

## Tender for the Canteens in Isa Town Campus and Riffa Campus

The Indian School Bahrain (ISB) wishes to invite tender from experienced and qualified tenderers for operating canteen outlets in both Isa town Campus and Riffa Campuses .Details of the campuses are as follows:

Table-1

Numbers	Isa Town Campus	Riffa Campus	Total
Students	8000 (Approx.)	4000 (Approx.)	12000 (Approx.)
Teachers & Staff	420 (Approx.)	225 (Approx.)	645 (Approx.)
Contract workers	50 (Approx.)	20 (Approx.)	70 (Approx.)
Canteen Out lets	3	1	4

### Instructions to the Tenders:

1. The Canteen should be opened during the school hours at both the campuses. The canteen may also be opened as and when required by the school authorities in the evening and during non-functional working days of students.
2. The food supplied to the students and staff should be fresh and the food should be prepared every day. The canteen and food storage facilities have to be kept clean and tidy every day.
3. The soft **drinks (non -aerated as per MOE norms)** and other packed snacks such as **chips and chocolates (if approved by MOH & MOE)** are to be checked for expiry date and items which ten days of expiry should be removed from the canteen shelves.
4. Food menu has to be submitted to the ISB Management for the approval and only the approved food items will be permitted to be sold through the canteen outlets. **The canteen should be operated strictly based on the guidelines issued by Ministry of Health (MOH & Ministry of Education (MOE).**
5. The food should be packed and stored in hygienic containers and kept at appropriate temperatures as per HACCP guidelines.
6. Tenderer will be fully responsible for the quality of food
7. Periodic inspection of the canteen will be carried out by ISB facility & maintenance department and HSSE department staff.
8. Opened cans or other food products must be stored in appropriate manner and the date of manufacture must be retained for verification at any time for the same.

9. The tenderer will be directly responsible to both financial and legal implications related to complaint / medical casualties reported with regards to the quality, hygiene and expiry to the food item served in the canteen outlets, if any.
10. No carbonated soft drinks will be allowed in the outlets at any time.
11. Canteen interior and the surroundings should be kept clean and dust bins with covers to be provided to dump the empty cans and other unused food stuff.
12. Each Canteen outlet should have microwave and refrigerators to store the food and drinks at the appropriate temperature.
13. The canteen should fulfill all the conditions and criteria laid by the Ministry of Health to operate the canteens.
14. Tender should have the appropriate licenses from the concerned ministry to operate food outlets in Bahrain particularly in school campuses, if any.
15. The staff of the canteen should wear proper uniform of the company and the staff should be clean and tidy.
16. Canteen staff should wear personnel protection and Hygiene Equipment such as apron, hairnets, and gloves all the time while at the canteen.
17. The personnel involved in cooking and food handling must submit the medical fitness certificate every 6 months.
18. The prepared food must exhibit the date of manufacture and date of expiry on the package.
19. Staff suffering from contagious diseases shall not be permitted to work in the canteen.
20. The staff of canteen should have Resident permit under the sponsorship of the tenderer and should follow the regulations of the Ministry of Labor.
21. Duration of the contract will be **Three years.**
22. Details of the experience in a similar environment shall be filled in the Table-5.
23. Period of Contract would be **1<sup>st</sup> September 2024 to 3 June 2026(Except July & August of 2024 2023)**
24. ISB promotes healthy food and special consideration will be given to the healthy food proposals during the evaluation of the tender.
25. **Payment Term- 3-month advance payment must be given initially, and monthly advance payment from 4<sup>th</sup> month onwards on or before 5<sup>th</sup> of each month.**

**Special Condition: ISB has a long term contract with M/s Ahmedi Industries and therefore,**

**Tenderer will only be allowed to procure the products from M/s Ahmedi Industries if the product is available with the said supplier (soft drink, juices ,water...etc.)**

### **Price of The Food items:**

Price of each food items has to be submitted strictly in accordance with the below price list table (Table-4). Tenders submitted without Price list will not be considered. Any change in the price list has to be submitted to the ISB Management for approval and the approval will be strictly at the discretion of the ISB management.

### **Termination of Contract:**

The contract can be terminated by ISB with one month notice without stating any reason. If the tenderer wishes to terminate the contract, a notice period of 3 month is mandatory. Periodic inspection will be carried out by the Facilities & Maintenance department of ISB and any expired food item if found in the canteen may automatically lead to the termination of the contract without any notice. Failure to comply with the payment terms will also result in the termination of the contract.

### **Tender Submission:**

Interested Canteen service providers shall submit their detailed company profile with the following details:

1. The Tenderer must have appropriate license from the concerned Ministries to operate food outlets in Bahrain particularly in school campuses.
2. Details of completed contract of similar nature within the last 5 years.
3. Audited financial statement for the last 3 years.

**Sealed Envelope shall be deposited in the Tender Box Placed in the Executive committee office ISB, Isa Town Campus before the closing date.** Soft & hard copy of the company profile also to be attached along with the document.

**Tender closing Date 15.08.2024, time -12 noon**

### **Selection of the Contractor:**

Selection of the contractor will be based on the merit of the contractor. Weightage of different components submitted by the tenderer for the evaluation will be as follows:

Price quoted by the tenderer, (Table-2 & 3) : 60%

Price of the food items (Table-4) : 20%

Experience in the similar field (Table-5) : 10%

Healthy food in the menu : 10%

Contract may be awarded to the successful service providers for both campuses together or different service providers for each campus separately at the discretion of the ISB management based on the capacity, experience and quality of service of the service provider.

### Form of Tender

Tender shall be submitted strictly as per the following table-2 OR Table- 3: (Tenders can quote for 1 outlet also)

Table-2

Campus	Rate of one outlet in BD	No. of outlets	Tender Price
Isa Town		3	BD...../Month
Riffa		1	BD...../Month
Total		4	BD...../Month

OR

Table-3

Campus	Rate of one outlet in BD	Tender Price	No. of outlets quoted
Isa Town		BD...../Month	
Riffa		BD...../Month	
Total		BD...../Month	

Table-4

### Price List

(Separate sheet could be submitted, if required)

<b>SL</b>	<b>Food Item</b>	<b>Quantity of food item (gm. Or ml.)</b>	<b>Manufacturer</b>	<b>Price</b>

**Experience:**

Details of the experience of the tenderer in similar environment shall be described in the below Table-3

**Table-5**

SI	Name of the Client	From	To