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

***The original and copy (ies) of quotation submitted by the supplier shall comprise the following:***

- a. A duly completed and signed priced quotation as per the schedule of items and the Priced quotation.
- b. A Valid Trade License
- c. A Valid Tax Clearance Certificate;
- d. Food Handler Licence (BAFRA)
- e. Demand Draft amounting of Nu.20,000 (Twenty Thousand only) in favour of Principal, Tashidingkha Central School, Punakha as Bid Security.
- f. Power of attorney letter if the bid is signed other than proprietor himself/herself to ensure legality of the bidding process.
- g. Any other relevant documents, if any

***Your bid will be considered as non-compliance to the instructions of bidding documents, if failing to provide the above mentioned as a part of quotation. Moreover, your bid will be rejected without seeking further information.***

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## Terms and Conditions for Management of School Canteen – 2020 -2021

### 1. General Terms of Reference

- i. The bid is open to all having valid restaurant business license holders.
- ii. The quoted rates should be submitted in a sealed envelope and addressed to the **Principal**, Tashidingkha Central School, and Punakha along with EMD of **Nu. 20000.00** (ngultrum twenty thousands) in the form of demand draft in favor of the school.
- iii. The supplier shall be required to submit a Lump sum amount of **Nu.50, 000/-** as a performance security deposit to Tashidingkha Central School in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. The performance deposit shall be valid one month beyond the end contract period.
- iv. A copy of valid trade license along with up-to-date tax payment must be attached with the quotation.
- v. The bid must be submitted latest by **Sunday, 15<sup>th</sup> December, 2019 at 11.00 am BST** and will be opened at **02. 00 pm BST** on the same day.
- vi. The successful bidder should deposit the monthly rent to the School Development Fund Account No. 200783196.
- vii. The successful bidder must pay rent for nine and half months, the excluded months are **July, January and December** half month yearly.
- viii. The rates for all items must be quoted in the 'rates column' given in the tender document.
- ix. The quoted rates must be inclusive of all taxes and service charges and must be valid for two year from the date of award of the contract.
- x. The bidder must quote rates for all items given in the list. Quotation without rate of any item will be rejected and excluded from bidding.
- xi. The contract will be awarded to the reasonable lowest total of all quoted rates of items given in the list and the fixed rental charge at 25000/-(twenty five thousand only).
- xii. The award of tender will be for a period of **Two years** from the award date.

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- xiii. School Canteen must follow 'fair price policy', which therefore, should sell not quoted grocery items at marked retail price only.
  - xiv. The school will not be responsible in the event of any fluctuation in market price and accept proposal to close the canteen prior to the end of award period.
  - xv. School will not provide any advance for the establishment of the service.
  - xvi. The School Canteen Committee (SCC) will monitor and review the quality of service on monthly basis and items sold after the expiry date must be dealt with the consumer law of Bhutan.
  - xvii. The school canteen committee (SCC) will conduct review meeting once quarterly. The proprietor must attend the meeting without fail.
  - xviii. The termination of canteen service for the successful bidder prior to completion of award period shall be liable for performance security forfeiture and subsequently it becomes Revenue.
  - xix. The holder of the tender must manage the canteen and in the event of sub-contract, the award will be cancelled unconditionally.
  - xx. The representative of the bidder must submit a written authorization in order to attend the bid.
  - xxi. The performance security of the successful bidder will be released only after the successful completion of the award period.
  - xxii. The canteen must provide reprographic facilities (printing and photo copying).
  - xxiii. The School Management Team (SMT) shall frame specific timing for the students to visit the school canteen; accordingly the canteen owner shall adhere to it from the day of its declaration. No complain should be raise to school regarding students being engaged during school activities.
  - xxiv. No objection to any supply order placed by school and negotiation of rates once it is fixed and tendered.
  - xxv. The dues of students and staff shall not be responsibilities of the school administration.
  - xxvi. Any goods found defective during the warranty period shall be replaced/repared by the supplier at his cost. If the supplier fails to rectify and or replaced the defective goods, the purchaser shall do it at the cost of the supplier.

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- xxvii. Three times notice/reminders shall be given failure to fulfill the terms and conditions of the contract. Otherwise the contract will be terminated by the School Canteen Committee (SCC).
  - xxviii. The canteen owner must provide the facilities of catering whenever required by school.
  - xxix. The canteen should not complain about the sale of local fruits by the locality.
  - xxx. **Sale of alcohol, doma, tobacco products, supari, wiz, mobile voucher and any other illicit substances is strictly prohibited.**

## **2. Canteen Logistics and Infrastructure**

- i. The holder of the contract shall make own arrangement of furniture/utensils for the customers' eating/drinking.
- ii. The holder of the contract shall be responsible to pay the monthly electricity bills of the canteen.

## **3. Operation Timing**

- i. The canteen during school time shall open as early as possible and should close the business at 9 pm sharp in the evening every day. Selling of any items to the students after 5pm will be strictly prohibited.
- ii. The operation timing during vacations must comply the standard business hours.

## **4. Canteen Sanitation and Hygiene**

- i. The contract holder must comply with BAFRA food safety and hygiene norms.
- ii. The cooking/preparation of food items outside the canteen kitchen will not be allowed.
- iii. The canteen operator must have waste bins and proper waste disposal system.

## **5. Miscellaneous**

- i. The canteen operator must prohibit the entry/serving of students/staff in the kitchen or the counter except the designated place of serving/eating.
  - ii. The operator must maintain a cordial relationship with the staff and students.
  - iii. The operator must maintain orderly conduct of the support staff (maids) towards students/staff at all times.
  - iv. The vehicle of canteen operator must be parked at canteen parking.
  - v. The canteen operator must take care and dispose waste generated from the canteen at his/her own arrangement.
6. Any breach of above terms and condition shall be dealt by the School Management and SCC, the decisions taken therefore shall be final and binding.

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### **UNDER TAKING**

I have read all the terms and conditions given above. I hereby accept and agree to the TOR mentioned above.

**Name & Signature**

**(Seal of the company)**

**(Affix legal stamp)**

**Date:.....**

**Name of the Hotel.....**

**Contact Telephone No.....**