



**TENDER BIDDING DOCUMENT FOR LEASING
OF SPACE FOR OPERATION OF BCCI OFFICE
CANTEEN**

FOR THE FINANCIAL YEAR 2026-2027

Tender ID # [BCCI/GAD/AFD/ (PRO)-01/2026-27/09]

**BHUTAN CHAMBER OF COMMERCE &
INDUSTRY,**

THIMPHU

1. INVITATION FOR TENDER

The Bhutan Chamber of Commerce & Industry (BCCI) invites sealed tenders from eligible and experienced individuals, firms, or registered food-service operators for leasing of designated space within the BCCI's premises for operation and management of an office canteen.

The selected lessee shall be responsible for the complete operation and management of the canteen, including preparation and sale of food and beverages, maintenance of hygiene and cleanliness, provision of adequate manpower, and compliance with all applicable laws, regulations, and requirements of the Organization.

Interested and eligible bidders are invited to submit their bids in accordance with the terms and conditions contained in this Tender Document.

2. DETAILS OF THE SPACE

Particular	Details
Location	BCCI Building, Doebum Lam, Chubachu, Thimphu
Approximate Area	1600 sq. ft./sq. m.
Purpose	Operation of BCCI office canteen
Seating Capacity	20 - 25 persons
Availability	01 November 2026
Lease Period	1 year
Monthly Rent	Free
Security Deposit	Nu.10,000.00

The space shall be used exclusively for operating the office canteen unless otherwise approved in writing by the Organization.

3. SCOPE OF SERVICES

The successful bidder shall:

1. Operate the canteen during the working hours specified by the Organization.
2. Provide hygienic, nutritious, and reasonably priced food and beverages.
3. Provide breakfast, lunch, snacks, beverages, and other approved items as required.
4. Maintain adequate and trained staff for efficient operation.
5. Ensure that all food is prepared, stored, handled, and served in accordance with applicable food-safety and hygiene requirements.
6. Maintain cleanliness of the kitchen, dining area, storage area, equipment, and surrounding premises.
7. Provide appropriate utensils, crockery, cooking equipment, serving equipment, and other operational requirements unless specifically provided by the Organization.
8. Dispose of food waste and other waste responsibly and in accordance with the waste management requirements.
9. Ensure that employees engaged in the canteen are appropriately trained and comply with workplace and hygiene requirements.
10. Comply with all reasonable instructions issued by the Organization concerning operation of the canteen.

4. ELIGIBILITY REQUIREMENTS

Bidders should meet the following minimum requirements:

1. Be legally registered and authorized to conduct food-service/catering business.
2. Possess valid business registration and applicable licenses/permits.
3. Have relevant experience in operating a canteen, cafeteria, restaurant, catering service, or similar food-service establishment.
4. Have adequate financial and operational capacity to run the canteen.
5. Comply with applicable tax, food-safety, labor, health, and other statutory requirements.
6. Not be debarred, blacklisted, or otherwise prohibited from undertaking contractual work by a competent authority.

The BCCI reserves the right to request documentary evidence supporting the above requirements.

5. DOCUMENTS TO BE SUBMITTED

Bidders shall submit the following:

- a) Completed and signed Tender Submission Form.
- b) Copy of business registration certificate.
- c) Copy of relevant food/catering licenses and permits.
- d) Details of proposed canteen operation and menu.
- e) Proposed staffing arrangement.
- f) Security deposit details.
- g) Copies of identification/authorization documents of the bidder or authorized representative.
- h) Any other documents specified by the Organization.

6. TENDER SUBMISSION

The tender shall be submitted in a sealed envelope clearly marked:

“TENDER FOR LEASING OF SPACE FOR OFFICE CANTEEN”

The tender shall be addressed to:

**Adm. & Finance Officer
Administration & Finance Division
General Affairs Department
BCCI, Thimphu**

Submission Deadline: 21 October 2026 **Place of Submission:** BCCI Secretariat, Thimphu

Late submissions shall not be accepted.

7. BID VALIDITY

The tender shall remain valid for a period of **45 days** from the submission deadline.

During the validity period, bidders shall not withdraw or substantially modify their submitted offer.

8. RENTAL / LEASE TERMS

1. The successful bidder shall provide a security deposit of Nu. 10,000 (ngultrum ten thousand) before taking possession of the premises.
2. The security deposit shall be refundable at the end of the lease period, subject to adjustment for outstanding dues, damages, or other contractual liabilities.
3. Electricity, water, gas, waste disposal, and other utility charges shall be borne by the lessee.
4. Any applicable taxes, fees, licenses, or statutory charges associated with the canteen operation shall be borne by the lessee unless otherwise specified.

9. LEASE PERIOD

The initial lease period shall be **one year**, commencing from **01 November 2026**.

The lease may be renewed subject to satisfactory performance, mutual agreement, and the applicable rules and policies of the Organization.

10. OPERATING HOURS

The canteen shall normally operate during the following hours:

Monday to Friday: 0900 to 1700 **Saturday/Sunday/Public Holidays:** Based on operational requirements.

11. MENU AND PRICING

1. The lessee shall submit a proposed menu and price list for approval before commencement of operations.
2. The menu should provide sufficient variety and include reasonably priced meals and refreshments.
3. Prices shall be clearly displayed to customers.
4. No increase in approved prices shall be made without prior approval where such approval is required under the lease agreement.
5. The BCCI may periodically review the menu, quality, quantity, and pricing of food items.

12. FOOD SAFETY AND HYGIENE

The lessee shall:

- a) Maintain high standards of personal and food hygiene.
- b) Use fresh and safe ingredients.
- c) Store food appropriately to prevent contamination.
- d) Maintain clean cooking and serving equipment.
- e) Ensure staff handling food observe applicable hygiene requirements.
- f) Comply with inspections and directions issued by competent authorities and the BCCI.

Failure to maintain acceptable hygiene and food-safety standards may constitute grounds for corrective action or termination of the lease.

13. STAFF AND EMPLOYEES

The lessee shall employ sufficient competent personnel for efficient operation of the canteen.

The lessee shall be solely responsible for:

- a) Recruitment and payment of staff;
- b) Staff welfare and employment conditions;
- c) Compliance with applicable labor laws;
- d) Staff uniforms and identification, where required;
- e) Staff hygiene and conduct;
- f) Any statutory contributions or obligations relating to employees.

Employees of the lessee shall not be considered employees of the BCCI.

14. EQUIPMENT AND MAINTENANCE

Unless otherwise stated in the lease agreement, the lessee shall provide and maintain all equipment, utensils, furniture, cooking appliances, refrigerators, storage facilities, and other items required for operation of the canteen.

Any equipment or property belonging to the BCCI shall be used responsibly and maintained in good condition.

The lessee shall be liable for damage caused by negligence, misuse, or unauthorized alteration.

15. CLEANLINESS AND WASTE MANAGEMENT

The lessee shall maintain the canteen and its immediate surroundings in a clean and sanitary condition at all times.

All food waste, packaging, grease, and other waste shall be properly segregated, stored, and disposed of in accordance with the waste-management procedures and applicable requirements.

16. INSPECTION AND MONITORING

The BCCI reserves the right to inspect the canteen, kitchen, storage facilities, equipment, food quality, hygiene standards, and relevant records at reasonable times.

The lessee shall cooperate fully with such inspections and promptly rectify deficiencies identified by the BCCI.

17. PROHIBITED ACTIVITIES

The lessee shall not:

- 1. Sublease or transfer the leased premises to another person without written approval.
- 2. Use the premises for any purpose other than the approved canteen operation.
- 3. Sell prohibited, unsafe, expired, or unauthorized food items.
- 4. Carry out structural alterations without written approval.

5. Store hazardous or unauthorized materials on the premises.
6. Engage in any activity that may adversely affect the safety, security, reputation, or normal functioning of the BCCI.

18. PERFORMANCE AND COMPLIANCE

The Organization may monitor the lessee's performance based on, among other things:

- a) Food quality and quantity;
- b) Hygiene and sanitation;
- c) Customer service;
- d) Compliance with operating hours;
- e) Reasonableness and transparency of prices;
- f) Cleanliness;
- g) Staff conduct;
- h) Compliance with contractual and statutory requirements.

Persistent failure to meet required standards may result in penalties, corrective action, or termination in accordance with the lease agreement.

19. EVALUATION OF TENDERS

Tenders may be evaluated based on the following criteria:

Evaluation Criterion	Weight
Relevant experience	10%
Proposed menu and pricing	60 %
Staffing and service arrangements	30 %
Total	100%

The BCCI reserves the right to verify information provided by bidders before final selection.

20. RIGHT TO ACCEPT OR REJECT

The BCCI reserves the right to accept or reject any or all tenders, in whole or in part, and to cancel or amend the tender process in accordance with its applicable rules and procedures.

The BCCI shall not be liable for any costs incurred by bidders in preparing or submitting their tenders.

21. CONTRACT AWARD

The successful bidder shall be notified in writing and shall be required to enter into a formal lease agreement with the BCCI within **05 days** of receiving the award notification.

Failure to execute the agreement within the stipulated period may result in withdrawal of the award and forfeiture of any applicable bid/security deposit.

22. TERMINATION

The lease may be terminated in accordance with the terms of the formal lease agreement, including circumstances such as:

- Non-preparation of meals or not taking orders;
- Serious or repeated hygiene/food-safety violations;
- Unauthorized use or subleasing of the premises;
- Material breach of contractual obligations;
- Conduct causing significant damage to the BCCI's property or operations;
- Failure to rectify repeated deficiencies within the specified period.

The applicable notice period shall be **30 days**, unless immediate termination is permitted under the lease agreement or applicable law.

23. HANDOVER OF PREMISES

At the end or termination of the lease, the lessee shall:

1. Vacate the premises within the prescribed period.
2. Remove all belongings and equipment belonging to the lessee.
3. Return BCCI-owned property in good condition, reasonable wear and tear excepted.
4. Clear all outstanding utility charges, and other liabilities.
5. Repair any damage attributable to the lessee.
6. Hand over the premises in a clean and satisfactory condition.

24. CONTACT FOR CLARIFICATIONS

Any clarification regarding this tender may be obtained from:

Contact Person: Sonam Ratu

Designation: Adm. & Finance Officer

Mobile No.: ^[L]_{SEP}17692626

Email: sonam.ratu@bccci.org.bt

Office Hours: 0900 – 1700 Hours

TENDER SUBMISSION FORM

Adm. and Finance Officer
Administration & Finance Division
General Affairs Department
BCCI, Thimphu

We, the undersigned, hereby submit our tender for leasing the designated space for operation of the office canteen in accordance with the requirements, terms, and conditions contained in this Tender Document.

Name of Bidder/Firm: _____
Business License No.: _____
Address: _____
Contact Person: _____
Mobile No.: _____
Email: _____
Security Deposit Offered: _____

We confirm that:

1. We have examined and understood the Tender Document.
2. The information provided in our tender is true and complete.
3. We agree to comply with the terms and conditions of the tender and the subsequent lease agreement.
4. We undertake to obtain and maintain all licenses and permits required for operation of the canteen.
5. We agree that our tender shall remain valid for the specified validity period.

Name of Authorized Representative: _____
Designation: _____
Signature: _____
Date: _____
Official Stamp: _____

DETAILS OF PROPOSED CANTEEN MENU

Sl. No	Items/Item	Unit	Rates Quoted
--------	------------	------	--------------

Starter			
1	Mixed Veg. Soup	Cup	
2	Chicken Soup	Cup	
3	Mushroom Soup	Cup	
Breakfast Menu			
4	Omelet Egg	No.	
5	Boiled Egg	No.	
6	Egg Scramble	No.	
7	Chicken Fried Rice	Plate	
8	Beef Fried Rice	Plate	
9	Pork Fried Rice	Plate	
10	Egg Fried Rice	Plate	
11	Veg. Fried Rice	Plate	
12	Rice Porridge	Cup	
13	Pun (4 pcs) with Ema Datsi/Mushroom Datsi/Kewa Datsi/Alu Dam	Pcs	
14	Roti (4 pcs) with Ema Datsi/Mushroom Datsi/Kewa Datsi/Alu Dam	Pcs	
15	Rice	Plate	
16	Roti	Pcs	
17	Beef Paa	Plate	
Non-Vegetarian Items			
18	Beef Curry	Plate	
19	Beef Chilly	Plate	
20	Beef Datsi	Plate	
21	Chicken Paa	Plate	
22	Chicken Curry	Plate	
23	Chicken Chilly	Plate	
24	Pork Paa/Bayzam	Plate	
25	Pork Curry	Plate	
26	Pork Chilly	Plate	
27	Sikam Paa	Plate	
28	Sikam Datsi	Plate	
29	Shakam Paa/Shakam Datsi	Plate	
Vegetarian Items			
30	Mixed Veg	Plate	
31	Paneer Butter Masala	Plate	
32	Shukam Datsi	Plate	
33	Red & Dried Ema Datsi	Plate	
34	Green Ema Datsi	Plate	
35	Mushroom Datsi	Plate	
36	Potato/Kewa Datsi	Plate	
37	Chilly Butter Fry	Plate	
38	Alu Dam	Plate	
39	Pumpkin Curry/Soup	Plate	
40	Dal	Bowl	
Fast Food			
41	Chicken Taipo	Pcs	

44	Chicken Momo	Plate	
45	Beef Momo	Plate	
46	Pork Momo	Plate	
47	Cheese Momo	Plate	
48	Kewa Momo	Plate	
49	Chili Chop	Pcs	
50	Veg. Pakora	Plate	
51	Alu Chop	Plate	
52	Veg. Spring Roll	Pcs	
53	Egg Roll	Pcs	
54	Egg Chow mien	Plate	
55	Pork Chow mien	Plate	
56	Beef Chow mien	Plate	
57	Chicken chow mien	Plate	
58	Veg. chow mien	Plate	
59	Veg. Thukpa	Plate	
60	Egg Thukpa	Plate	
61	Pork Thukpa	Plate	
62	Beef Thukpa	Plate	
63	Chicken Thukpa	Plate	
64	Veg. Bathup	Plate	
65	Egg Bathup	Plate	
66	Pork Bathup	Plate	
67	Beef Bathup	Plate	
68	Chicken Bathup	Plate	
69	Plain Maggie	Plate	
70	Maggie with Egg	Plate	
71	Plain Koka	Plate	
72	Egg Koka	Plate	
73	French Fries	Plate	
74	Wai Wai Chat	Plate	
Beverages			
75	Milk Tea	Cup	
76	Butter Tea/Suja	Cup	
77	Milk Coffee	Cup	
78	Black Tea	Cup	
79	Black Coffee (Nescafe Regular)	Cup	
80	Black Coffee (Nescafe Gold)	Cup	
81	Green Tea	Mug	
82	Ginger Honey Tea	Mug	
83	Lemon Tea	Mug	
84	Apple Juice (small)	Pkt.	
85	Mango Juice	Pkt.	
86	Orange Juice	Btl.	
87	Lipton Ice Tea	Can	
88	Fanta, Sprite, Coke, Pepsi	300ml/500ml	
89	Mineral Water	500ml/1000ml	

All other packaged food/ drinks shall be sold at MRP.

Menu 1

Sl. No.	Menu 1	Unit	Rate Quoted (Nu.)
1	Red Rice / White Rice	Head	
2	One Veg		
3	One Non-Veg		
4	Dal/Jaju		
5	Eazy		
6	Green Salad		

Menu 2

Sl. No.	Menu 2	Unit	Rate Quoted (Nu.)
1	Red Rice / White Rice	Head	
2	Two Veg		
3	Two Non-Veg		
4	Dal/Jaju		
5	Eazy		
6	Green Salad		

Menu 3

Sl. No.	Menu 3	Unit	Rate Quoted (Nu.)
1	Red Rice / White Rice	Head	
2	Naan/Roti/Noodle		
3	Three Veg		
4	Three Non-Veg		
5	Dal/Jaju		
6	Eazy		
7	Green Salad		

Note: A special rate for Menu 1 has been considered for BCCI staff @ Nu. 150/head and above items shall be served on preorder basis.

CONTRACT AGREEMENT
Operation of BCCI Office Canteen

This Contract Agreement is made on this ____ day of _____ 2026, between:

The Bhutan Chamber of Commerce & Industry (BCCI), having its office at Doebum Lam, Chubachu, Thimphu, Bhutan, hereinafter referred to as the “**Chamber**”;

AND

The Service Provider / Contractor

Name of Firm: _____

Business License No.: _____

Address: _____

hereinafter referred to as the “**Contractor.**”

The Chamber and the Contractor shall collectively be referred to as the “Parties.”

1. CONTRACT DOCUMENTS

The following documents shall form an integral part of this Agreement:

- 1.1 Letter of Award^[SEP]
- 1.2 Bid Submission Form^[SEP]
- 1.3 Approved Price Schedule / Menu^[SEP]
- 1.4 Terms and Conditions of Tender^[SEP]
- 1.5 This Contract Agreement

In the event of any inconsistency, the order of precedence specified in the tender documents shall apply.

2. SCOPE OF SERVICES

The Contractor shall operate and manage the BCCI Office Canteen and provide safe, hygienic, and quality food and beverage services to the Chamber’s staff, members, visitors, and other authorized persons.

The services shall include, but not be limited to:

- a) Preparation and serving of breakfast, lunch, snacks, beverages, and other agreed food items;
- b) Maintaining cleanliness, hygiene, and food safety standards in the kitchen, dining area, and food storage facilities;
- c) Procuring and using fresh, good-quality ingredients;
- d) Ensuring proper storage, preparation, handling, and serving of food;
- e) Maintaining the approved menu, prices, and service standards;
- f) Providing catering services for meetings, workshops, and official events when requested by the Chamber; and

- g) Complying with applicable laws, food safety requirements, and health regulations of the Kingdom of Bhutan.

The Contractor shall operate the canteen in accordance with the approved operating schedule and the reasonable instructions of the Chamber.

3. DURATION OF CONTRACT

This Agreement shall commence on the date of signing and remain valid until the end of the October 2027, unless terminated earlier in accordance with this Agreement.

Any extension shall be subject to mutual written agreement and applicable procurement requirements.

4. CONTRACT PRICE AND MENU RATES

- 4.1 The prices of food and beverages shall be based on the approved Price Schedule/Menu.
- 4.2 The Contractor shall not increase menu prices without the prior written approval of the Chamber.
- 4.3 The Contractor shall be responsible for the costs of food ingredients, labour, transportation, utensils, and other operating expenses, unless otherwise specified in the tender documents.
- 4.4 Any rent, utility charges, security deposit, or other payments payable to the Chamber shall be governed by the applicable tender conditions and written agreement between the Parties.

5. PAYMENT TERMS

- 5.1 The Contractor shall collect payments for food and beverages in accordance with the approved menu prices and applicable arrangements.
- 5.2 Where catering or other services are provided on credit or against an official order, payment shall be made upon submission and verification of the relevant invoice.
- 5.3 The Contractor shall maintain accurate records of sales, purchases, and other financial transactions and submit reports when reasonably requested by the Chamber.
- 5.4 All payments due to the Chamber, including rent or other applicable charges, shall be paid within the prescribed period.

6. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall:

- 6.1 Provide food and beverage services of satisfactory quality and quantity;
- 6.2 Maintain high standards of personal hygiene, cleanliness, sanitation, and food safety;
- 6.3 Ensure that food handlers are appropriately trained and comply with applicable health requirements;
- 6.4 Use fresh, safe, and good-quality ingredients and ensure proper food storage;
- 6.5 Ensure that the kitchen, dining area, equipment, utensils, and surrounding premises are kept clean and orderly;
- 6.6 Ensure courteous, efficient, and professional service to all customers;
- 6.7 Provide adequate and competent staff to operate the canteen;
- 6.8 Comply with all applicable laws, licensing requirements, and health and safety regulations;

- 6.9 Bear responsibility for the conduct of its employees and for damage caused by its negligence or misconduct;
- 6.10 Maintain proper records of purchases, sales, inventory, and other relevant transactions;
- 6.11 Prevent wastage, pest infestation, food contamination, and other avoidable health risks; and
- 6.12 Comply with reasonable instructions issued by the Chamber concerning canteen operations.

7. RESPONSIBILITIES OF THE CHAMBER

The Chamber shall:

- 7.1 Provide access to the designated canteen premises in accordance with the Agreement;
- 7.2 Specify the approved operating hours and service requirements;
- 7.3 Communicate relevant requirements concerning menu standards, cleanliness, and customer service;
- 7.4 Inspect the canteen and verify compliance with the Contract; and
- 7.5 Process payments for authorized services in accordance with the agreed terms.

8. INSPECTION AND PERFORMANCE MONITORING

- 8.1 The Chamber may inspect the canteen premises, food quality, hygiene practices, menu prices, and service standards at reasonable times.
- 8.2 The Contractor shall promptly rectify any deficiencies identified by the Chamber.
- 8.3 Serious food safety violations, repeated complaints, or failure to comply with the approved operating requirements may constitute grounds for suspension or termination of the Contract, subject to the applicable terms and conditions.

9. TERMINATION

The Chamber may terminate this Agreement by written notice if:

- 9.1 The Contractor repeatedly fails to provide satisfactory services;
- 9.2 The Contractor violates food safety, hygiene, or health requirements;
- 9.3 The Contractor breaches any material term of this Agreement and fails to remedy the breach within the specified period;
- 9.4 Fraud, misrepresentation, or other unethical conduct is established;
- 9.5 The Contractor fails to make payments due to the Chamber, where applicable;
- 9.6 The Contractor becomes insolvent or ceases business operations; or
- 9.7 The Contractor engages in conduct that materially compromises the safety, security, or proper functioning of the Chamber's premises.

Termination shall be without prejudice to any other rights or remedies available to the Chamber under the Contract or applicable law.

10. FORCE MAJEURE

Neither Party shall be liable for failure or delay in performing its obligations due to circumstances beyond its reasonable control, including natural disasters, epidemics, pandemics, or government restrictions.

The affected Party shall notify the other Party as soon as reasonably practicable and take reasonable steps to minimize the impact.

11. CONFIDENTIALITY AND SECURITY

The Contractor and its employees shall maintain the confidentiality of non-public information obtained during the operation of the canteen.

The Contractor shall comply with the Chamber's security procedures and shall not disclose confidential information or access restricted areas without authorization.

12. DISPUTE RESOLUTION

The Parties shall endeavour to resolve disputes arising from this Agreement through mutual consultation and good-faith negotiation.

If a dispute cannot be resolved amicably, it shall be referred to the competent courts of the Kingdom of Bhutan.

This Agreement shall be governed by the laws of the Kingdom of Bhutan.

13. AMENDMENT

No amendment or modification of this Agreement shall be valid unless made in writing and signed by the authorized representatives of both Parties.

14. ENTIRE AGREEMENT

This Agreement, together with the documents listed in Clause 1, constitutes the entire agreement between the Parties concerning the operation of the BCCI Office Canteen.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the date first written above.

For the Bhutan Chamber of Commerce & Industry Authorized Signatory: Name: Designation: Signature: Date: Official Seal	For the Contractor M/s Authorized Signatory: Name: Designation: Signature: Date: Official Seal
Witnesses	
Name: CID No.: Signature: Date:	Name: CID No.: Signature: Date:

