**ILCS/Adm-02/2017-2018/ 13/12/2017**

Dear Sir/Madam,

The CLCS is happy to invite sealed quotations from eligible bidders to operate the institute Executive Hostel (hereafter referred to as guesthouse) from January 2018 for a term of one year renewable up to a maximum of two years based on the performance of the operator. The following is the list of facilities and spaces available for running the guesthouse.

**Facilities available**

A. Fully furnished living room

B. Fully furnished dinning room

C. Four Seater Tables 5nos. (at the back yard for students)

D. Chairs 20 nos. (at the back yard for students)

E. 24 hours running water supply

F. 50 Liters Geyser in the kitchen

G. 3 Burner Cooking Stoves with Proper Ventilation

H. Food Trolley 1 no.

G. Food Display (Ben Merry) 1 no.

I. Steel Shelves 2 nos.

J. Refrigerator 300 Liters

**The total carpet area of the cafeteria is as follows.**

1. Sitting area of 120 sqm outside (at the back yard)
2. Cooking area (kitchen) 60 sqm
3. Two common toilets
4. Storage space of 8 sqm
5. Spacious dish washing area

**Rooms and facilities**

1. 8 nos. of three-bedded rooms with attached toilet
2. 2 nos. of suite rooms
3. 1 laundry room with washing machine
4. 1 conference hall (25 sitting capacity)

**Potential customers**

1. Over eight hundred students (Boarders)
2. Over 100 students during the winter vacation
3. Occasional college guests

**Mechanism for determining the award**

The successful evaluated bidder will be determined by the following:

1. A maximum of 65% rating will be given to the **HIGHEST** bidder for **RENT** (the minimum threshold is Nu. 30000.00 (Thirty thousand only) every month. The subsequent bidders will be rated proportionately in the descending order,
2. A maximum of 30% will be awarded to the **LOWEST** bidder for **FOOD** items. The subsequent bidders be rated proportionately in the descending order,
3. A maximum of 5% will be awarded for **PAST EXPERIENCE** (5% for those with more than three years experience, 4% for those with less than three years but more than two years, 2% for those with less than two years but more than one year, 1% for those with less than one year but more than 6 months).
4. The successful bidder will be decided based on the highest total score of rent, food items and experience (65+30+5=100),

**Terms and Conditions for Running the Guesthouse**

**A. Responsibility of the Operator**

1. The operator shall be responsible for providing room services and food and beverages to the guests including college guests
2. The operator shall be responsible to keep the guestrooms, linens, toilets, corridors, verandahs, conference hall, kitchen, dining and living rooms, etc. clean, and take care of the property of the guesthouse.
3. The operator shall inform the management before finalizing the booking of guests,
4. The operator shall not entertain students in the dinning and living space inside the guesthouse. However, food and beverages can be served to students and non-guests in the designated space only (located at the backyard of the guesthouse) without compromising the quality of services to the guests,
5. The operator shall make sure that the kitchen is accessible only to the cooks and employees for hygiene reasons,
6. The staff required for running cafeteria should be certified by BAFRA (Should have attended the refresher course/ training conducted by the BAFRA if not trained)
7. The operator shall also recruit a minimum two cooks and two waiters and is also responsible to ensure that the staffs employed are decently and properly dressed in a distinct uniform. (Cooks should wear dress (apron and cap) and waiters should wear apron all the time),
8. Except for cooks all the staff engaged in operating the cafeteria should wear national dress all the time,
9. All kinds of serving should be done in a tray by the waiters and official meals should be served in buffet set.

**B. Payment and Service Charges**

1. The operator shall own rental charges of the rooms and the conference hall,
2. The operator shall own all the revenues earned from catering in lieu of the services provided by the operator in running the guesthouse.
3. The operator shall bear the monthly electricity consumption charges to the College within seven days from the receipt of the energy bill,
4. The room charges for all RUB staff is Nu. 150/night/bed for standard rooms and Nu. 400 for suite rooms,
5. The room charges for all the college guests is Nu. 300/night/bed for standard rooms and Nu. 800 for suite rooms.

**D. General conditions**

1. The bidder is required to submit Nu. 10,000 as earnest money, which will be returned after the work has been awarded. The earnest money should be submitted in the form of bank draft, bank warrant, or cheque in favour of the President, CLCS, Taktse. Cash will not be entertained.
2. The work shall be awarded to individual/group/company who has offered high house rent and low charges on food items.
3. The rent should be deposited on or before the 5th of every month. In case the monthly rent is not credited or deposited in the account of the Institute by the above-mentioned date, a late fee of Nu.500/- per day for the delayed period shall be charged, not exceeding 10 days, beyond which the contact will be terminated, if not formally intimated to the management before the time lapse,
4. The operator shall be required to furnish sum of Nu. 50,000/- (Nu. Fifty thousand) only as security deposit, at the time when the contract is finally awarded. The security deposit should be submitted in the form of bank draft, bank warrant, or cheque in favour of the President, CLCS, and Taktse. Cash will not be entertained.
5. The security deposit will be retained by the College until the end of the contract period. At the time of refund, no interest shall be paid on the security deposit. In case of any violation of the clauses in this contract, the college shall hold the right to forfeit and retain the security deposit.
6. The contract period for running the guesthouse is for a term of one-year renewable up to two more years (total 3 years) if service is found acceptable. However, the contract can be terminated at any time by giving three-month’s notice if the quality of services, including room keeping, cleanliness, quality of catering, and eatables is not satisfactory. If the operator wants to quit, he/she can do so by giving three-months advance notice in writing to the College for premature termination. A breach of the Terms and Conditions of the contract will entail termination of the contract. In the case of termination/premature termination, the security deposit will be forfeited.
7. The operator should refrain from selling alcohol, *doma* and other prohibited substances (eg. cigarettes or tobacco products) in any form, at any time. Failing to abide by this rule may lead to termination of the contract,
8. The operator shall also have to make arrangements for catering during parties/functions/meetings etc., as demanded by the College,
9. The operator is required to make his/her own arrangements for cutlery, crockery, utensils and other materials needed for cooking as well as for service purposes (i.e. linen/table cloths, napkins) at his/her own cost. These materials should be kept in a neat and hygienic condition. No old, chipped or unhygienic cutlery should be used by the operator,
10. The kitchen of the guesthouse, the sitting area, toilets and all adjoining areas should be kept clean and hygienic. The College shall be at liberty to inspect the kitchen and the guesthouse for cleanliness, fly proofing and general hygienic conditions and check or taste any raw/cooked food to ensure quality. Any lapse in this regard would be viewed very seriously. In case of unhygienic conditions/items are noticed, action by way of imposing fines ranging from Nu.1,000/- to a maximum of Nu. 10,000/- for every such incident shall be levied. Fines would be imposed by the college and its decision would be final and binding,
11. All the staff required for the running of the kitchen and the guesthouse, including cooks and associated staff shall be employed and managed by the operator,
12. The operator shall also recruit at least one person to man the guesthouse at any given time to ensure good service. The operator is also responsible to ensure that the staff employed are decently and properly dressed in a distinct uniform.
13. The operator shall be solely responsible for payment of all applicable levies and taxes on account of his/her operation.
14. The operator shall be responsible for all liabilities, injuries and accidents to persons employed by him and /or damage to fittings/fixtures and equipment arising from negligence on the part of the personnel of the operator. The College will not in any way be liable/responsible for any loss/injury to them through any kind of accident,
15. Subletting of contract/license directly or indirectly is not permissible and may result in pre-mature termination of contract/license, imposition or any other penalty,
16. The operator shall be responsible for maintenance of furniture/fixtures, electrical equipment and kitchen equipment provided by the College. The items /furniture /fixtures /equipment given to the operator shall be returned in original condition after completion of contract, or earlier if the college decides so. However, for the major maintenance the management will initiate the work,
17. The operator shall publish a menu card with a rate list agreed by both the parties and shall not sell any item at a rate higher than what is specified in the rate list. Prior approval should be sought from the College Management Committee for introducing any new menu to determine its rate,
18. In case of any complaint regarding quality/quantity, over charging, or improper service and behavior of the staff, the decision of the College Management Committee shall be final and binding. In the case where the termination of the contract is involved, the college shall be the final competent authority,
19. The Terms and Conditions of this contract will remain binding between the operator and the college until the end of the contract period. Any change in these Terms and Conditions must be agreed upon by the operator and the College, and subsequently represented in an updated document that will act to replace these Terms and Conditions.
20. The guesthouse should be kept available and function at all times to entertain the College guests.
21. The operator may close the canteen once in a week (Should fix the day and inform the management); however, guests living in the guest house should be provide with all the services,
22. Preference should be given to RUB staff all the time for which the operator should consult the college admin before confirming any booking to avoid clashes with official guests,
23. Cleanliness and aesthetics of the guest house will be the responsibility of the operator,
24. The bidder shall sign in all the pages of the bidding documents

**Documents required to be submitted as part of the Quotation**

1. A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation
2. Any evidence of past experience in food business
3. A valid Trade License
4. Earnest money of Nu. 10,000/

**The Tender documents should be submitted on or before 4th of January 2018 at 2PM and it will be opened one the same day at 2:30PM to following address**

*President
College of Language and Culture Studies,Takste*

*Trongsa*

 **Guesthouse Menu and Price Schedule**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Item Description** | **Rate in Nu.**  |
|  | Milk Tea |  |
|  | Veg Fried Rice |  |
|  | Chicken fried rice  |  |
|  | Beef fried rice  |  |
|  | Pork fried rice  |  |
|  | Beef Momo |  |
|  | Pork momo  |  |
|  | Cheese Momo |  |
|  | Veg. momo |  |
|  | Puri/Roti Sabji |  |
|  | Fried Channa |  |
|  | Beef Bathug  |  |
|  | Pork Bathug  |  |
|  | Veg. Bathug  |  |
|  | Beef Noodles |  |
|  | Pork Noodles  |  |
|  | Veg. Noodles  |  |
|  | Chapati/plate (ata) |  |
|  | Veg Chowmein |  |
|  | Chicken Chowmein  |  |
|  | Beef Chowmein  |  |
|  | Pork Chowmein  |  |
|  | Phagsha Sikampaa with Rice and Dal/Jaju |  |
|  | Norshakam Paa with Rice and Dal/Jaju |  |
|  | Paneer Masala with Rice and Dal/Jaju |  |
|  | Shakam Datshi with Rice and Dal/Jaju |  |
|  | Pork Curry with Rice and Dal/Jaju |  |
|  | Fish Curry with Rice and Dal/Jaju |  |
|  | Fish fried with rice and dal/jaju  |  |
|  | Dry Fish with Rice and Dal/Jaju |  |
|  | Chicken Curry with Rice and Dal/Jaju |  |
|  | Kewa Datshi with Rice and Dal/Jaju |  |
|  | Shamu Datsi with Rice and Dal/Jaju |  |
|  | Ema Datsi with rice and dal/jaju |  |
|  | Mixed Vegetables with Rice and Dal/Jaju |  |
|  | Sag Dastshi with Rice and Dal/Jaju |  |
|  | Broccoli Datshi with Rice and Dal/Jaju |  |
|  | Nake fried with Rice and Dal/Jaju |  |
|  | Egg Curry with Rice and Dal/Jaju |  |
| 1.
 | Kangchu Maru with Rice and Dal/Jaju |  |
|  | Kewat datshi  |  |
|  | Shamu datshi  |  |
|  | Sag datshi  |  |
|  | Brocoli datshi /plate |  |
|  | Nake datshi /plate |  |
|  | Nake fried /plate |  |
|  | Paneer masala/plate  |  |
|  | Mixed vegetables  |  |
|  | Beef Paa  |  |
|  | Pork Paa  |  |
|  | Plain Rice  |  |
|  | Dal |  |
|  | Jaju  |  |
|  | Chicken Curry  |  |
|  | Beef Curry  |  |
|  | Pork Curry  |  |
|  | Fish Curry  |  |
|  | Fish fried  |  |
|  | Dry Fish Fried |  |
|  | Egg Curry  |  |
|  | Omelet  |  |
|  Total  |  |

**Bid Document**

I the undersigned Mr/Ms/…………….…………..............…………………offer to

Operate the CLCS Guesthouse for a monthly rental charge of Nu………………..

……..……………………………..(to be reflected both in figures and words) from

……..….. ……...………………….…2018 for a term of one year, renewable up to

two more years if my service is found fully acceptable to the institute. I also agree

to the Terms and Conditions laid out in the bidding document.

Name and signature of the bidder Name and signature of the witness

Date and place: Date and place: