Annexures for the

TENDER DOCUMENTS FOR RTC DINING HALL / MESS

**Annex II**

**Details of Premises Layout and Kitchen Equipment**

Attached to this Annex are the following documents / sketches:

* + - 1. The plan of the Mess showing the layout with the kitchen equipment and the stores on the ground floor beneath the kitchen.
      2. The list of Stainless Steel Kitchen Equipment that will be provided with each facility.

**Note:**

1. The work spaces of the Dining Hall consists of a large fully equipped kitchen, dish washing area, office and toilets on the Dining level and a Stores located on the ground floor.
2. A list of the furniture (consisting of mainly tables, chairs and benches) for the premises will be handed over to the successful Contractor at a later date.

**Annex III**

**Financial terms and Financial Bid Form**

For providing the dining hall/mess services, the Contractor will be paid monthly fees/payments. The monthly payment will consist of three parts:

1. **Baseline/fixed payment for each meal:** Depending on the number of boarders enrolled at the beginning of each semester, the baseline student numbers will be established using the historical percentage of attendees for each meal of Breakfast, Lunch and Dinner respectively worked out by RTC. The Contractor will need to quote the meal price for each meal which when multiplied with the baseline student numbers will determine the fixed amount payable monthly to the contractor for each meal as the base payment. The base payment will be paid for all 7 days a week for meeting at least the monthly averaged minimum baseline participation numbers during the weekdays (described in (b), below). It must be remembered that participation rates during weekends and holidays are NOT ACCOUNTED FOR in the calculations so that the Contractor is able to focus on providing quality service at an affordable meal cost as well as to compensate for other associated costs.

The baseline payments will be worked out as per the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table I: Base Payment Structure for Regular Boarders** | | | | | | |
| Meal | No. of Boarders\* | Baseline student % | Baseline Number of Boarders | Cost per meal per student (to be quoted in Nu.) | Amount Per day (Nu.) | Amount Per month in Semester (Nu.) |
| N | C | N x C | N x C x 30 or 31\*\* |
| Breakfast | 600 | 45% | 270 |  |  | B |
| Lunch | 600 | 55% | 330 |  |  | L |
| Dinner | 600 | 50% | 300 |  |  | D |
| *\*No. of Boarders will be determined at the beginning of each semester*  *\*\* or actual number of days in partial months in Semester* | | | | |  |  |
| **Total amount payable per day** | | | | | **A** |  |
| No. of days Per month\*\* | | | | | 30 or 31 |  |
| Monthly Base Payment | | | | | A x 30 or 31 |  |
| No. of days in a Semester (estimated) | | | | | 124 |  |
| Base amount per semester | | | | | 124 x A |  |
| No. of Semesters in a year | | | | | 2 |  |
| **Table I Total: Base Contract Value or base amount per year** | | | | | **124 x A x 2** |  |

1. **Variable / incentive payment and penalties**: Using the tracking system as explained in clause 6 of the contract conditions, monthly average of actual students/boarders participation for each meal will be worked out at the end of the month. Recognizing that not all students eat consistently at the dining hall during weekends and holidays, the data for those weekends and RTC holidays will NOT BE COUNTED towards the calculation of monthly averages for each meal respectively.

Should this monthly averages exceed the baseline student numbers or baseline participation, bonuses will be paid accordingly. However, on the contrary, if these monthly averages do not meet the baseline participation, penalty will be deducted from the respective meal payments due to the Contractor.

1. The bonus/incentive and penalty structure for the respective meals have been outlined as follows:
   1. Bonus Structure for Breakfast

|  |  |  |
| --- | --- | --- |
| BONUS for exceeding the baseline % for breakfast | Participation % for Breakfast | Incentive Bonus % on the Monthly Base Amount for Breakfast |
| 46% to 50% | 7% of B from Table I |
| 51% to 55% | 12% |
| 56% to 60% | 18% |
| 61% to 65% | 24% |
| 66% to 70% | 30% |
| 71% to 75% | 37% |

* 1. Penalty Structure for Breakfast

|  |  |  |
| --- | --- | --- |
| PENALTY for failure to meet the baseline % for breakfast | Participation % for Breakfast | Penalty % on the Monthly Base Amount for Breakfast |
| 44% to 40% | -7% of B |
| 39% to 35% | -13% |
| 34% to 30% | -19% |
| Less than 30% | Terminate Contract and forfeit performance security |

* 1. Bonus Structure for Lunch

|  |  |  |
| --- | --- | --- |
| BONUS for exceeding the baseline % for Lunch | Participation % for Lunch | Incentive Bonus % on the Monthly Base Amount for Lunch |
| 56% to 60% | 7% of L from Table I |
| 61% to 65% | 12% |
| 66% to 70% | 18% |
| 71% to 75% | 24% |
| 76% to 80% | 30% |
| 81% to 85% | 37% |

* 1. Penalty Structure for Lunch

|  |  |  |
| --- | --- | --- |
| PENALTY for failure to meet the baseline % for Lunch | Participation % for Lunch | Penalty % on the Monthly Base Amount for Lunch |
| 54% to 50% | -7% of L |
| 49% to 45% | -13% |
| 44% to 40% | -19% |
| Less than 40% | Terminate Contract and forfeit performance security |

* 1. Bonus Structure for Dinner

|  |  |  |
| --- | --- | --- |
| BONUS for exceeding the baseline % for Dinner | Participation % for Dinner | Incentive Bonus % on the Monthly Base Amount for Dinner |
| 51% to 55% | 7% of D from Table I |
| 56% to 60% | 12% |
| 61% to 65% | 18% |
| 66% to 70% | 24% |
| 71% to 75% | 30% |
| 76% to 80% | 37% |

* 1. Penalty Structure for Dinner

|  |  |  |
| --- | --- | --- |
| PENALTY for failure to meet the baseline % for Dinner | Participation % for Dinner | Penalty % on the Monthly Base Amount for Dinner |
| 49% to 45% | -7% of D |
| 44% to 40% | -13% |
| 39% to 35% | -19% |
| Less than 35% | Terminate Contract and forfeit performance security |

1. **Performance Security:** The performance security will be calculated as 10% of the base contract value.

**FINANCIAL BID FORM**

The Contractor after having read, understood and accepted to all the terms and conditions as stated above is required to complete the financial bid form as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table I: Base Payment Structure for Regular Boarders** | | | | | | |
| Meal | No. of Boarders\* | Baseline student % | Baseline Number of Boarders | Cost per meal per student (to be quoted) | Amount Per day (Nu.) | Amount Per month (Nu.)\*\* |
| N | C | N x C | N x C x 30 |
| Breakfast | 600 | 45% | 270 |  |  |  |
| Lunch | 600 | 55% | 330 |  |  |  |
| Dinner | 600 | 50% | 300 |  |  |  |
| *\*No. of Boarders will be determined at the beginning of each semester*  *\*\* or actual number of days in partial months in Semester* | | | | |  |  |
| **Total amount payable per day (Sum of Breakfast + Lunch + Dinner)** | | | | |  |  |
| No. of days in a Semester (estimated) | | | | | 124 |  |
| Base amount per semester (124 x Amount per Day) | | | | |  |  |
| No. of Semesters in a year | | | | | 2 |  |
| **Base amount per year = base amount per semester x 2**  **Or Base Contract Value** | | | | |  | Table I Total |

**Annex IV: Background and other details of the bidder**

Please provide your background and other relevant details in the following format and use additional sheets if necessary.

|  |
| --- |
| 1. Name of the Establishment as in Trade License:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Name of the Proprietor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. License No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Address: 5. Name of the Authorized person who will manage the Dining Hall/Mess:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. Contact no. of the Authorized Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Please state your experiences in managing food facilities/restaurants in the past: |
| 1. Please state your financial capability and the firm’s potential to provide adequate working capital, vehicles, etc.: |
| 1. Please specify the number of staff and their composition/mix you intend to have with you on a full-time basis. For cooking staff, also provide details on their professional cooking experience: |
| 1. Please specify your existing and potential contacts or network of suppliers for grocery, vegetables and other supplies for the operations of the dining hall. Having adequate supply chain for the supplies would be essential for fulfilling the expectations and you are expected to provide as much detailed information. |
| 1. Any other information in support of your bid: |

**Annex V: Sample Menus for at least one month**

**Sample Menu #1**

|  |
| --- |
| **Breakfast:** |
| **Lunch:** |
| **Dinner:** |
| **Additional, if any:** |

**Sample Menu #2**

|  |
| --- |
| **Breakfast:** |
| **Lunch:** |
| **Dinner:** |
| **Additional, if any:** |

**Sample Menu #3**

|  |
| --- |
| **Breakfast:** |
| **Lunch:** |
| **Dinner:** |
| **Additional, if any:** |

**Sample Menu #4**

|  |
| --- |
| **Breakfast:** |
| **Lunch:** |
| **Dinner:** |
| **Additional, if any:** |

**Sample Menu #5**

|  |
| --- |
| **Breakfast:** |
| **Lunch:** |
| **Dinner:** |
| **Additional, if any:** |

**Checklist for submission of your bids**

1. Acceptance of all the terms and conditions, i.e. all the pages of the tender document will need to be duly signed.
2. Complete the Financial Bid Form (Annex III)
3. Complete Annex IV: Background and other details of the bidder
4. Provide Sample Menus (Annex V)
5. Attach copy of Valid Trade License, Tax Clearance Certificate
6. Bid Security
7. Attach any other documents highlighting your experience in similar business which would be useful for the evaluation process.