

STANDARD BIDDING DOCUMENT



**Royal Government of Bhutan
Ministry of Finance**

Dzongkhag Administration

Name of the bidding document: **Running Dzongkhag Canteen and rendering catering services for FY 2020-2021 and FY 2021-2022**

Running Dzongkhag canteen and rendering catering services for FY2020-2021
and FY2021-2022

Supplier's Name:

Telephone No:

Mobile No:

Fax No:

E-mail Address:

(Signature of Supplier)



**ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
PROCUREMENT SECTION
Chhukha: Ngoedruptse**

Invitation for Quotation (IFQ)

Project title:

1. Running Dzongkhag Canteen

Source of funding: Not applicable.

Contract Ref:-CDA/Proc-02/2020-2021/2528

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items
 - **Running Dzongkhag Canteen and rendering catering services for one and half year**
2. The bidder(s) must quote for all items under this invitation. Each item shall be evaluated and the contract will be awarded to the firm offering the lowest evaluated price (sum of all the prices). Failing to quote for all items shall be treated as non-responsive.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder shall submit a copy of bid, marked "COPY". The quotation including all documents should be sealed in an envelope as required by PRR 2015 clause 5.1.7.2. In the event of any discrepancy between original and copy, the original shall prevail. Your quotation in the required format should be addressed and submitted to:

**The,
Chairman,
Dzongkhag Tender Committee,**

4. The deadline for submission of your quotation(s) by the purchaser at the indicated address is **on 21st Dec 2020 latest by 10:30AM** and will be opened on the same day by 11:00AM in DYT hall/conference hall.
5. The bid shall be accompanied by a bid security of Nu. **10,000.00 (Nu. Ten Thousand)** in the form of cash warrant, demand draft or unconditional Bank Guarantee in favour of **Chairman Dzongkhag Tender committee**, which should be valid for the period of **6 month**. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax **is not** acceptable.
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - a) **PRICE:** all prices shall be quoted in Ngultrum. (Bhutanese currency) The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The bidder is eligible for service charges if catering service is rendered beyond 5km from the Dzongkhag Head quarter. The final place of delivery is as per supply order.
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;
 - (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

- (iii) if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.
- c) **AWARD OF PURCHASE ORDER:** the award will be made to the bidder who is offering the lowest sum of evaluated price. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of 1year (365 days) from the deadline for receipt of quotation(s).
8. Further information can be obtained from: Dzongkhag procurement section on any working days.
9. The Dzongkhag Administration, has a Quarter that is being allocated for running a Dzongkhag Canteen by any interested Hoteliers through National Open Competition by which this Request for Quotation is issued.
10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
11. The Evaluation shall be done within 7 working days from the date of opening
12. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
13. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

The terms of the accepted offer shall be incorporated as follows:

A) Qualification criteria

- I) The contract period is valid for 1year from the date of award of contract
- II) Should have valid trade license for restaurant
- III) Should possess required experience in running canteen/restaurant

B) Capacity requirement of bidder

- i) Should be able to cook both Bhutanese and Indian menu items
- ii) Should be able to cater to minimum of 150 heads
- iii) Should supply as and when required and notified through supply order
- iv) Should supply standard quality/quantity of food
- v) Should maintain strict cleanliness and hygiene at all times
- vi) Should possess following items in hand

- a. Refrigerator/deep freezer
- b. Buffet set
- c. Decent crockery items sufficient to cater minimum of 150 heads
- d. Sufficient number of good quality glasses, spoon & forks, plates etc
- e. Should have adequate manpower to run the canteen.

C) Requirement Conditions

- i) The winning bidder shall deposit monthly rental of **Nu.5000.00** (Five Thousand) only to the Dzongkhag revenue section latest by 27th of every month. However, if holiday falls on the above due date the rent shall be deposit on the preceding working days.
- ii) Serving of meals/refreshments in office to the staffs shall not be entertained unless staffs have genuine visitor(s).
- iii) The winning bidder shall pay all the service charges such as telephone, electricity, water, sewage etc.
- iv) If anything is damaged to the canteen building during the tender term, the costs of repair and maintenance has to be borne by the firm. The same estimated amount shall be deducted from the security deposit if the firm fails to abide by the terms.
- v) The rates in the canteen and supplies shall be same for all customers
- vi) Quoted rate shall remain same for the entire contract period
- vii) Should qualify all the requirements set by BAFRA for hotels pertaining to cleanliness and other road safety measures

D) Other terms

- i) The Dzongkhag tender committee reserves the right to reject if the service and other compliances is found unsatisfactory and forfeit the performance security.
- ii) The winning party is not allowed to sublet the operation of Dzong canteen to third party.
- iii) The service of intoxicating substances, liquor items and gambling in any form is not allowed in the canteen premises.

- iv) The winning bidder should display the rates of all items for information to all customers
14. The successful bidder has to deposit a sum of **Nu 20,000/- (Nu. Twenty thousand)** only in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period after adjustment of dues if any.
15. The Purchaser may, by written notice, terminate the contract term at any time for its convenience:
- a. If the Supplier fails to perform any other Terms and conditions specified with the supply Order or if the Supplier fails to perform any other obligation(s) under the supply Order, or
 - b. If the Supplier, in the judgment of the Purchaser (Dzongkhag Administration), has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this supply Order

Award of Contract

1. The Purchaser will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid; per package basis is qualified to perform the Contract satisfactorily.
2. The determination will take in account the bidders financial, and manpower. It will be based upon an examination of the documentary evidence of the bidders qualification submitted by the bidder.
3. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the bidder's Bid.
4. The Purchaser will award the Contract to the Bidder whose bid has been determined to be the lowest evaluated responsive Bid.

| | |
|-----------------------|---------------------------|
| Signature of Supplier | Supplier's Official Stamp |
| Name of Supplier | |

| | |
|------|--|
| Date | |
|------|--|

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]*..... day of *[insert month]*,..... *[insert year]*,

BETWEEN

- (1) *[insert complete name of Purchaser]*,..... a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]*(hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*,..... a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).....

WHEREAS the Purchaser invited Bids for *running of Dzongkhag Canteen* and rendering catering services has accepted a Bid by the Supplier for the contract of one and half year i.e. January 2020 to June 2021.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;
 - (c) The Supplier’s Bid and original Price Schedules;
 - (d) The Purchaser’s Notification of Award of Contract;
 - (e) The form of Performance Security (**Nu. 20,000/-**);

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3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
.....
in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official witness]

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)]¹ in figures and words* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]

Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date³]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signature(s) of authorized representative(s) of the bank]

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| PRICE SCHEDULE FOR CANTEEN AND CATERING ITEMS FOR FY 2020-2021 | | | | |
|---|------------------------------|-------------|------------------------|-----------------------|
| Sl# | Name of items | Unit | Rates in figure | Rates in words |
| 1 | Red Rice | Per plate | | |
| 2 | White rice | Per plate | | |
| 3 | Pork curry | Per plate | | |
| 4 | Pork Paa | Per plate | | |
| 5 | Sikam Paa | Per plate | | |
| 6 | Chicken curry | Per plate | | |
| 7 | Chicken Chilli | Per plate | | |
| 8 | Beef curry/curry | Per plate | | |
| 9 | Shakam Paa | Per plate | | |
| 10 | Wet Fish curry | Per plate | | |
| 11 | Dry Fish fry | Per plate | | |
| 12 | Egg curry | Per Pcs | | |
| 13 | Boiled egg | Per pcs | | |
| 14 | Mushroom datsi | Per plate | | |
| 15 | Ema datsi | Per plate | | |
| 16 | Mix veg | Per plate | | |
| 17 | Kewa datsi | Per plate | | |
| 18 | Local Cheese fry | Per plate | | |
| 19 | Dal | Per plate | | |
| 20 | Sukha Rotti | Per picece | | |
| 21 | Puri | Per piece | | |
| 22 | Jaju | Per Cup | | |
| 23 | Mineral water (Big, 1Ltr)) | Per Bottle | | |
| 24 | Mineral water (small, 500ml) | Per bottle | | |
| 25 | Mineral water (big, 1ltr) | Per Case | | |
| 26 | Mineral water (small, 500ml) | Per Case | | |
| 27 | Tea | Per cup | | |
| 28 | Tea & snacks (Biscuit/zaw) | Per cup | | |
| 29 | Suja | Per cup | | |
| 30 | Black Tea | Per cup | | |
| 31 | Coffee | Per cup | | |

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| | | | | |
|--------------------|--------------------------------------|-----------|--|--|
| 32 | Beef Shamdey | Per cup | | |
| 33 | Veg/egg shamdrey | Per cup | | |
| 34 | Rice porridge (Zheythuk) | Per cup | | |
| 35 | Beef Momo (5pieces in a plate) | Per plate | | |
| 36 | Veg/cheese momo (5pieces in a plate) | Per plate | | |
| 37 | Dresi | Per cup | | |
| 38 | Papad | Per head | | |
| 39 | Salad | Per head | | |
| Grand Total | | | | |

Seal and signature of bidder: