

## PROCUREMENT TENDER DOCUMENT

# GADHEN LINGKA CAFÉ

## TENDER FORM

*Lease of Gadhen Lingka Café*

<b>Tender Reference No.</b>	DAW-PRO/GadhenCafe/2026-2027
<b>Submission Deadline</b>	<b>10 July 2026</b>
<b>Fixed Monthly Rent</b>	<b>Nu. 12,000.00</b>
<b>Required Security Deposit</b>	Nu. 24,000.00

*Bidders must complete every section of this form in full and submit it together with all supporting documents listed herein, on or before the submission deadline stated above.*

### DOCUMENT CHECKLIST

- This Tender Form, duly completed and signed
- Valid Trade Licence and Tax Clearance Certificate
- CID or Company Registration documents
- Evidence of relevant experience (Section B)

### SECTIONS AT A GLANCE

Section	Marks
A — Bidder Information	—
B — Experience Details	<b>35</b>
C — Staffing Plan	<b>10</b>
D— Equipment List	<b>15</b>
E— Financial Bid: Pricing Strategy	<b>40</b>
F — Declaration and Signature	—
<b>TOTAL</b>	<b>100</b>

*Minimum qualifying score: 60 out of 100. Incomplete forms will not be evaluated.*

**SECTION A: BIDDER INFORMATION**

<b>Name of Bidder</b>	
<b>Father's / Husband's Name</b>	
<b>CID / Company Registration No.</b>	
<b>Trade License No.</b>	
<b>Date of Issue</b>	
<b>Valid Up To</b>	
<b>Tax Clearance Certificate No.</b>	
<b>Date of Issue</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

**Type of Entity**

Individual  Partnership  Company  Other (please specify): \_\_\_\_\_

**SECTION B: EXPERIENCE DETAILS (Maximum 35 Marks)**

*Instructions: Provide details of your relevant experience operating restaurants, cafés, or other food and beverage establishments. List up to three positions, beginning with the most recent.*

S. No.	Name of Establishment	Location	Position Held	Duration (Years)	From (Year)	To (Year)
1						
2						
3						

**Total Years of Experience:** \_\_\_\_\_ Years

**Note:** Attach supporting documents (e.g., previous trade licence, employment contracts, or reference letters) corroborating the experience declared above.

**SECTION C: STAFFING PLAN** *(Maximum 10 Marks)*

**Instructions:** Provide details of proposed staff. A minimum of one (1) employees is required.

S. No.	Staff Name	Role / Designation	Food Handler's Certificate?	Health Check-Up Completed?
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Staff Training Plan**

Will staff training be provided?  Yes  No

If yes, describe the training programme:

**SECTION D: EQUIPMENT LIST** *(Maximum 15 Marks)*

**Instructions:** List all equipment to be brought to or installed at the café.

S. No.	Equipment Name	Quantity	Condition (New / Used)	Purpose
1				
2				
3				
4				
5				
6				
7				
8				

**Additional Equipment Planned for Purchase**

Equipment Name	Estimated Cost (Nu.)

**SECTION E: FINANCIAL BID — PRICING STRATEGY** *(Maximum 40 Marks)*

**Instructions:** Provide the proposed selling price for each menu item. All prices must be reasonable, competitive, and consistent with the menu proposed in Section C.

**E.1 Food Items Pricing**

S. No.	Item Name	Proposed Selling Price (Nu.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

<b>23</b>		
<b>24</b>		
<b>25</b>		

**E.2 Beverages Pricing (Non-Alcoholic)**

<b>S. No.</b>	<b>Item Name</b>	<b>Proposed Selling Price (Nu.)</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

**SECTION F: DECLARATION AND SIGNATURE**

I ..... hereby declare that:

1. All information provided in this Tender Form is true, accurate, and complete to the best of my/our knowledge.
2. I possess a minimum of one (1) year of experience in operating a restaurant, café, or food establishment.
3. I agree to pay the fixed monthly rent of Nu. 12,000.00 and the security deposit of Nu. 24,000.00.
4. I agree to abide by all terms and conditions stated in the Terms of Reference (ToR) and this Tender Document.
5. I understand that any misrepresentation or false information will result in immediate disqualification and/or termination of the lease.
6. I understand that the Municipal Authority reserves the right to accept or reject any tender without assigning any reason.

<b>Name of Bidder</b>	
<b>Signature</b>	<i>Affix legal stamp</i>
<b>Date</b>	
<b>Place</b>	
<b>Witness 1 (Name and Signature)</b>	
<b>Witness 2 (Name and Signature)</b>	

**SECTION G: FOR OFFICIAL USE ONLY**

Evaluation Criteria	Marks Obtained	Remarks
Experience (Max 35)		
Equipment and Staffing (Max 20)		
Pricing Strategy (Max 45)		
<b>TOTAL (Max 100)</b>		

**Minimum Qualifying Marks: 60**

Qualified     Disqualified

<b>Evaluated By</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Evaluated By</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Evaluated By</b>	
<b>Signature</b>	
<b>Date</b>	