leaser or Lessee after giving one month written notice.
- 9.13** Before the termination of the contract, all the unpaid bills and official formalities must be completed and shall be the responsibility of the Lessee to fulfill the obligations.
- 9.14** The Cafeteria operator shall be responsible to provide catering services in the College, however the College/organizer reserves the right to order from elsewhere at their convenience.
- 9.15** A system of self-serving system shall be instituted in the Cafeteria.
- 9.16** The Cafeteria must be manned by at least 3 staff (including the operator) to provide uninterrupted services.
- 9.17** **Evaluation Process:** All items must be quoted by the bidder and the bids shall be evaluated based on the weighted criteria method as follows:
- Survey and seek feedback from staff and students.
  - List the items in order of preference and assign a weightage to each item where the most preferred item will be assigned the lowest weight.

- One or more items may be assigned the same weight.
- All catering items will be assigned the same weight.
- Weightage shall be within the range of 1-10.
- Based on the weightage, item rate shall be adjusted by multiplying the quoted rate with weightage.
- The lowest evaluated bidder shall be determined based on the total weighted bid price as shown below:

##	Items	Rate (Nu)	Weight	Adjusted price (Nu)
1	XXX	23	2	23 x 2 = 46
2	YYY	12	3	12 x 3 = 36
3	ZZZ	14	4	14 x 4 = 56
Total weighted bid price				46 + 36+ 56 = 138

**10. Price Schedule Form**(To be filled-in by the bidder)

Sl. No.	Description of Items	Unit	Rate (Nu.)	Remarks
1	<i>Puri</i> (4 pieces/plate) with curry	Plate		
2	<i>Sukha Roti</i> (4 pieces /plate) with curry	Plate		
3	<i>Aludum</i>	Plate		
4	Chicken curry	Plate		
5	Pork curry	Plate		
6	Beef curry	Plate		
7	Fish curry	Plate		
8	<i>Paneer</i> veg. curry	Plate		
9	Egg curry (two eggs per plate)	Plate		
10	<i>Ema Dahtsi</i>	Plate		
11	Pork <i>paa</i>	Piece		
12	Beef <i>paa</i>	Piece		
13	Vegetable curry	Plate		
14	Omelet (two eggs/plate)	Plate		
15	Porch (two eggs/plate)	Plate		
16	<i>Bathu</i> (vegetarian)	Plate		
17	<i>Bathu</i> (non-veg.)	Plate		
18	<i>Chowmein</i> (Veg.)	Plate		

19	<i>Chowmein</i> (Egg/non-veg.)	Plate		
20	Veg. momo (6 pieces/plate)	Plate		
21	Non-veg. momo (6 pieces/plate)	Plate		
22	Maggi/Wai Wai (cooked plain)	Plate		
23	Maggi/Wai Wai (cooked with egg)	Plate		
24	Koka (cooked plain)	Plate		
25	Koka (cooked with egg)	Plate		
26	Fried rice with <i>ezay</i>	Plate		
27	Ting momo (4 pieces with <i>ezay</i> )	Plate		
28	<i>Balay</i> (veg.)	Piece		
29	<i>Balay</i> (non-veg.)	Piece		
30	<i>Dresi / Shamdre</i>	Cup		
31	<i>Pakora</i> (6 pieces)	Plate		
32	<i>Alu chop</i> (6 pieces)	Plate		
33	<i>Samosa</i>	Plate		
34	<i>Chilli chop</i> (big full piece)	Piece		
35	Boiled egg	Piece		
36	<i>Jangbalay</i>	Plate		
<b>CATERING ITEMS</b>				
37	<i>Cat-1 (2 items): Tea/coffee with momo</i>			
38	<i>Cat-2 (2 items): Tea/coffee with biscuit</i>			
39	<i>Cat-3 (2 items): Tea/coffee with balely/alu chop</i>			
40	<i>Cat-4 (7 items): Rice, one veg, one non-veg, dal, salad, ezzey, 500 ml water.</i>			
41	<i>Cat-5 (7 items): Rice, one veg, cheese and egg scramble, dal, salad, ezzey, 500 ml water.</i>			
42	<i>Cat-6 (8 items): Rice, roti, one veg, one non-veg, dal, salad, ezzey, 500 ml water.</i>			
43	<i>Cat-7 (9 items): Rice, roti, two veg items, one non-veg, dal, salad, ezzey, 500 ml water.</i>			

44	<i>Cat-8 (10 items): Rice, roti, two veg items, two non-veg item, dal, salad, ezzey, 500 ml water.</i>		
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In addition to the above items, the following items are also being sold from the College Cafe. The bidders can quote the rates but if it is more than the approved rate of College Cafe, the winning bidder (operator) must sell at the same rate as that of College Cafe.

<b>Sl. No.</b>	<b>Description of Items</b>	<b>Unit</b>	<b>Approved Rates (Nu.)</b>
1	Coffee	Cup	
2	Cardamom Tea	Cup	
3	Black Coffee	Cup (150 ml)	
4	Milk tea	Cup (150 ml)	
5	Black Tea	Cup (150 ml)	
6	Lemon Tea	Cup (150 ml)	
7	Green tea	Cup (150 ml)	
8	<i>Suja</i> (Butter tea)	Cup (150 ml)	

*Note: The winning bidder shall be asked by the College for samples of each/selective items to determine the quality and quantity prior to award of tender if necessary.*