**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 Cafeteria to be commenced from January 1st of 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 the cafeteria.

**Facilities available**

A. Six seater table 11nos.

B. Chairs 56nos.

C. 24 hours running water supply

D. 50 liters Geyser

E. Store

F. Two toilets

G. Shelves in the Kitchen

H. Counter Table with drawers

I. Display shelves

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

1. Sitting area of about 1372sqft or 128 sqm inside
2. Sitting area of about 431sqft or 40sqm outside (roofed open space)
3. Cooking area (kitchen) of about 158sqft or 15 sqm
4. Storage space of about 8sqm

**Potential customers**

1. Over a thousand student (regular)
2. Over 200 students during winter vacation
3. Over 100 staff
4. Constant visitors (nationals and internationals) plus local residents
5. Occasional lunches and dinners hosted by the College

**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. 15000.00 (Fifteen 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),

**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 to the accounts section. In case the monthly rent is not credited or deposited in the account of the College 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 contract period for running the cafeteria 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-months notice if the quality of service, including quality of catering, eatables or service provided by the cafeteria operator, is not satisfactory. If the cafeteria 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.
5. The cafeteria operator shall be required to furnish sum of Nu. 30,000/- (Nu. Thirty 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, Taktse.
6. 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 clauses in this contract, the college shall hold the right to retain the security deposit.
7. The cafeteria operator should refrain from selling alcohol, *doma* and other prohibited substances (eg. Cigarettes) in any form, at any time. Failing to abide by this rule may lead to termination of the contract.
8. The cafeteria operator shall also have to make arrangements for catering to fulfill the requirement of parties/functions/meetings etc., as demanded by the College.
9. The cafeteria operator is required to make his 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 own cost. These materials should be kept in a neat and hygienic condition. No old, chipped or unhygienic cutlery should be used by the cafeteria operator.
10. The kitchen of the cafeteria, 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. Cafeteria operator should not entertain any person inside the kitchen other than cooks and waiters.
12. All the staff required for the running of the kitchen and the cafeteria, and for services to the staffs/students/guests/visitors etc., including cooks and associated staff shall be employed and managed by the cafeteria operator.
13. The staff required for running cafeteria should be certified by the BAFRA (Should have attended the refresher course/ training conducted by the BAFRA if not trained)
14. 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),
15. Except cooks all the staff engaged in operating the cafeteria should wear national dress all the time.
16. All kinds of serving should be done in a tray by the waiters and official meals should be served in buffet set.
17. The cafeteria operator shall be solely responsible for payment of all applicable levies and taxes on account of his operation.
18. The cafeteria 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 cafeteria operator. The College will not, in any way, be liable/responsible for any loss/injury to them through any kind of accident.
19. Lump sum amount of nu.2000 as electricity bills shall be borne by the cafeteria operator in addition to the house rent and it should be deposited with the house rent.
20. 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, including forfeiture of security.
21. The cafeteria 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 cafeteria 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,
22. 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,
23. 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 and forfeiture of security is involved, the College shall be the final competent authority.
24. The Terms and Conditions of this contract will remain binding between the cafeteria operator and the College until the end of the contract period. Any change in these Terms and Conditions must be agreed upon by the cafeteria operator and the College, and subsequently represented in an updated document that will act to replace these Terms and Conditions.
25. The cafeteria should also be kept open during weekend and the operator should inform the Management in advance if unable to open the Cafeteria under unavoidable circumstances.
26. Cleanliness and aesthetics of the cafeteria will be the responsibility of the operator,
27. In order to determine the quality food and services in the cafeteria the college management will initiate feedback system from staff, students and outsiders will be initiated
28. Bidding documents should be duly sign in all the pages.
29. The cafeteria should be opened from 7am to 8pm under any circumstances

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

1. A duly completed and signed quotation as per the Schedule of Items
2. Evidence of any 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 open on the same day at 2:30PM to following address;**

*President
College of Language and Culture Studies,Taktse*

*Trongsa*

**Inspection Team:**

1. Dean of Student Affairs, Chairman
2. ADM
3. 4 Student Representatives( 2 male and 2 female)
4. 1 Non-Teaching Staff
5. 1 Teaching Staff

**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 Cafeteria 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 College. 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: