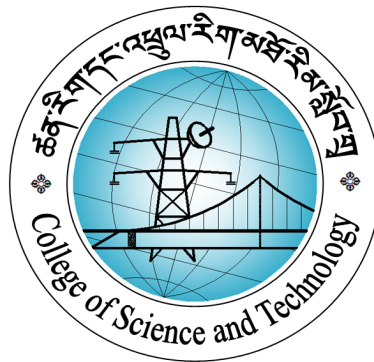

༄༄། འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མེ།

༄༄། ཚན་རིག་དང་འཕུལ་རིག་མཐོ་རིམ་སློབ་གྲྭ།

Royal University of Bhutan

College of Science and Technology

Rinchending: Bhutan



Bidding Document for Operation of kiosk.

Title of work:

Operation of Kiosk at College of Science and Technology Campus, Phuentsholing.

Terms and conditions for the operation of Kiosk at College of Science and Technology, Phuentsholing.

1. The College of Science and Technology, Phuentsholing, intends to operate a Kiosk at the College of Science and Technology campus. A purpose-built space is available for the operation of the kiosk.
2. The President of the College of Science and Technology, Phuentsholing, now invites sealed bids from eligible bidders for the operation of the Kiosks on lease. Interested eligible bidders may obtain further information on the bid from the office of the: Administrative Officer, College of Science and Technology, Phuentsholing, Tel 17303697.
3. No Spouse or dependent of staff shall be allowed to participate in supplying goods and services to the College where the staff is employed or has authority over it. If any are found, the contract will be terminated.
4. The bid security and the performance security should be furnished in the name of the President, College of Science and Technology, Phuentsholing, Bhutan.
5. All Bids must be accompanied by a Bid Bond in the form of a Demand Draft or bank guarantee for the lump sum amount of Nu.7000.00 (Seven Thousand) only in the currency of the bid and must be delivered along with the bid at the office of the President, College of Science and Technology, Phuentsholing, Bhutan, on or before 10:00 AM on 20th April 2026 and will be publicly opened on the same day at 10: 15 AM.
6. The Bid Bond/Bid Security amount shall be denominated in the currency of the bid. The bid security shall be valid for a minimum of ninety (90) working days and shall be in one of the following forms (bank guarantee, Demand Draft, or any suitable form acceptable to both parties). Any bid not secured with the bid bond will be rejected as non-responsive Bids. The unsuccessful bidders' bid security will be discharged/returned as promptly as possible upon finalization of the award of bid, but in any event not later than thirty (30) working days after the expiry of the period of bid validity prescribed by the College of Science and Technology. The successful bidder's bid security will be discharged/returned upon the bidder's signing of the Agreement and furnishing of the performance security.
7. The agreement shall be made for an initial period of 2 (two) years.
8. The bid security may be forfeited – if a bidder withdraws its bid during the period of bid validity as specified in the tender document or in the case of a successful bidder, if the bidder

fails to sign the agreement as specified in the bid document or to furnish the performance security.

9. The College of Science and Technology shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
10. **Clarification of Bidding Document** - prospective bidders requiring any further information or clarification on the bidding documents may notify the College of Science and Technology in writing or by telex or fax at the mailing address indicated herein. The College of Science and Technology will respond in writing to any request for information or clarification of the bidding documents that it receives no later than seven (7) days before the deadline for the submission of bids as prescribed in the bid document, provided that the clarification sought is reasonable for the College of Science and Technology.
11. **Amendments of Bidding Document** – at any time prior to the deadline for submission of bids, the College of Science and Technology may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment will be notified in writing or by telex or fax to all prospective bidders, which have received/purchased the bidding documents and shall be binding on them. To afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, the lessee may, at its discretion, extend the deadline for submission of bids. The bidders are required to acknowledge receipt of any such amendment to the bidding documents and all such amendments shall be submitted along with the bid.
12. **Documents comprising the bid-** the bid prepared by the bidder shall comprise the following components. A bid form completed in accordance with bid form and price clause; documentary evidence (License) establishing the bidder is eligible to bid and to operate the Wet kiosk. Bid security furnished in accordance with the requirements of the bidding document.
13. **Price adjustment-** No price adjustment on labor, materials, services or any other component pertaining to the performance of the agreement shall be entertained. **The rate of the item quoted by the bidder will remain fixed and valid for two years from the date of signing of the contract (item list provided in Appendix 2).** The proposal for the revision of the rates/prices on the items or any new item with rates/prices, if any, by the awardee will be

studied by the Management Team at the College, and new rates or new items with rates will be fixed and approved.

The market rates of the consumable commodities, affecting the kiosk menu, prevailing at the time of the lease agreement and at the time proposed for the revision of the rates will be studied prior to the approval of the revised rates.

The kiosk operator and awardee shall not have the right to revise the rates of items that are offered in the bid without the consent/ approval of the College Management. Accordingly, the price for the new commodity/item which is not included in the list of items in the BoQ/menu list at the time of bidding, will be jointly agreed upon and fixed by the College Management and the kiosk Management/Awardee.

14. Period of Bid Validity –Bids shall remain valid for a period of sixty (60) days after the date of bid opening prescribed by the College of Science and Technology, pursuant to the Deadline for Submission of Bids Clause. A bid valid for a shorter period may be rejected as non-responsive.
15. The Bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to sign on behalf of the bidder. The person or persons signing the bid shall initial all pages of the bid, except for unamended printed literature. The name and position held by each person signing the bid must be typed or printed below the signature. The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections.
16. The bid must be addressed to the College of Science and Technology, bear the bid no. **CST/Kiosk-tender/2026/PKG-01/APRIL/** and the words **“DO NOT OPEN BEFORE 20th April 2026** , the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”. The bid(s) shall be accompanied by a forwarding letter, and the bidder’s terms and conditions if deviated from that prescribed in the bid document.
17. If the outer envelope is not sealed and marked as required by the above Para, the College of Science and Technology will assume no responsibility for the bid misplacement or premature opening.
18. The awardee shall operate the kiosk in the Institute. The bidders need to possess the trade license for the operation of the kiosk.

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19. **Opening of the Bid-** The College of Science and Technology will open bids, in the presence of the bidder representative who chooses to attend, at the Date, Time, and Location identified for the bid submission. The bidder's representatives who are present shall sign a register evidencing their attendance. The lessee shall inform the bidders in writing if the Date or Time or Location of the opening of the Bids is changed.
20. The bidder's names, Bid price, modifications, Bid withdrawals, and the presence or absence of the requisite Bid security and such other details as the lessee, at its discretion, may consider appropriate will be announced at the opening. The lessee shall prepare minutes of the Bid Opening.
21. **Right to accept any bid and to reject any or all bids-** The awardee reserves the right to accept or reject any bid without assigning any reason and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for the lessee's action.
22. **Award of contract-** The College of Science and Technology will determine to its satisfaction whether the bidder selected as having submitted the best-evaluated bid, responsive bid is qualified to satisfactorily perform the contract. The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of bidder's qualification submitted by the bidder as well as such other information as the college deems necessary and appropriate, in addition to the monthly rent amount and the discount rates of the items offered by the bidder in its offer. The College of Science and Technology will award the contract to the successful bidder whose bid has been determined to be lowest evaluated with respect to the discount rate on the items, responsive bid, provided further that the bidder is determined to be qualified to satisfactorily perform the contract.
23. **Signing of contract-** At the time of notification of award, the College of Science and Technology will send the successful bidder the Agreement Form, provided in the bidding documents, incorporating all agreements between the parties. Within ten (10) days of receipt of the Agreement Form /notice of award, the successful bidder shall sign and date the contract / Agreement and return it to the College of Science and Technology, which shall be kept in the custody of the college.

24. The kiosk should be made operational within 30 days from the date of signing of contract.
Any delays in the establishment and operation of the kiosk will be viewed seriously, and this may lead to the cancellation of the award.
25. The operation of the kiosk will be awarded for two years (24 months) initially. This can be renewed upon the expiry of the first award period, upon the mutual consent of both parties. However, if the college is not satisfied with the service provided by the awardee, the college may issue a written notice to terminate the Agreement at any time prior to the expiry of the award's validity. Similarly, the awardee, if not interested in continuing to provide the service, may issue a written notice for the termination of the Agreement. Either party wishing to issue a written notice shall give at least two months' notice period.
26. If the awardee is interested in continuing to operate the kiosk on the initial terms and conditions, a written request must be submitted to the college at least two months prior to the expiry of the operation period. Failure to receive such notice, the college shall look for alternative ways to run the kiosk upon the expiry of the agreement.
27. The successful bidder will be required to furnish a security deposit of sum of Nu **20000.00 as performance security**. The proceeds of the performance security shall be payable to the college as compensation for any loss resulting from the awardee's failure to perform its contract satisfactorily. The performance security shall be valid for a period not less than 24 months from the date of signing the contract.
28. The successful bidder will be required to pay the rent as per the Service (Appendix 2) and rental charges
29. For space at the rate of **(rent-10,160.00+ furniture-2817.00) (Ngultrum Twelve Thousand Nine Hundred Seventy-Seven only)** per month based on the regulation including the cost of furniture.
30. The rent for the kiosk must be paid before the 7th day of the next month failing which a fine of Nu 45/- per day will be charged.
31. The lessee shall be responsible for the payment of the water and electricity bill of the kiosk building and will not claim any reimbursement of the expenses on the account.
32. Minor maintenance and replacement of utilities of the kiosk and its premises should be borne by the operator
33. The kiosk will not be authorized to sell intoxicating items such as alcohol, cigarettes, tobacco, etc.

34. The awardee/ kiosk operator shall organize to maintain high decency and peaceful environment within the kiosk complex.
35. The awardee/ kiosk operator shall prepare and put up the menu (with rates) in the kiosk for information of all the guests willing to take the services in the kiosk.
36. The awardee/ kiosk operator shall open the kiosk from 7:00 am upto 10:00pm throughout the semester and up to 9:00 pm on all other times including vacation.
37. The awardee/ kiosk operator shall open the kiosk on all days including **Sunday and government holidays** as prescribed in **32**.
38. The awardee/ kiosk operator will arrange to serve the order in the office premises within 30 minutes in case of tea and readymade snacks.
39. The awardee/ kiosk operator will make sure all official serving will be done in formal dress (Gho/Kira) or proper kiosk uniform as approved by the College committee.
40. Inspection and test awardee/ kiosk operator will permit the awarder / Institute Authority to enter the kiosk store/kitchen at any time and check the quality of food items being served or being processed for preparation. The awardee/ kiosk operator will be required to maintain a very high level of hygiene within the premises; failure to do so serious action will be taken against the kiosk management and may lead to the cancellation of the agreement.
41. The kiosk shall arrange to serve all items put up in the menu when order are placed for hours in advance, and the items or part of the items are not banned in the country.
42. Stale food should not be served.
43. **Licenses and permits**- The awardee/ kiosk operator shall be a Bhutanese national to operate the wet kiosk/hotel and will be responsible for the renewal of the license.
44. **Furniture and Equipment**- The furniture attached in Appendix 1 will be provided. The awardee will have to arrange his or her equipment and additional furniture if required.
45. The bidder may propose their own terms and conditions if deviated from the terms and conditions stated herein. The bid evaluation will take into account the conditions proposed by the bidder.
46. The furniture provided (appendix 1) need to be returned in good working condition during the cancellation of the agreement or at the expiry of the agreement term, whichever is early and is responsible for any damage or loss to the property (structure, furniture and equipment). Replacement of any damaged items should be made of the same brand.

47. The decision taken by the college management shall be final and binding at any course of time.

Agreement

(To be filled upon finalization of the award)

THIS AGREEMENT made on the.....daymonth of 2026 between College of Science and Technology, Phuentsholing (hereinafter “ the client”) of the one part and.....
(hereinafter “ the awardee”) of the part.

WHEREAS the awardee is desirous that in campus kiosk services be provided by the awardee, for the items identified in the menu list of the bidding Document (hereinafter “the service “) and has accepted a bid by the client with only the rental charge of Nu Only per month.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The agreement shall consist of this agreement, the terms and conditions stated in the bid documents and any other conditions set forth by the bidder at the time of submission of the bid and the same if accepted by the client.
2. This agreement sets forth the entire contract and agreement between the parties pertaining to the operation of the kiosk.
3. This agreement shall prevail over all other contract documents.
4. The house rent, furniture hiring charge and electricity bill for the particular month will be paid to the account section, College of Science and Technology, on monthly basis within 7th day of the current month.
5. In the event that “the client” is not satisfied with the performance of the awardee, the client will issue notice, giving one-month time, to awardee to terminate the agreement signed between them. The dues, if not cleared by the awardee, will be recovered from the performance security.
6. The client shall not bear any cost for the stock balance or dues not collected, in the event the agreement is terminated. The client shall make necessary arrangements to collect its

outstanding dues, sell of the stock balances and make all entitled payments to the awardee and windup the agreement.

7. Any notice under the agreement shall be in the form of a letter, telex, or fax. Notices to either party shall be given at such address or addresses that either party shall specify from time to time by written notice to the other. In the absence of such notice, notice to the awarder shall be properly addressed to:

College of Science and Technology

Phuentsholing Bhutan

Tel 05 +975-17161635, Fax No +975-16478518.

(Dr. Cheki Dorji)

President, CST

Witnessed by:

(Choki Zangmo)

ADM Officer, CST

Name of the Bidder..... Signature.....

Name of the Witness.....Signature.....

Appendix 1

SN	Particulars	Quality	Qty.
1	Canteen Table Chair Set	Canteen Table Chair Set-(Supreme)Brown Color	20

Appendix 2

Sl.No.	Food Group	Name	Qty/Size	Price	Remarks if any
1	Beverages	Instant coffee	250 ml		
		Green tea			
		Milk Tea			
		Masala Tea			
		Boba/Bubble Tea			
		Black Tea			
		Black coffee			
		Lassi			
		Lemon Tea			
		Lemon Honey Tea			
2	Seasonal Fruit Juice (No Fruit Syrups)	Orange Juice	150/250/500ml		
		Apple Juice			
		Pineapple Juice			
		Carrot Juice			
		Lemon Juice			
		Pomegranate Juice			
		Tropical Juice (e.g., mango, pineapple, passion fruit blend)			
		Citrus Juice Blend (e.g., orange, grapefruit, lemon, lime)			
		Fruit Punch (e.g., pineapple, guava, orange)			
		Beetroot Juice (mixed with fruits like apple or carrot)			
		Green Juice (spinach, apple, lemon, cucumber)			
		Carrot-Orange Juice			

3	Smoothies	Mango Smoothie	150/250/500ml		
		Banana Smoothie			
		Strawberry			
		Peanut Butter Banana Protein Smoothie			
		Chocolate Protein Smoothie			
		Almond Butter Protein Smoothie			
		spinach, apple, banana			
		Spinach & Mango Smoothie			
		Carrot & Ginger Smoothie			
4	Shakes	Strawberry Milkshake	150/250/500 ml		
		Chocolate Banana Shake			
		Vanilla Shake			
		Chocolate Milkshake			
		Vanilla Protein Shake			
		Chocolate Protein Shake			
		Peanut Butter Protein Shake			
5	Salad	Seasonal Fruit Salad(Minimum 5 Fruits)	75/150 g		
		Seasonal green salad	75/150 g		
		Chicken salad	75/150 g		
		Potato salad	75/150 g		
6	Soups (Fresh & Healthy)	Tom Yum Soup(Hot & Spicy)	250/350/450ml		
		Chicken Soup			
		Mushroom Soup			
		Vegetable Soup			
		Spicy Black Bean Soup			
		Spicy Tomato Soup			
	Classic Instant Ramen	Crispy Chicken Ramen in Chicken broth	450 g		
		Beef Ramen in beef broth			

		Pork Ramen in pork broth			
		Vegan Ramen			
		Cheesy Ramen			
		Korea Kimchi Ramen			
8	Pasta	Red Pasta	250 g		
		White Pasta	250 g		
9	Sandwich	Chicken Grilled Sandwich	1		
		Tuna Grilled Sandwich	1		
		Veg Grilled Sandwich	1		
		Mushroom Sandwich	1		
10	Burger	Chicken Burger	1		
		Beef Burger	1		
		Veg Burger	1		
11	Patties	Chicken Patties	1		
		Mushroom Patties	1		
		Paneer Paties	1		
		Veg Patties	1		
12	Pancakes	Plain Pancakes	1		
		Buttermilk Pancakes	1		
		Nutella & Banana Pancakes	1		
13	Waffles	Classic Waffle	1		
		Chocolate Waffle	1		
		Nutella & Strawberry Waffle	1		
14	Paratha	Plan Paratha	1		
		Aloo Paratha	1		
		Gobi Paratha	1		
		Panner Paratha	1		
		Cheese Paratha	1		
		Keema Paratha(Chicken)	1		

15	Rolls & Wraps	Chicken Rolls	1		
		Egg Roll	1		
		Paneer Roll	1		
		Grilled Chicken Wrap	1		
		Grilled Veggie Wrap	1		
16	Pizza	Magarita	8/12/14 inches		
		Chicken Pizza	8/12/14 inches		
		Beef Pizza	8/12/14 inches		
		Pepperoni Pizza	8/12/14 inches		
		All meat Pizza	8/12/14 inches		
17	Others	Fries/Chips	120 grams		
		Corn dog	100 grams		
		Spagetti	280 grams		
		Cheese Dumplings	6 standard pieces		

