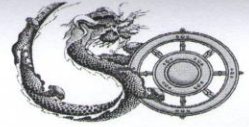




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རྫོང་ཁག་བདག་སྐྱོང་། བསམ་མེ  
Dzongkhag Administration  
Samtse



SDA/Pro (05)/2018-19/5772

Date: 1<sup>st</sup> February 2019

To

..... (mention your name of business)

..... (mention the location of the business as per trade license)

..... (mention your contact number and email address)

Subject: **Outsourcing of Coffee shop in the 111 Nature Park**

Sir/Madam

The Dzongkhag Administration, Samtse is seeking to appoint a partner who has the experience, ability and entrepreneurial business skills to operate a Coffee Shop within the 111 Nature Park premises located above the Dzong. In this regard, we are requesting you to submit the best competitive rates as per the lists of items attached. The bid should be submitted in favor of Dasho Dzongdag Samtse Dzongkhag.

Sl. No	Items	Unit	Offer Rate (Nu.)
1	Coffee	Cup	
2	Black coffee	cup	
3	Black tea	Cup	
4	Iced tea		
5	Milk tea	Cup	
6	Green tea		
7	Samosa	Pcs	
8	Cheese Momo (5 pcs)	Plate	
9	Veg Chowmin	Plate	
10	Chana	Plate	
11	Brittinia Cake (11 gm)	Pkt	
12	Cookies	Pcs	
13	Ice cream: a. Chocolate b. Vanilla c. Stawberry d. Butterscotch	Pcs	
14	Others (Specify)		

The deadline for receipt of your bid is 11<sup>th</sup> February 2019 on or before 10.00 AM at Procurement Office. The bids will be opened on the 11<sup>th</sup> February 2019 at 10.30 AM. Interested bidder may come and observe the opening process.

*Plaguel*



དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུ་།  
ཇིང་ཁག་བདག་སྐྱོང་། བསམ་མེ།  
Dzongkhag Administration  
Samtse



**General Operations and Management**

1. A bamboo house constructed within the 111 Nature Park is specifically allocated to run the coffee shop.
2. The prospective tenant must be able to operate the coffee shop by setting up its own required equipment.
3. The Coffee shop is offered on concession and does not require paying monthly rent to the Dzongkhag.
4. The lowest quoted rates for all items together will be awarded the contract for duration of one year, with the option to extend for further based on satisfactory performance.
5. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid. The Cost variation/escalation of prices other than the quoted rate will not be accepted.
6. The total prices for all the items will be computed and compared between/among the bidders. The bid with lowest total costs will be the winning bidder in this case.
7. The Contractor must ensure that any alterations that need planning and improvement of coffee house structures require Dzongkhag approval prior to commencement of works and should be at the Contractor's own expense.
8. For ensuring the sustainable management of the park for all times, contractor shall recruit one full-time **Gardener**, who shall be entrusted with a responsibility to:
  - Assist Dzongkhag Beautification Officer in planting and routine care of variety of ornamental plants, as and when required.
  - Conduct weeding, pruning, grooming, staking and deadheading.
  - Waters plants, flowers, hedges, orchids, grasses etc. within the park timely.
  - Trims grass carpet lawns, using hand or grass cutter machine.
  - Cleaning litters, trashes, fallen leaves and dry twigs.

**Food Safety and Hygiene**

1. The contractor spires to secure a coffee house operator on a concession, who can offer high quality service for a range of tea, wholesome snacks and soft drinks in compliance with all food safety rules and regulations to a high level of customer's satisfaction.
2. The sale and consumption of alcohol or any intoxicants inside the mini-park areas is prohibited.

**Waste Management**

1. The Contractor must not allow any refuse or filth to be deposited or allowed to accumulate in coffee house. It is the Contractor's responsibility to ensure an adequate supply of refuse receptacles and to dispose of all waste.
2. The appearance of Nature Park is paramount. The Contactor will not only be responsible for monitoring and maintaining the cleanliness of coffee house but also entire Park area.

**Disclaimer:** The decisions of the tender committee will be final and findings.

*(Signature)*

Dasho Dzongdag