
ROYAL UNIVERSITY OF BHUTAN
JIGME NAMGYEL ENGINEERING COLLEGE

DEWATHANG: BHUTAN

Bidding Document for the Operation of the College Canteen



CLIENT:

JIGME NAMGYEL ENGINEERING COLLEGE, DEWATHANG: BHUTAN

Signature of the bidder

Name of the Bidder.....Mobile No.....

1. Instructions to Bidders

1.1 Jigme Namgyel Engineering College, Dewathang, intends to lease out the College Canteen located in the campus. A purpose-made structure is available for the operation of the College Canteen 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 Canteen on lease. Interested eligible bidders may obtain further information on the bid from the Procurement Manager, JNEC at 07260302 or email at dechendorji.jnec@rub.edu.bt.

1.3 Jigme Namgyel Engineering College, Dewathang, Bhutan, seeking services to run the College Canteen 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 **03 (three)** 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.

1.6 *Those who have operated the canteen in the past, and direct dependents of JNEC staff are not eligible to submit bids.*

Note: College also has a Café and a Convenience Store on campus which sells similar items. The Leaser shall not be responsible if the Lease’s business is not successful.

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 dechendorji.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. 5000/- (Five Thousand)** only in the form of:
 - d. Unconditional Guarantee issued by a reputed Financial Institution.
 - e. Banker's cheque/Cash warrant;
 - f. Demand draft.
- g. **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 01 (one) year, The lease may be renewed for two*

consecutive terms based on the need and performance which shall be assessed by the College Management Committee.

5.4 In the event that the operator accumulates five (5) or more negative points in accordance with Clause 9.15, the lease shall not be eligible for renewal.

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.

6.2 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 person signing the bid shall initial such corrections.

6.3 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 Canteen**

6.4 The bidders must submit bids in the required format to the Administrative Section, Jigme Namgyel Engineering College, Dewathang latest **by 12th December 2025 on or before 09:30 AM and will be opened on the same day at 10:00 AM.**

6.5 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.

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, provided further that the bidder is determined to be qualified to satisfactorily perform the contract.

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. 20000/- (twenty thousand) 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 The monthly **Lease Amount** (inclusive of rental charges and furniture) of **Nu. 20,000/- (twenty thousand)** will have to be settled with the Accounts Section within 8th day of the following month.

9.4 The operator shall bear electricity and water 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 The operator shall not use plastic plates and cups except for catering beyond 100 heads.

9.11 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 Canteen.

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- 9.12** *The Canteen must be opened at all times (8:00 AM to 8:00 PM) unless with specific permission from the management. Every instance of the closure during the above period shall be awarded one negative point.*
- 9.13** *The operator shall accept orders even for one person. Every instance of refusal of orders from any staff/student shall be awarded one negative point.*
- 9.14** *Any official catering must be attended by a staff in proper national dress. Lack of staff to serve during official catering will be awarded one negative point.*
- 9.15** *If the total negative points reach 10, the lease shall be terminated without notice. Total negative points shall be sum of the negative points accrued from Clause 9.12, 9.13 and 9.14.*
- 9.16** Notwithstanding Clause 9.15, the lease agreement/contract may be terminated by either party after giving one month's written notice.
- 9.17** 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.
- 9.18** The Canteen operator is required to provide catering services during official functions taking place inside the Campus.
- 9.19** The operator shall not be eligible for service charges.
- 9.20** A system of self-serving system shall be instituted in the Canteen.
- 9.21** The Canteen must be manned by at least 3 staff (including the operator) to provide uninterrupted services.
- 9.22** *No rooms in the canteen shall be used as a residence. If need be, the matter shall be discussed with the college management to identify the room for staff only without children.*
- 9.23** **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.
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- 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	$23 \times 2 = 46$
2	YYY	12	3	$12 \times 3 = 36$
3	ZZZ	14	4	$14 \times 4 = 56$
Total weighted bid price				$46 + 36 + 56 = 138$

11. Price Schedule Form for the *(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	Vegetable curry	Plate		
9	<i>Paneer</i> veg. curry	Plate		
10	Egg curry (two eggs per plate)	Plate		
11	<i>Ema Dahtsi</i>	Plate		
12	Pork <i>paa</i>	Piece		
13	Beef <i>paa</i>	Piece		
14	Vegetable curry	Plate		
15	Omelet (two eggs/plate)	Plate		

16	Porch (two eggs/plate)	Plate		
17	<i>Bathu</i> (vegetarian)	Plate		
18	<i>Bathu</i> (non-veg.)	Plate		
19	<i>Chowmein</i> (Veg.)	Plate		
20	<i>Chowmein</i> (Egg)	Plate		
21	<i>Chowmein</i> (non-veg.)	Plate		
22	Veg. momo (6 pieces/plate)	Plate		
23	Non-veg. momo (6 pieces/plate)	Plate		
24	Veg. <i>balay</i>	No.		
26	Non-veg <i>balay</i>	No.		
27	Maggi/Wai Wai (cooked plain)	Plate		
28	Maggi/Wai Wai (cooked with egg)	Plate		
29	Koka (cooked plain)	Plate		
30	Koka (cooked with egg)	Plate		
31	Fried rice with <i>ezay</i>	Plate		
32	Ting momo (4 pieces with <i>ezay</i>)	Plate		
33	<i>Balay</i> (veg.)	Piece		
34	<i>Balay</i> (non-veg.)	Piece		
35	<i>Dresi / Shamdre</i>	Cup		
36	<i>Pakora</i> (6 pieces)	Plate		
37	<i>Alu chop</i> (6 pieces)	Plate		
38	<i>Samosa</i>	Plate		
39	Chilli <i>chop</i> (big full piece)	Piece		
40	Boiled egg	Piece		
41	<i>Jangbalay</i>	Plate		
42	<i>Veg Thhali</i> (7 items)	Plate		
43	<i>Chicken Thalli</i> (7 items)	Plate		
44	<i>Beef Thalli</i> (7 items)	Plate		
45	<i>Fish Thalli</i> (7 items)	Plate		
CATERING ITEMS				

46	<i>Cat-1 (2 items): Tea/coffee with momo</i>		
47	<i>Cat-2 (2 items): Tea/coffee with biscuit</i>		
48	<i>Cat-3 (2 items): Tea/coffee with baley/alu chop</i>		
49	<i>Cat-4 (7 items): Rice, one veg (other than Emadatsi), one non-veg, dal, salad, ezzey, 500 ml water.</i>		
50	<i>Cat-5 (7 items): Rice, one veg (other than Emadatsi), cheese and egg scramble, dal, salad, ezzey, 500 ml water.</i>		
51	<i>Cat-6 (8 items): Rice, roti, one veg (other than Emadatsi), one non-veg, dal, salad, ezzey, 500 ml water.</i>		
52	<i>Cat-7 (9 items): Rice, roti, two veg items, one non-veg, dal, salad, ezzey, 500 ml water.</i>		
53	<i>Cat-8 (10 items): Rice, roti, two veg items, two non-veg item, dal, salad, ezzey, 500 ml water.</i>		

Note: *Some of the items are also available from College Café. The winning bidder (operator) must sell at the same rate as that of College Café.*

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.*