

TENDER DOCUMENT FOR

MANAGING AND OPERATING

THE BOOK & CONVENIENCE STORE/MINI MART

AT THE

RTC CAMPUS AT NGABIPHU

5 November 2022

## **RTC Tender for Book Store and Convenience Store**

Interested eligible parties are invited to **submit their bids for managing and operating the Book Store & Convenience store/Mini Mart** at the RTC campus. Tender documents can be downloaded from our website at [www.rtc.bt](http://www.rtc.bt). Tenders will be available from Saturday, 5 Nov. onwards and the submission deadline is 21 Nov. 2022.

Tender submission date : 21 November 2022

Tentative contract signing date : 30 November 2022

Commencement of services : 1 February 2023

For further information or to arrange for a site visit you may contact us at 351801 (Ext.128) or 17350118

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## **TERMS AND CONDITIONS**

### **1. Background**

The RTC invites interested eligible Contractors to establish and operate the Book and Convenience Store at the RTC campus in Ngabiphu, which will primarily include providing textbooks and other course materials, photocopy & printing capability, and sale of miscellaneous items needed by the students and associated services.

**With regard to textbooks**, the Contractor will be responsible for stocking a sufficient number of books for each course to meet student demand each semester.

- a. The college, after doing preliminary studies and enquiries with the bookstore, will provide the details of requested textbooks and projected student numbers at least 1.5 months before the delivery date.
- b. Delivery date is normally one week before the start of the semester (start date of the semester is **approximately** 1 March for spring and 1 August for fall).
- c. The Contractor will use the information provided to work out the textbook numbers to be stocked. However, the Contractor shall be responsible to make available enough copies of each textbook to at least 50% of the projected students.
- d. In case of any unanticipated difficulties impeding the supply of textbooks, the Contractor should notify RTC within two weeks of receipt of information/supply order from the college. RTC will respond within one week with any alternative/suggested changes for the Contractor to resolve the difficulty.
- e. In any event, the contractor must ensure that the books are available one week before the first day of classes for each semester.
- f. Students will be encouraged to place orders with the store as far in advance as possible. The store will be permitted to require students to place a deposit for any advance book orders.
- g. The Contractor should be able to take orders for the books immediately after signing the Contract Agreement and should try to deliver the books for the coming semester at an earliest. For the future semesters, the deadline shall be set by the concerned department as per the start date.
- h. With guidance from the concerned Department, the Contractor can also consider arrangements to Buy Back relevant books from the students.

### **2. Basic Requirements for the Contractor**

- a. The initial contract exclusive of the initial mobilization period will run for approximately two years (four semesters), starting around 1 February, 2023 until the completion of the Fall Semester at the end of December 2024. In case the performance of the Contractor is found to be satisfactory and the renewal terms are mutually acceptable, the RTC would like to extend the contract to three years or beyond.
- b. The contractor must ensure that sufficient quantities of course books and similar materials for each course will arrive on time for the start of class each semester.
- c. In addition to course related books, the contractor is encouraged to supply some books for informal reading of the students.

- d. The store must also provide some significant selection of other items that students may want to buy on campus, such as various stationary items, basic supplies (pens, paper), small equipment (e.g. calculators, thumb drives), small personal items (e.g. toiletries).
- e. The contractor will also be permitted to sell such things as prepackaged food, but may not compete directly with the Cafeteria which will be selling cooked/prepared food. The bidder must specify the types of products s/he expects to handle through the store, within these general guidelines. The Contractor is **not allowed** to sell Doma, tobacco and related products, etc. The Contractor shall be responsible for the cleanliness of the surrounding area of the bookstore.
- f. **City Bus Recharge Outlet:** The Bookstore has been designated as the official City Bus recharge station or outlet on campus to provide the recharging service to the City Bus Smart Cards holders (mostly students and other general community). Therefore, the Contractor will be required to provide this service in close coordination with the relevant offices (RTC Administration/Student Services Department Office, City Bus Office) and comply with the necessary requirements and periodic reporting thereof.
- g. **Pricing**  
 The Contractor will be allowed to charge up to the publisher's retail price (MRP) on course related books and other course materials. The sale of other books and non-book items should be at prices competitive with / similar to those in Thimphu.  
 For any bulk purchases of books/course-pack, the vendor is expected to offer a bulk discount of 10% for the MRP. The College is, however, not obligated to purchase all its textbooks requirements from the RTC Books & Convenience Store.
- h. **Photocopy, Printing and associated services**  
 The contractor must supply a photocopy machine or service at attractive rates for the students (e.g. Nu.1-1.5 per page). Bidders must specify the proposed rate for photocopies in this bid.  
 The contractor is required to offer computer printer services (e.g. for students to print their course projects and internet articles). Bidders must specify the proposed rate for printing service in this bid. In addition to these, the contractor is encouraged to provide other services such as binding, scanning, etc.
- i. The quality of the printouts/course pack should be acceptable in terms of legibility and binding.
- j. The bidder is encouraged and should specify whether she/he intends to employ RTC students in the facility, and if so how many and the wages proposed.
- k. Ideally, the book store should be open from 9 AM to 8 PM from Monday to Saturday. The bookstore could be open on Sunday also. Bidders should specify the hours they intend to operate and these operating hours should be posted conspicuously.
- l. The bidder must specify the rent he proposes to pay per month to the RTC for use of the space and the right to operate the on-campus store. In deciding on the bids, RTC will take into account other aspects of the bidder's proposal which are particularly attractive (e.g. hours of operation, low photocopier/printing rate; employment of RTC students, etc.).
- m. A bidder must provide a write-up / proof of his financial and operational ability to obtain the necessary books and other items in a timely manner. Having good contacts and rapport with credible suppliers and vendors in India and the region will be an advantage.
- n. The dimensions of the bookstore facility are: 8.4 M x 4.0 M (361 sq ft) and is provided with built-in shelves/rack. To create additional space, the College has also installed a mezzanine floor which could be used for storage and other purposes.
- o. All communication/correspondence between the Contractor and RTC should be done in writing.
- p. For interested bidders, following items of equipment (required for the operation of RTC Book/ Convenience store) belonging to the existing Contractor are available for purchase on mutually agreed terms between the successful bidder and the current Contractor.

Item	Quantity
Photocopy Machine Konica Minolta 195	1
Photocopy Machine Konica Minolta 206	1
Photocopy Machine Konica Minolta 225	1
Table for Copier with door	2
Table for Copier with door	1
Wi Fi Connection set up / equipment	2
Color Print Epson	1
CCTV Connection Set with four Camera	1
Heating Oven	1
Plastic Table in Counter	1
Cash Counter Table BPPL	1
Laptop Samsung 14'' n 18'' 4GB RAM	2
Laptop Lenovo 14'' 4GB RAM	1
Cake Display Counter	1
Ice Cream Fridge	1
Juice Cooling Fridge Double Door	1
Binding Machine Heavy Duty	1
Binding Machine Light Duty	1
Computer Paper JK (box)	5
Spiral Hook 6mm (box)	6
Spiral Hook 8mm (box)	8
Spiral Hook 10mm (box)	8
Spiral Hook 12mm (box)	3
100 MRC plastic sheet	7
Extension Cord	4

### 3. Other terms

a. Course books and other course materials must be available as specified in the Background section and in section 2(b), and all other inventory should be available no later than March 1, 2023.

#### b. Rent & Electricity Charges

- i. Rent will be charged on the basis of 12 months/year (irrespective of holidays / vacation).
- ii. Rent must be paid within 5 days of the end of the month. Delay in payment will attract a penalty equivalent to Nu.100 per day of delay. Failure to pay rent beyond 53 days after the due date will lead to automatic termination of contract agreement. In such a case, the security deposit shall be forfeited.
- iii. The electricity charges for the premises will be borne by the Contractor.

#### c. Renewal of contract:

- i. RTC will give 60 days' notice before the end of the contract, as to whether or not it intends to renew the contract on mutually agreeable terms.
  - ii. The Contractor must give notice to RTC of at least 90 days before the beginning of the next semester, and in any event at least 60 day notice before the end of the initial contract, if he desires to extend the contract beyond the initial one year term.
- d. **A bid security** of Nu.24, 000/- (Nu.Twenty Four Thousand only) must be submitted in the form of cash or demand draft or unconditional irrevocable bank guarantee in favor of the RTC valid for at least 2 months.

This fee is refundable if your bid is not accepted, or shall be credited toward the security deposit amount in case your bid is accepted.

e. **Security Deposit:** The Contractor must place a security deposit equivalent to three months' rent with the RTC, in the form of cash or unconditional bank guarantee valid for at least 15 months. The deposit will be returned to the contractor at the end of the lease, less any penalty imposed or any costs incurred as described in sections given below.

f. **Termination and penalties:** The Contractor needs to provide at least 90 days of prior notice if she/he wants to terminate the contract before the end of the contract tenure. If the notice period is not fulfilled, s/he has to pay the three months' rent or prorated amount, in lieu of the notice period.

The RTC may terminate the contract immediately in the event of a Default which the contractor has not cured within fifteen days of receiving notice of default from the RTC. Potential defaults include:

- i. Failure to pay rent more than 53 days after the due date.
- ii. Failure to provide course books and similar materials, in adequate quantities to meet student demand, by the beginning of each semester. This provision will pertain to all course books and materials specified in writing to the contractor by RTC at least one month before the beginning of each semester. In the event of a default, RTC may elect to impose a penalty (imposed no more than once in each semester), equivalent to one month's rent in lieu of terminating the contract.
- iii. Failure to comply or gross violation of terms and conditions of the agreement.
- iv. In case of termination of the contract, the security deposit shall be forfeited. No refunds shall be admissible.

g. In the event the same course book or other course materials are used in subsequent semesters, the contractor will set up a procedure for students to sell used books back to the bookstore, and these used books can then be sold at appropriate used prices in the subsequent semester to other students.

h. **Required maintenance provisions:**

- i. 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 alteration 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.
- ii. In cases where the contractor has made lawful alteration/modifications to the premises that enhances 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.
- iii. The contractor shall be responsible for carrying out at his/ her cost periodical repairs such as white washing, painting, and 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.
- iv. The contractor shall be responsible for handing over vacant possession of the property to RTC with all fittings and fixtures 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 to the contractor. In case of damages and/or loss of any fixtures/fittings, etc. 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 RTC and the expense incurred (including material, labor, and handling charges) will be deducted from the security deposits.
- v. The contractor shall comply with all the rules and regulation of the local authorities with regard to the use of the property.

Bids must be submitted to RTC by **21 November (by 4PM)**, at RTC Campus at Ngabiphu. Please contact us at 351801 (Ext.128) or 17350118 for further information.

**Tender for RTC Book & Convenience Store**  
**Financial Bid Form**

1. Bidder Details
- a. Name of Bidder : \_\_\_\_\_
  - b. License No. : \_\_\_\_\_ (attach copy of valid License)
  - c. Address : \_\_\_\_\_  
\_\_\_\_\_
  - d. Contact details : \_\_\_\_\_  
\_\_\_\_\_

2. Past Experience & Evidence of Financial & Operational Ability of the Bidder (please attached separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Proposed monthly rent payable to RTC : \_\_\_\_\_

4. Proposed hours of operation : \_\_\_\_\_

5. Proposed rate for essential services:

SL #	Item/Service type	Up to 19 pages (Normal rate, Per Page)	20 pages and above (Bulk rate, per page)
1	Photocopy-Single side for A4		
2	Photocopy-Both sides for A4		
3	<b>Printing</b> (Black & White)-Single Side A4		
4	<b>Printing</b> (Black & White)-Both Sides A4		
5	<b>Printing</b> (Color)-Single Side A4		
6	<b>Printing</b> (Color)-Both Sides A4		
7	Spiral Binding – 16mm		
8	Spiral Binding - others		

6. Other factors:
- a. Proposed staffing plan and their accommodation arrangements \_\_\_\_\_  
\_\_\_\_\_
  - b. Proposed types of products to be offered in store : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby accept all the terms and conditions of the bid document as outlined above. Please render your acceptance by signing on all the pages of the bid document.

Signature of the Bidder:

Date :