

TENDER DOCUMENTS FOR  
MANAGING & OPERATING THE WET AND DRY  
CANTEEN FACILITY

AT THE ROYAL THIMPHU COLLEGE CAMPUS  
NGABIPHU

November 2024

**Royal Thimphu College**  
**Ngabiphu, Thimphu**  
**Tender for RTC Canteen (Wet & Dry)**

Interested eligible parties are invited to submit their bids for Managing and Operating the Canteen (Wet and Dry) at its campus at Ngabiphu for RTC's 1500+ students (of which 900+ are Day-scholars) and 200+ staff at the RTC campus. The Wet Canteen is well equipped with stainless steel kitchen equipment, furniture, a store, and a kitchen cooking area of over 500 sqft. The Dry Canteen is provided with a decent space within proximity of the Wet Canteen.

To get a competent contractor who can provide good quality/assorted food options and professional catering services, the monthly rent for the use of the premises for both the Canteen and Dry Canteen has been discounted to only Nu. 25,000/month. *The Contractor will also get the opportunity to provide the food/catering services at its Executive Center where official guests stay for extended periods and various events, meetings, conferences, etc. are held requiring large-scale catering services.*

*Also, with increased activities, events, conferences, and other programmes during the non-academic session which are now only for a maximum of a month and a half, the Canteen services are required to be run/operated at full scale almost continually throughout the year.*

Tender documents may be obtained **free of charge** and can be downloaded from our website at **www.rtc.bt**. Tenders will be available from **Wednesday, 6 November 2024 onwards**, and the tender submission deadline is **Monday, 25 November 2024 (by 4:00 PM)**.

The tentative timelines for the operations of the canteen under this contract shall be as follows:

- Tentative contract signing date: **09 December 2024**
- Commencement of services: **28 December 2024**

For further information or to arrange for a site visit you may contact us at **17581088**.

## Introduction

- i. The RTC invites tender for the operation of the Canteen (both Wet and Dry) that will provide various food options to students, staff, and visitors at the RTC campus in Ngabiphu, Thimphu.
- ii. The tender consists of a bid for the running of the Canteen at the RTC premises as well as the Dry Canteen facility which is primarily meant to be run like a **fast food stall** and shall normally serve pre-prepared / pre-packaged food items and soft drinks (viz. Momo, Singara, Rolls, Burgers, Patties, Pastries, sandwich Cakes, Candies, Fruits, Ice Creams, Tea/Coffee/Juices, etc.).
- iii. The Dry Canteen Space is located within proximity of the Canteen and has a built-in serving counter and associated utilities. The premise will be handed over to the successful bidder (or “Contractor”) who will run the facility together with the RTC Canteen in line with the agreed terms & conditions.
- iv. The premises will be handed over to the successful bidder (or “Contractor”) who will need to run both facilities together as per the agreed terms & conditions.
- v. In anticipation that the successful bidder will consider a longer-term interest and association with the college, the initial contract will be for **three years**, with effect from **31 December 2024 to 31 December 2027** subject to successful completion of the probation period and regularization thereafter. The probation period will be for about six months, i.e. for a semester-long duration from **31 December 2024 to 30 June 2025** as specified in the contract terms.
- vi. In case the performance of the Contractor is found to be satisfactory and the renewal conditions are mutually agreeable, the RTC would like to extend the contract to three years or beyond.
- vii. Bids are to be submitted at the RTC Campus **by 4:00 PM on 25 November 2024. No public opening of the bids will be held.**
- viii. RTC has set up its Executive Centre which primarily caters to various college events such as functions and large-size gatherings, meetings, monthly dinners, conferences, entertainment of visitors, accommodation of short-term guest lecturers/visitors, etc. The RTC is also keen on extending the contract to cater to these services based on mutually agreeable terms and conditions and the Contractor’s performance. Currently, most of the catering for these events is done from the Canteen.
- ix. RTC retains the right to cancel the tender without any liability on its part.

## Wet Canteen

- a. The Canteen facility is located adjacent to the Academic Block and consists of an indoor facility that can seat around 100 - 120 people and an outdoor space (with benches and tables) that can seat another 100 - 150.
- b. More than 900+ students live off-campus (day-scholars) and most of them are expected to use the Canteen routinely for lunch and snacks.
- c. There are also about 200+ faculty and staff potentially buying lunch and snacks from the Canteen.
- d. **The Canteen will need to be open throughout the year and the rent will be payable on a 12-month/year basis, irrespective of holidays/vacations. Any closure of the Canteen will have to be intimated to the RTC at least two months in advance.**
- e. The detailed specifications and required information in terms of physical space and equipment for the Canteen are given in Annex I.
- f. RTC will provide the facility and kitchen equipment and furniture (as outlined in Annex I), but the Contractor must provide utensils, plates, cutlery, silverware, etc. for serving.
- g. The Contractor will provide the food, food preparation, and serving, cleanup services, equipment maintenance, and be responsible for the **electricity costs** in the Canteen. He / She will also be responsible for the overall cleanliness of the surroundings as detailed in the contract terms.

## Dry Canteen

- i. The Dry Canteen facility is primarily meant to be run like a **fast food stall** and shall normally serve pre-prepared/ pre-packaged food items. The Dry Canteen Space is located within proximity of the Canteen and has a built-in serving counter and associated utilities.

- ii. The Contractor will prepare the food in the Canteen Kitchen and bring it to the Dry Canteen for sale. While this mode of service is highly recommended considering the prime location of the Dry Canteen to off-load the queue, especially during Lunch hours, the Contractor can also consider providing a similar service at the Canteen facility itself. However, this will require a prior trial run and approval from the Client to ensure that the service delivery is not hampered (especially the waiting time).
- iii. The terms and conditions of operating the Dry Canteen are also provided in Annex I.

## Rental Charges:

In anticipation that the contractor shall provide good quality food options and professional catering services a reasonable rates as well as ensure maintenance of equipment & furniture and the overall facility, the monthly rent for the use of the premises inclusive of furniture and kitchen equipment mentioned above for the Canteen has been discounted to only **Nu.25,000/month**. The Contractor shall be required to maintain the highest standard of hygiene for food preparation and service and the highest standard of cleanliness of surroundings. This shall be the fee/rent that the contractor agrees to pay the RTC for the right to operate the Canteen and use the facilities.

## Executive Centre

- i. The Executive Centre is primarily meant for various college events such as functions and large-size gatherings, meetings, monthly dinners, conferences, entertainment of visitors, accommodation of short-term guest lecturers/visitors at the Executive Center guest rooms, etc.
- ii. The Contractor is expected to provide food/dining options and catering services to the above-mentioned events, etc at a quality comparable to the services offered in standard restaurants/hotels.
- iii. The college hosts regular dinners for about 100 - 120 people and there is a need for catering service when the event is hosted at the Executive Center. In addition to this, catering services may also be required for conferences and workshops of different sizes from 30 – 140 heads.

## Contract Terms & Conditions

### i. Bid Terms:

- a. Only one Contractor will be selected for running the Canteen.
- b. Bid security of **Nu.90,000/-** must be submitted in the form of cash or demand draft or unconditional irrevocable bank guarantee in favour of the RTC valid for at least 2 months. This fee is refundable if the contractor's bid is not accepted, or shall be credited toward the security deposit amount in case the bid is accepted. Should the bid be successful, the bidder must renew the bid security in the form of a Bank Guarantee, as per the duration of the contract.
- c. The bidder must render formal acceptance of all the terms and conditions of this tender document.
- d. **Each Contractor submitting a bid should submit his / her experience and technical qualifications, including but not limited to –**
  - i. prior experience in managing food facilities,
  - ii. financial ability to provide adequate working capital, vehicles,
  - iii. Evidence of ability to hire and maintain appropriate staff,
  - iv. Valid trade license and tax clearance certificate, and
  - v. Reference/recognition from previous experience.

The submission should include the proposed number of workers to be engaged in the facility, their experience, and relevant details.

### ii. Conditions:

#### a) Operation duration and timings

The **Canteen** should be open on all 7 days of the week and should be open from 7 AM to 8:30 PM. It must include appropriate hours for breakfast, lunch, and dinner for the RTC community. Further, the timing should be long enough during lunch hours to accommodate day scholars/staff and other day visitors. The opening of the sale in the Canteen should not go beyond 8:30 PM & failure to comply with this clause of the contract will result in major non-compliance/default. Operation beyond this timing is not permissible under normal circumstances and shall require approval in advance, especially during events such as college catering.

The Wet Canteen will remain closed on Sunday mornings for deep cleaning and will open only after noon except for pre-informed orders. During Vacations(Breaks) the timings can be revised.

## b) Food/Menu Options & Variety

A wide range of items/varieties (vegetarian and non-vegetarian items) shall be made available at all times. The daily menu/menu of the day **MUST** be displayed conspicuously along with the approved rates professionally. In addition, the overall Canteen menu including drinks with approved rates must be displayed prominently. **Under no circumstances will the Contractor serve any alcoholic drinks of any kind, tobacco products, and doma to anyone on the RTC campus. Violation of this stipulation will result in immediate termination of the contract with no liability to the RTC whatsoever and forfeiture of the security deposit.**

The Dry Canteen shall serve only pre-prepared / pre-packaged food items and drinks.

## c) Freshness

All pre-prepared items must be replenished/restocked daily and **MUST** be fresh. **Stale servings** shall not be entertained at any cost and appropriate measures to preserve freshness must be adopted at both facilities.

## d) Cooking at Dry Canteen

Cooking is strictly prohibited and is not at all allowed at the facility. Alternatively, Microwave and Tea/Coffee Makers, Water Boilers, etc should be used to heat and serve.

## e) Staffing Commitment and compliance to requirements of the Bhutan Food and Drug Authority (BFDA )

To render smooth services at the Canteen and the Dry Canteen, the contractor should be committed to employing at least sixteen employees preferably in the following capacities:

Position	Wet Canteen	Dry Canteen
Manager/Cashier	1	1
Certified Cook	1	
Assistant Cook	2	
Waiter/Waitress	7	2
Dishwasher	2	
<b>Total</b>	<b>13</b>	<b>3</b>

- All workers including the contractor should be trained in food handling or possess a food handling certificate. A copy of the food handling certificate of all the workers should be provided once the contract is awarded.
- The workers should attend a food handling refresher course and have a health check-up every six months as mandated by BFDA.
- The contractor should also provide a First Aid Box for the canteen staff.

## f) Dress Code & Presentation of the Workers

**The Contractor** should have an **Appearance and Dress Code policy** in place for its workers. Workers should have a uniform dress code preferably national dress and it is also crucial for their attire and appearance to comply with local regulatory requirements of the BFDA. Moreover, the personal hygiene, physical appearance, and attitude of the workers should form an important part of this policy. The Contractor will need to provide workers with all the headgear, aprons, hand gloves, and other necessary utilities to be used regularly while serving and handling food items. **Non-compliance with this policy will incur fines.**

## g) Monthly compliance and performance review

The Canteen Monitoring Committee will collect daily feedback and prepare a monthly performance report. This report will be shared with the contractor each month to review and evaluate their performance.

## h) Standard Utensils, Tableware & Crockery items for serving

The Contractor should have adequate numbers as well as use standard tableware and crockery not only designed for functionality but also for fine everyday dining and catering purposes. The use of ceramic or related products (basically

which are easy to wash and do not leave stains and oil) is highly recommended. Plastic and melamine products and plastic products (in the form of cups, serving bowls, plates, etc.) are not recommended and shall require prior consultation with RTC.

To provide catering services for college activities and events, the Contractor will need to have all utensils and crockery items such as 1-2 buffet sets, serving trays, utensils & related crockery items that are of standard/acceptable quality and use of plastic or melamine utensils will NOT be permitted for catering services.

### **i) Annual Maintenance Contract**

The Contractor will pay the cost of an **Annual Maintenance Contract** for all major kitchen equipment he uses. If such a contract is not available, the Contractor will perform equipment maintenance directly, or hire competent maintenance people as needed, at his own expense. Alternatively, the Contractor may coordinate with the Dining Contractor and get the maintenance done. In any case, it is the responsibility of the Contractor to carry out the maintenance of the equipment. The contractor will have to submit a maintenance report undertaken at the beginning of each semester.

### **j) Use of College Name**

The Contractor shall not use the name of the college for the Canteen including the title of the bills/cash memos, etc., although the Canteen is within the premises of the RTC.

### **k) Provision of Fire Extinguishers**

The Contractor needs to place adequate fire extinguishers at accessible locations. The Contractor will have to train their staff on the usage of the fire extinguishers and ensure that the extinguishers are in good condition at all times.

### **l) Canteen and Dry Canteen Rent**

As mentioned, in anticipation that the contractor shall provide good quality/ varieties of food options and professional catering services as well as maintenance of equipment & furniture and the overall facility, the monthly rent for the use of both the premises for the Canteen and the Dry Canteen has been discounted to only Nu. 25,000/month.

- i) The rental charges for the Canteen will apply on a 12-month/year basis, irrespective of holidays/vacations, and must be paid within the 5<sup>th</sup> of the following month. The rental charge for the next contract term shall be revised based on mutual agreement between the parties.
- ii) A delay in making the payment beyond 5 days will attract a penalty of Nu.100 per day of delay.
- iii) Failure to pay rent beyond 53 days after the due date will lead to the automatic termination of the contract agreement in which case the security deposit will be forfeited.

### **m) Cleanliness, Hygiene Standards & Waste Management**

The Contractor will implement a program of substantially improved cleanliness in the Canteen, including such things as frequent cleaning of tables, cleaning of floors, cleanliness of overall surroundings including the shared toilet with adjacent contractor/washrooms (including floors at access areas to the toilets), outside landscaped area, outside seating, etc, with the result of substantially reducing flies, presence of dogs, etc. The floor has to be washed & mopped daily after the closing hours. The Contractor will need to carry out a deep cleaning of the facility every Sunday. Moreover, the contractor should make sure that workers put on aprons, hand gloves, hair nets, and masks and use forceps/tongs to handle food at all times. Necessary measures to take care of the wastes shall be in place at both facilities viz. appropriate waste bins, clean-up items, mops, insect/fly disinfectants, etc by the contractor.

While RTC allows the Canteen and Dry Canteen to empty dry waste into its garbage bins, the contractor will need to manage the cooking and wet waste on its own. In any case, all waste should be segregated and disposed of properly. Proper bins with lids should be used.

### **n) Service Delivery Standards at the Canteen**

The Contractor shall ensure that the services are delivered promptly with a very minimum waiting time to the Customers. It is the responsibility of the Contractor to provide timely and quality service and ensure efficient service

delivery standards. With discounted rental charges, **service delivery standards at the most reasonable and affordable rates considering the captive market** shall be one of the main yardsticks to gauge the performance of the Canteen and RTC expects highly professional and standard delivery of the services.

The Contractor shall ensure that the services are delivered promptly at the Dry Canteen with a very minimum waiting time to the Customers as the items to be served are pre-prepared or pre-packaged. It is the responsibility of the Contractor to provide timely and quality service and ensure efficient service delivery standards.

The Contractor shall endeavour to put in place a digital token system and an automated system for billing for efficient service delivery.

#### **o) Electricity Charges**

The electricity charges for both the Canteen will be borne by the Contractor.

#### **p) The setting of Prices at Wet Canteen and Dry Canteen**

- i) The prices of the items offered for sale shall be **mutually agreed** upon between RTC and the Contractor. The pricing shall duly take into consideration the discounted rental charges, the captive market, and guaranteed customers visiting the Canteen/Dry Canteen without having to depend on the ad hoc walk-in customers, etc.
- ii) The Contractor will need to submit the rates of the items for agreement/approval including any new item introduced during the operation.
- iii) After completion of probations and depending on the market conditions, the price of the food may be reviewed yearly (during the Fall semester)

#### **q) Requirements for Catering Service**

As mentioned above, the college has several events and activities requiring catering services. These events would be of varying scales ranging from small student activities, regular internal meetings, and dinners to medium to large conferences, hospitality, and entertainment of outside guests including international participants. Some of the basic requirements for the catering service are

- i) The Contractor will need to provide a reasonable choice of items/varieties in terms of menu.
  - ii) Rates for various combinations of the menu provided in the annexure (Set 1, Set 2 & Set 3) will need to be quoted and agreed on. Most catering services will follow either one of these options. However, rates for additional menu items or amended Sets could be negotiated and agreed upon on a case-by-case basis.
  - iii) The venue for the catering service could take place at various locations within the campus.
  - iv) Appropriate utensils for catering such as buffet set, serving trays & crockery, table cloths, cans, flasks, etc. should be available and provided as needed. These should be cleaned, wiped, and maintained properly. Also, a good set of utensils should be available/maintained for VIP and high-profile guests.
  - v) Adequate workers/staff with proper dress code and presentation stated above should be available to render the service from start to finish (setting up, serving, refilling, and winding up).
  - vi) Adherence to timings is important. The Contractor will need to work closely with the college staff who has placed the order for the catering requirements and also be flexible to last-minute changes.
  - vii) While most of the catering will be done from the Canteen, the college will not be under any obligation to place the order for catering service with the Canteen. Depending on its requirements, the college reserves the right to outsource the catering functions to other vendors as appropriate.
- r) **Provision of Panel Heater:** The Contractor will need to place panel heaters of at least 10 panels inside the covered mezzanine space of the Canteen during the cold season.

#### **s) Security Deposit**

The Contractor will furnish a "**Security Deposit**" equivalent to **Nu. 90,000/- (Nu. Ninety Thousand)** only, in the form of cash/DD/Cash Warrant or unconditional irrevocable bank guarantee valid for at least 12 months from the date of award of Contract. The Security Deposit will be returned to the contractor at the end of the lease; less any penalty imposed or unsettled liabilities with RTC if any.

## t) Penalty

In case the Contractor fails to fulfil the requirements set out in the contract (including but not limited to the following), a penalty for non-fulfilment of the same shall be applied as per the following:

SL#	Violation	Example (including but not limited to the following)	Penalty per instance
1	Soft objects found in food	Hair, plastic, insects, etc.	Nu.3000
2	Hard/Sharp and other dangerous objects found in food	Nails, stones, glass, hard plastics, steel wool etc.	Nu.5,000 + Can be sued by the customer
3	Unclean utensils	Cups, glasses, and plates are not washed properly.	Nu.1000 (Can be doubled in case the hygiene of the utensils is severely compromised)
4	Personal hygiene of workers	Failure to use uniform, aprons, head gears, mask, and gloves.	Nu.1,500 for the first instance
5	Inappropriate Behaviour	Workers found intoxicated, abusive towards customers	will be construed as a major default.
6	Serving stale food	Complaints related to foul smell, stale servings, etc.	Nu.5,000
6	Non-compliance of the operation time	The Canteen does not open/close as per the contract	Nu.3,000
7	Cleanliness (Minor)	1. Failure to clean the Canteen furniture, Canteen area, and other surrounding areas 2. Disposal of kitchen waste in the designated place 3. Toilet Cleanliness 4. Letting dogs inside the Canteen hall, etc.	Nu.3,000
8	Cleanliness (Major)	1. Failure to clean the exhaust hood and kitchen area 2. Failure to clean window glasses, ledges, nets, fans, etc.	Nu.5,000
9	Maintenance	Failure to repair any major piece of equipment within 7 days	Nu.5,000
10	Staffing (Minor)	Inadequate staffing	Nu.3,000
OTHERS: AS AND WHEN DETERMINED BY THE CANTEEN COMMITTEE, WILL BE COMMUNICATED TO THE CONTRACTOR IN ADVANCE.			



For any rule or rules stated above:

1. Penalty for the violation for the first instance shall apply as per the above chart unless stated otherwise.
2. Violation of the same rule for the second instance in the same calendar month will attract **Twice** the initial amount of the fine.
3. Violation of the same rule for the third instance in the same calendar month will attract **Five times** the initial amount of the fine.
4. Subsequent violations thereafter of the same rule will be construed as a major default as per the following clause.

**Any violations not specified above but the committee feels is a gross failure/negligence on the part of the contractor shall be subject to the penalty as decided by the Canteen Committee.** Depending on the severity of such violations, the College will take appropriate action including termination of the contract.

#### u) **Default by Contractor:**

- i. The following constitute events of Default:
  - a. Failure to offer a significant variety of both vegetarian and non-vegetarian food at all required times in the Canteen and Dry Canteen.
  - b. Health violations
    - i. Permitting employees to work with any known contagious illness - failing to test workers timely as required by BFDA.
    - ii. Failure to properly clean all dishes, utensils, and tables after each meal and maintain a high level of hygiene and cleanliness of the premises. RTC will conduct random inspections to ensure health standards, and the Contractor must have procedures to ensure employees comply with these standards.
  - c. Canteen or Dry Canteen closed more than two days in any month without required notice.
  - d. Failure to repair any major piece of equipment within 4 days.
  - e. Non-compliance to the dress code and presentation requirements.
  - a. Failure to maintain required standards for food quality, quantity, variety, or freshness.
  - b. Prices in the Canteen and Dry Canteen exceed the agreed-upon levels or introduction of new items without seeking approval for the rates being charged.
  - c. Failure to meet agreed-on standards on maintenance of equipment, furniture, and facilities.
  - d. Failure to comply with the operation timings
  - e. A delay in making the payment beyond 5 days will attract a penalty equivalent to Nu.100 per day of delay and constitute a minor default. For delays beyond 53 days, the contract shall be terminated automatically at the discretion of RTC and the security deposit will be withheld.
- ii. If a **Default** remains uncured for more than 15 days beyond the initial notice of default, RTC may terminate the contract forthwith. In such a case the Security Deposit of the Contractor will be forfeited.

#### v) **Terms and conditions for Executive Center**

The operational terms and conditions for the Executive Center on a full-time basis will be determined later and on the strength of the Contractor's capacity and interest. In any case, the mutual consent of the Contractor shall be obtained before the extension and award of the contract.

#### w) **Probation**

The Contractor will be on probation for six months from the start of the contract. Three weeks before the end of the Probation period, RTC will give the Contractor written notice if RTC intends to terminate the contract at the end of the Probation period. RTC reserves the right to terminate the contract at the end of the Probation period in the event of repeated events of default by the Contractor.

#### x) **Other terms:**

- i. RTC may terminate the contract for extended defaults as **per section (u)** above or has the option to terminate the Contract by providing three months' notice in case the services provided are found to be unsatisfactory or otherwise. The Contractor must give **at least three months' notice** for any termination or pay to the RTC an amount equivalent to three months' rent in lieu thereof in addition to the security deposit amount which will be forfeited under such circumstance.

## **Contract Renewal**

- ii.** Three months before the end of the contract, both parties will assess whether renewal is mutually desirable. RTC will notify the Contractor no later than two months before the end of the contract if the contract will be renewed on mutually agreeable terms, or otherwise terminate at the end of the contract.
- iii.** If the contract is not renewed, the Contractor agrees to fully cooperate in all aspects of the transition to a new Contractor, including review of all practices and any outstanding service issues. The Contractor will turn over facilities, equipment, furniture, utensils, etc. in the same condition as first received, having replaced all broken/damaged items.
- iv.** Under no circumstances will the Contractor serve any alcoholic drinks/Tobacco products of any kind to anyone on the RTC campus. Violation of this stipulation will result in immediate termination of the contract with no liability to the RTC whatsoever and forfeiture of the Security Deposit.
- v.** As part of the required maintenance provisions the Contractor shall be bound by the following provisions:
  - a)** No alteration, additions, or other changes shall be made to the premises by the Contractor without the prior written permission of RTC. In case any changes or alterations are made by the Contractor without the written permission of RTC, the Contractor will be held liable for any expenses incurred to restore the premises to the original state.
  - b)** In the case where the contractor has made lawful alterations/modifications to the premises that enhance the value of the facility and wishes to vacate the property, RTC may agree to compensate the Contractor. In such a case, the compensation could be based on the salvage/depreciated value of the assets installed and the usefulness of the assets to the next probable Contractor.
  - c)** The Contractor shall be responsible for carrying out at his cost periodical repairs such as whitewashing, painting, etc. to maintain the property in worthy condition and also notify RTC of the need for any major repairs, (including the repairs of electrical mains, water supply, and sewage system as soon as they become necessary), which RTC will carry out at its expense. However, day-to-day maintenance of utility services, minor works, fittings, and fixtures shall be done at the cost of the Contractor.
  - d)** The Contractor shall be responsible for handing over vacant possession of the property to RTC with all equipment, fittings, fixtures, and furniture in working order at the termination of the contract. The Contractor shall hand over the premises to RTC in the same condition that it was handed over to the Contractor. In case of damages and/or loss of any item, the repairs/replacement shall be at the cost of the Contractor. In case, the damages/losses have not been fixed within two weeks of contract termination, the damaged/ lost items will be replaced by the RTC and the expense incurred (including material, labour, and handling charges) will be deducted from the security deposit.
  - e)** The Contractor shall comply with all the rules and regulations of the local authorities with regard to the use of the property.

**Annex I**  
**Details of Premises Layout and Kitchen Equipment**

Attached to this Annex are the following documents:

1. The list of Stainless Steel Kitchen Equipment that will be provided for the facility.
2. A list of the furniture (consisting of mainly tables, chairs, and benches) for the Canteen will be handed over to the successful Contractor at a later date.

<b>List of Equipment/Furniture at the RTC Canteen</b>				
<b>Sl</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>Remarks</b>
<b>1</b>	<b><i>Stainless Steel Kitchen Equipment</i></b>			
	a) Work Table with two sinks (1900x550x850)	No.	1	
	b) Work Table with sink (1000x750x850)	No.	1	
	c) 3-Burner Range (2500x750x600)	No.	1	
	d) Exhaust Hood (2500x1050x500)	No.	1	
	e) Working Table (1200x600x850)	No.	2	
	f) Exhaust Hood (4100x1050x550)	No.	1	
	g) 4 Burner Range (2800x750x850)	No.	1	
<b>2</b>	<b><i>Furniture</i></b>			
	a) Table Two Seater -Wooden	No.	13	
	b) Bench Two Seater - Wooden	No.	26	
	c) Table Three Seater - Wooden	No.	9	
	d) Bench Three Seater - Wooden	No.	18	
	e) High table Two Seater - Wooden	No.	5	
	f) Outdoor Steel Table	No.	9	
	g) PVC Bench Without Back Rest	No.	16	
	h) Outdoor Aluminum City Black	No.	16	

A decent space in close proximity to the Canteen will be provided as the space for the Dry Canteen with counter design. Electrical outlets are also available.

**Annex II**  
**Financial Bid Form**

The Contractor must render its acceptance of the monthly rental charge of Nu.25, 000/- by filling in the following bid form.

**Canteen and Dry Canteen**

1. **Monthly Fees** you will pay to RTC to run the Canteen and Dry Canteen: Nu.\_\_\_\_\_ /month

**2. Rates for Common Items in the Wet Canteen and Standard Catering Rates:**

The Contractor is asked to provide its best rates for some of the common items for sale in the Canteen in the prescribed format below.

*Please note the list includes only common items and is not exhaustive. **Contractors are welcome and encouraged to provide additional choices** in Menu and are also allowed to introduce items during the contract period. However, the rates for additional items to the Menu should be agreed upon mutually as mentioned in the contract terms above.*

SL#	Item	Unit	Rate/Unit (Nu.)	Remarks
<b>A: RATES FOR COMMON ITEMS AT THE WET CANTEEN</b>				
1	Milk Tea	Per Cup (Single)		
2	Black Tea	Per Cup (Single)		
3	Milk Coffee	Per Cup (Single)		
4	Black Coffee	Per Cup (Single)		
5	Suja	Per Cup (Single)		
6	Veg Momo	Per plate (5 Pcs)		
7	Non-veg Momo	Per plate (5 Pcs)		
8	Veg Bathup	Per Plate		
9	Non-veg Bathup	Per Plate		
10	Veg Fry Rice	Per Plate		
11	Non-Veg Fry Rice	Per Plate		
12	Veg Chowmein	Per Plate		
13	Non-Veg Chowmein	Per Plate		
14	Veg Spaghetti	Per Plate		
15	Non-Veg Spaghetti	Per Plate		
16	Sukha roti / Chapati	Per Piece		
17	Alu paratha	Per Piece		
18	Koka (Cooked)	Per Plate		
19	Maggi/Wai Wai (Cooked)	Per Plate		
20	Omelette/Scrambled/sunnyside up	Per Plate		One plate = 1 egg
21	Bread Toast /Butter Jam	Per Plate		One plate = 2 slices
22	Puri Sabji	Per Plate		One plate = 3 puri
23	Chola Batura	Per Plate		One plate = 1 batura
24	<b>Buffet Lunch (Non-Veg):</b> 1) Rice	Per Plate		

	2) Dal 3) Non-Veg Curry 4) Eazy			
25	<b>Buffet Lunch (Veg):</b> 1) Rice 2) Dal 3) Veg Curry 4) Eazy	Per Plate		
26	<b>Buffet Lunch (Veg + Non Veg)</b> 1) Rice 2) Dal 3) Veg Curry 4) Non-Veg Curry 5) Eazy	Per Plate		
27	Non-Veg Curry	Per Bowl/Plate		
28	Veg Curry	Per Bowl/Plate		
29	Juices, bottled drinks, Mineral Water.	@MRP		To be sold at MRP

**B: RATES FOR COLLEGE CATERING**

#	Items/Set	Up to 30 Heads	31 Heads and above	Remarks
<b>Set 1</b>	Rice, Non-Veg, Veg, Dal, Green Salad			
<b>Set 2</b>	Rice, Roti/Nan, Non-Veg-1, Non-Veg-2, Veg, Dal, Green Salad, Dessert			
<b>Set 3</b>	Rice, Roti/Nan, Non-Veg-1, Non-Veg-2, Veg-1, Veg-2, Dal, Green Salad, Dessert			

**Note:**

1. Service charges are not applied for college catering works.
2. College may order for certain heads but the Contractor should be flexible to accommodate additional heads beyond a certain threshold of actual heads. Additional charges may be applied for exceeding the agreed threshold and such threshold must be explicitly agreed upon in the contract. This threshold will initially be determined at 10 heads, i.e. if the order is for 20 heads there won't be any additional payment up to 30 heads, and for heads exceeding 30, payment per head as per work order rates will be paid.

**C: ADDITIONAL ITEMS FROM CONTRACTOR'S SIDE TO BE SOLD AT THE WET CANTEEN (Please use additional sheets if required)**

SL#	Item	Unit	Rate/Unit (Nu.)	Remarks
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 3. Rates for proposed items to be offered in the Dry Canteen

Contractors are welcome and encouraged to provide additional choices in Menu and are also allowed to introduce items during the contract period. However, the rates for additional items to the Menu should be agreed upon mutually as mentioned in the contract terms above. *Items at the Dry canteen should be exclusive and should not overlap with items provided at the wet canteen.*

SL#	Item/Particulars	Unit	Rate/Unit (Nu.)	Remarks
1	Veg Burger	Per piece		
2	Non-veg Burger	Per piece		
3	Veg patty	Per piece		
4	Non-veg patty	Per piece		
5	Pastry	Per piece		Depending on type
6	Fruit Smoothie + fruit juice	Per glass		
7	Potato Wedges	Per Plate		
8	French Fries	Per Plate		
9	Chicken/Pork Sausage	Per Piece		
10	Coffee	Per cup		Depending on the type of coffee
11	Veg Cheese Sandwich	Per Piece		
12	Egg/non-veg Sandwich	Per Piece		
13	Veg- Roll	Per Piece		
14	Non- Veg Roll	Per Piece		
15	Fruit bowl	Per Plate		



### Annex III - Other Details

- i. Name of the Establishment as in Trade License: \_\_\_\_\_
- ii. Name of the Proprietor: \_\_\_\_\_
- iii. Licence No. \_\_\_\_\_ Year of Establishment: \_\_\_\_\_
- iv. Address: \_\_\_\_\_
- v. Name of the Authorised person who will be in charge of the Canteen and Dry Canteen: \_\_\_\_\_
- vi. Contact no. of the Authorised Person \_\_\_\_\_

vii. Please state your experiences in managing food facilities/restaurants in the past. Attach any relevant documents, such as letters of reference, etc.



viii. Please state your financial capability and the firm's potential to provide adequate working capital, vehicles, etc.:

ix. Please specify the number of staff and their composition/mix you intend to have with you on a full-time basis: