

INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

BIDDING DOCUMENT

NAME OF THE WORKS:

Selection of Caterers for Student Cafeteria and Food Court of IUB

November 2022

ISSUED TO :

NAME :

ADDRESS :

DATE :

INDEPENDENT UNIVERSITY, BANGLADESH

Tender Enquiry Schedule

Independent University Bangladesh (IUB) invites sealed quotations for selection of prospective caterers for the following Cafeteria and Food court at Plot#16, Block# B, Aftabuddin Ahmed Road, Bashundhara R/A, Dhaka-1212 with the terms and conditions as mentioned below:

- i. **Student Cafeteria with live kitchen & store (3800 sft) and**
- ii. **Food court (two stalls without kitchen) 240 sft. each stall. Total seating area: 4200 sft.**

1. **Date and time of closing and opening Tender:**
 - Tender will be received up to 2.00 p.m. on **Monday, December 5, 2022**
 - Tender will be opened at 3.00 p.m. on **Monday, December 5, 2022**
2. **Place of Submission of Tender:** Sealed quotation will be submitted to the Purchase & Procurement department (Room-2031), Independent University, Bangladesh at Plot # 16, Block # B, Aftabuddin Ahmed Road, Bashundhara, Dhaka-1212.
3. **Sealing and Marking of Tender:** The tender shall be submitted in a sealed envelope. Quoted prices to be mentioned against the item of the list of menus. The envelope should be addressed to the Purchase & Procurement Department of IUB with a marking **“Purchase & Procurement Department of IUB” on the top of the envelope.**
4. **Validity of Tender:** The offer shall remain valid till forty-five (45) days for consideration by IUB.
5. **Clarification of Tender:** To assist in examination, evaluation, and comparison of offers, the university may at its discretion ask the bidder for any clarification about the tender.
6. **Right to Accept or to Reject a Tender:** IUB reserves the right to accept or reject any or all the tenders or alter the bidding process before the contract without assigning any reasons whatsoever.
7. **Vendor's Risks:** Any risks involving damage to physical property, of personal injury & death arising during & in consequence of the performance of the contract other than the accepted risks is the responsibility of the vendor.
8. **Safety:** The caterers will be responsible for the safety of all activities including the safety of their service staffs.
9. **Special Conditions:** No conditional offer will be accepted.
10. **Award of Order/Contract:**
 - The employer will award the order/contract to that successful bidder whose offer has been substantially responsive. The buyer will not be bound to award the contract to the lowest offerer.
 - A substantially responsive bid is one, which conforms to all the terms, conditions & specifications of the bidding document and offers a reasonable price for their products. If a bid is not substantially responsive, it will be rejected by the employer.
11. **Tax & Vat:** The quoted price of items shall be inclusive of VAT & other taxes payable to the Government agency as per the Bangladesh Government's rules.
12. **Execution of contract/agreement:** An agreement will be signed between the employer and the selected vendors for two years, which will be renewed upon mutual agreement.
13. **Documents to be submitted by the vendor with the quotation which are as follows:**
 - Profile of the company/firm
 - Trade license of the company/firm
 - Tax Identification Number (TIN) with latest tax payment certificate/receipt
 - VAT Registration certificate

- Bank solvency certificate (Bank statement showing last one-year transactions)
- List of major clients the caterer has been delivering relevant services for at least two years
- Other Information, the firm/company willing to furnish

14. **Pre bid meeting: A pre bid meeting will be held on Thursday, 1st December 2022 at 12:00 pm at the Purchase Department of IUB. The interested bidders will have opportunity to pay a visit to the site at that time.**

15. **Categories of caterers:**

There will be two categories of caterers for Student Cafeteria and Food Court as under:

❖ **Student Cafeteria with kitchen (3800 sft.):**

- i) Bangla Food
- ii) Chinese, Thai and Continental

❖ **Food court (two stalls without kitchen). 240 sft. each stall:**

- **Food Stall 1:** Indian dish, Juice, coffee, dessert items & other drinks, Fast Food, Bakery items and Snacks etc.
- **Food Stall 2:** Indian dish, Juice, coffee, dessert items & other drinks, Fast Food, Bakery items and Snacks etc.

❖ **Rent:**

- Monthly rent for student cafeteria with kitchen is 1,25,000 /= + service charge 30,000 tk. + utility charge upon usage.
 - Monthly rent for each food stall in the food court is 60,000 /= + service charge 15,000 tk. + utility charge upon usage.
 - VAT on rental charge will be borne by the caterer
- ❖ Lease period will be for two (2) years initially which may be renewed basing on the quality of operation.
- ❖ Quality of the services will be evaluated after three months from the start of operation.
- ❖ Cafeteria should be operational from 15th December 2022
- ❖ Caterer will put in place all kitchen equipment including freezer, refrigerator, dish washer, deep fryer, pizza oven, crockery, and cutleries etc. along with service staff, while IUB will provide furniture and maintenance of the premises only.
- ❖ Reputed caterers, who have more than one outlet in the city with at least five years' experience, will get priority.
- ❖ A Caterer for individual food court stall have to be deposited Tk.2,00,000 (Two Lacs taka only) each as security money, which is refundable after expiry of the contract period.
- ❖ A caterer for student cafeteria and food court shall have to deposit Tk. 4,00,000 (Taka Four Lacs only) as security deposit, which is refundable after expiry of the contract period. Last two months' rent may be adjusted against the said deposit.
- ❖ Any damage caused by vendors during operation will be deducted from the security deposit to IUB by vendors.
- ❖ **All food items must be hygienic and fresh every day.**
- ❖ **Canteen & food court stall operation should continue uninterruptedly during running semester. Even after expiration of the contract this clause will be applicable.**

❖ The Menu for each category should be as follows:

Items for Bangla Lunch		
SN	Menu	Price
1	Plain Rice 200 gms	
2	Beef Tehari 250 gms	
3	Morog Polou (Boiler) 250 gms	
4	Egg Polou 250 gms	
5	Vegetable Polou 250 gms	
6	Chicken Biriani (Cock) 250 gms	
7	Mutton Biriani 250 gms	
8	Egg Khicuri 220 gms	
9	Chicken Khicuri (Boiler) 250 gms	
10	Beef Khicuri 250 gms	
11	Mutton Khicuri 250 gms	
12	Mixed Vegetable 100 gms	
13	Egg Bhuna 100 gms	
14	Rui Fish 120 gms	
15	Chicken Curry 120 gms	
16	Dal 100 gms	
17	Beef Bhuna 120 gms	
18	Prawn Alu Curry 120 gms	
19	Salad 70 gms	

Items for Continental Lunch		
SN	Menu	Price
1	Italian Pizza Slice 150 gms	
2	Mexican Pizza Slice 150 gms	
3	American Pizza Slice 150 gms	
4	Italian Pasta 200 gms	
5	Penny Pasta 200 gms	
6	Beef Lasania 200 gms	
7	Chicken Lasania 200 gms	
8	Vegetable Lasania 200 gms	
9	Basils Spaghetti 200 gms	
10	SP Spaghetti 200 gms	
11	Chicken garlic Spaghetti 200 gms	
12	Oriental rice 200 gms	
13	2- BBQ Chicken 150 gms	
14	Fish/Hadrian Chicken 100 gms	
15	Nasi Goreng Rice 200 gms	
16	Prawn Masala 100 gms	

Items for Chinese Lunch		
SN	Menu	Price
1	Mixed Fried Rice 200 gms	
2	Thai Fried Chicken 150 gms	
3	Soft Drinks	
4	Vegetable Fried Rice 150 gms	
5	Fried Chicken 100 gms	
6	Thai Vegetable 100 gms	
7	Egg Fried Rice 200 gms	
8	Chinese vegetable 100 gms	
9	Sichuan Fried Rice 200 gms	
10	Fried Prawn 100 gms	
11	Fry Fish 120 gms	
12	Thai Fried Rice 200 gms	
13	Cowmen 200 gms	
14	Tomato Ketchup	
15	Egg Cowmen 200 gms	
16	Fry Spring Chicken 100 gms	
17	Chicken Nuggets 100 gms	
18	Thai Mixed Cowmen 200 gms	
19	Chicken Cowmen 200 gms	
20	Chicken Wings 100 gms	
21	Thai Soup 150 gms	
22	Fried Anthon 2 pcs 80 gms	
23	Corn Soup 150 gms	
24	2-pakura 80 gms	
25	Cream of Mushroom Soup 150 gms	
26	Prawn Tempura 80 gms	
27	Hot and Sour Soup 150 gms	
28	2-Special Anthon 80 gms	
29	Tomato Soup 150 gms	
30	Beef Chilly 120 gms	
31	Beef Chilly dry 120 gms	
32	Chicken Chili 120 gms	
33	Chicken Chili Dry 120 gms	
34	Sweet and Sour Chicken 120 gms	
35	Hot and Sour Chicken 100 gms	
36	Hot and Sour Fish 100 gms	
37	Sweet and Sour Fish	
38	Beef Sizzling 80 gms	
39	Chicken Sizzling 80 gms	
40	Fish Sizzling 80 gms	

Items For Dessert		
SN	Menu	Price
1	Pudding 150 gm	
2	Chocolate Donut 70 gm	
3	Straw berry Donut 70 gm	
4	Faluda 150 gm	
5	Yogurt 100 gm	
6	Sweets 1 pc (Golap Jamun/Chomchom/Rosh Golla)	
7	Finni 80 gm	
8	Payees 80 gm	
9	Khirsha 80gm	
10	Fruit custard 100 ml	
11	Rosh Malai Cup	

Items for Snacks & Fast Food combination		
SN	Menu	Price
1	1 pc Crispy fry chicken+ French Fry+ Soft Drinks	
2	Mayo Chicken Burger+ French Fry+ Soft Drinks	
3	6 pcs Chicken Nuggets+ French Fry+ Soft Drinks	
4	Crispy chicken Burger+ French Fry+ Soft Drinks	
5	Chicken Sandwich+ French Fry+ Soft Drinks	
6	American Cheese burger + French Fry+ Soft Drinks	
7	Chicken Pia+ French Fry+ Soft Drinks	
8	Chicken Patties+ French Fry+ Soft Drinks	
9	Chicken Roll+ French Fry+ Soft Drinks	
10	Vegetable Roll+ French Fry+ Soft Drinks	
11	Hot Dog+ French Fry+ Soft Drinks	
12	Fish Finger+ French Fry+ Soft Drinks	
13	Fish Cutler+ French Fry+ Soft Drinks	
14	Beef Burger+ French Fry+ Soft Drinks	
15	Fish Cake+ French Fry+ Soft Drinks	

Items for Indian Lunch		
SN	Menu	Price
1	Grill Chicken 200 gms	
2	Special Paratha 100 gms	
3	Nann 100 gms	
4	Potato Wedges 100 gms	
5	Chicken Tandori 180 gms	
6	French Fry 60 gms	
7	Chicken Boti Kabab 80 gms	
8	Beef Seekh Kabab 80 gms	
9	Chicken Jhal Fry 100 gms	
10	Beef Bhuna 100 gms	
11	Beef Achari 100 gms	
12	1-Chicken Bone Tikka 100 gms	
13	Chicken Reshmi Kabab 80 gms	
14	Chicken Tika Masala 100 gms	
15	Chicken 120 gms	
16	Chicken Sambhar 100 gms	
17	Nabarato Chicken 100 gms	
18	Chicken Dopiazza 120 gms	
19	Chicken Chap 120 gms	
20	Chicken Dalcha 120 gms	
21	Chicken Achari 120 gms	
22	Mutton Dal Gost 120 gms	
23	Mutton Korai 150 gms	
24	Mutton Dalcha 120 gms	
25	Nabarato Vegetable 100 gms	
26	Vegetable Korai 150 gms	
27	Butter Vegetable 150 gms	
28	Kabli Chana Masala 100 gms	
29	Alugopi Masala 100 gms	
30	Alur Dam 100 gms	
31	Palak Ponir 100 gms	
32	Ponir Masala 100 gms	
33	Alu Motor Ponir 100 gms	
34	Dal Butter Fry 100 gms	
35	Dal Makhani 100 gms	
36	Dal Charchari 100 gms	
37	Samber Dal 100 gms	
38	Sajna Dal 100 gms	
39	Vegetable Samber 100 gms	
40	Dal Tarka 100 gms	

Beverage		
SN	Menu	Price
1	Lemon Juice 200 ml	
2	Mango Juice 200 ml	
3	Pineapple Juice 200 ml	
4	Papaya Juice 200 ml	
5	Malta Juice 200 ml	
6	Lacchi 200 ml	
7	Salt Lacchi 200 ml	
8	Fresh Lemon Soda 200 ml	
9	Chocolate Milk 200 ml	
10	Chocolate Milk Shake 200 ml	
11	Vanilla Milk Shake 200 ml	
12	Straw Berry Milk Shake 200 ml	
13	Regular Coffee 125 ml	
14	Cold Coffee 125 ml	
15	Coffee Capachino 125 ml	
16	Milk Tea 125 ml	
17	Red Tea 125 ml	
18	Zinger Tea 125 ml	
19	Lemon Tea 125 ml	
20	Ice Tea 125 ml	
21	Green Tea 125 ml	
22	Malai Tea 125 ml	
23	Masala Tea 125 ml	
24	Soft Drinks	
25	Ice cream 1 Scope	
26	Mineral Water	
27	Hot Chocolate 125 ml	
28	Zira Pani	

Menu for Snacks		
SN	Menu	Price
1	Chicken Pizza slice 150 gm	
2	Mexican Pizza Slice 150 gm	
3	Papa Zone Pizza Slice 150 gm	
4	Beef Pizza Slice 150 gm	
5	Chicken Sandwich 100 gm	
6	Club Sandwich 150 gm	
7	Arabian Sandwich 100 gm	
8	Chicken Burger 100 gm	
9	Beef Burger 150 gm	
10	American Burger 150 gm	
11	Chicken Shaslik 80 gm	
12	Chicken Patties 80 gm	
13	Chicken Chow Main 150 gm	
14	Special Chow Main 150 gm	
15	Mixed vegetable Chow Main	
16	Special Chow Main	
17	Spring Roll – 2 pcs , 50 gm	
18	Chicken Roll 100 gm	
19	Vegetable Roll 100 gm	
20	Chocolate Roll 100 gm	
21	Switch Roll 100 gm	
22	Gem Roll 100 gm	
23	Plain Cake 80 gm	
24	Fruits Cake 80 gm	
25	Egg ½ chop 80 gm	
26	Vegetable Singara 80 gm	
27	Liver (Mutton) Singara 80 gm	
28	Vegetable Samucha 80 gm	
29	Chicken Samucha 80 gm	
30	Pakura 80 gm	
31	Hot Dog 150 gm	
32	Fish finger 100 gm	
33	Fish Culet 80 gm	
34	Chicken Cutlet 80 gm	
35	Vegetable Cutlet 80 gm	
36	Chicken Nugget 100 gm	
37	Chicken Pettis 80 gm	
38	Chicken Pai 80 gm	
39	Cup chocolate Mousse 80 gm	
40	Tiramisu 80 gm	
41	Lemon Tart 80 gm	
42	Chocolate Brownie 80 gm	
43	Donut 80 gm	
44	Éclair 60 gm	

Sl.	Menu for Snacks	Price
45	Rich Lock 60 gm	
46	Cream Caramel 150 gm	
47	Chocolate Ball 60 gm	
48	Chicken Caribbean 80 gm	
49	Vegetable Caribbean 80 gm	
50	Malabia 60 gm	
51	Pinakurat 60 gm	
52	Crunchy Tikka Roll 60 gm	
53	Chicken Buns 80 gm	
54	Chocolate Cake (Genus + Mousse) , 80 gm	
55	Lemon Cake 80 gm	
56	Vanilla Pastry 80 gm	
57	Chocolate Pastry 80 gm	
58	Black Forest Pastry 80 gm	
59	Vanilla Cake 80 gm	
60	White Forest Cake 80 gm	
61	Chicken Wings 3 pcs 150 gm	
62	Dal Puri 50 gm	
63	Alu Puri 50 gm	
64	Chola Bhuna 100 gm	
65	French Fry 60 gm	
66	Potato Wedges 100 gm	
67	Chicken Sharma 150 gm	
68	Beef Sharma 150 gm	
69	Doi Fuska	
70	Beef Pettis 80 gm	
71	Mutton Pettis 80 gm	
72	Frech Fry 60 gm	

Signature of the bidder :

Date :

Name :

Designation :

**N.B : 1. See specification and instruction to the bidder for detail
2. The quoted rates are inclusive of all applicable Government Taxes, VAT.**