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**STANDARD BIDDING DOCUMENT**

**Procurement of Goods**

**(For value up to Nu. 0.25 million)**



**Royal Government of Bhutan  
Ministry of Finance**

**March 2015**

**Royal Government of Bhutan  
Dzongkhag Administration Chhukha**

**Catering Services for the FY 2018-2019  
PACKAGE :8**

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## **Preface**

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division  
Ministry of Finance  
Royal Government of Bhutan  
[pppd@mof.gov.bt](mailto:pppd@mof.gov.bt)  
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**Request for Quotation for Supply of Goods**

*Dzongkhag Catering Services for FY (2018-2019)*

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[Purchaser to use normal Letter Headed format]

Date: 4/6/18

**Invitation for Quotation (IFQ)**

**Project title: 1: Catering Services**

Source of Funding: **RGOB**

Contract Ref: **Chukha Dzongkhag Administration**

**To:  
Chairman  
Dzongkhag Tender Committee**

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;

**i) Dzongkhag catering for the FY 2018-2019**

*[Information on technical specifications and required quantities are attached]*

2. The bidder(s) may quote for any or all items under this invitation<sup>1</sup>. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item *or* will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items after studying the financial cost.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked **ORIGINAL**. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address
4. [The price quotation in the form attached may be submitted at the following address: [

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<sup>1</sup> The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole package.

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Your quotation in the required format should be addressed and submitted to:

**The  
Chairman  
Dzongkhag Tender Committee  
Chukha**

5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on **4/07/2018 on or before 10.00AM**.
6. The bid shall be accompanied by a bid security of Nu. 50000 [*Fifty thousand only*]) in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till 6 month  
Any bid not accompanied by bid security shall be treated as non responsive.
7. Quotation by fax or by electronic means ( **are not**) acceptable
8. 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. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is procurement office
  - 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 priced 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.

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(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 evaluated price that meets the specifications. 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 one year (1 year) from the deadline for receipt of quotation(s).
9. Further information can be obtained from: *Procurement Officer*)
10. The (*Dzongkhag administration*) has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
11. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
12. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
13. 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.
14. 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 in the supply order (sample form attached).
15. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
16. The successful bidder has to deposit a sum of **NU: 50000**(fifteen thousand only) as performance security in the form of cash warrant, demand draft or unconditional bank guarantee issued by a financial institution located in Bhutan .performance security shall be valid till the end of the warranty period and will be returned after the end of the warranty period after adjustment of dues if any.

**Schedule of Items and Priced Quotation (bid form)**  
*[describe below the items, unit and quantity of the goods required].*

S/	Item	Description & Details( <i>minimum specifications of goods to be supplied</i> )	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1		As per the BOQ attached	BOQ			
2						
3						
4						
5						
6						
7						
8						
		<b>Sub-Total for Supply of Goods</b>				
		<b>Total Amount for Supply of Goods to Purchaser (including all types of cost)</b>				
		Goods to be supplied to [ <i>Destination of Goods</i> ]				

Total Amount in Nu. (in words)	<i>As per supply order</i>
Delivery period	<i>As and when required (refer GCC)</i>
Contract period	<i>1 year(12 months)</i>

	Supplier's Official Stamp
Signature of Supplier	
Name of Supplier	
Date	

*[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]*

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**Technical Specification of the Goods Required**

Sl	Item	Specification
1		
2		
3		
4		Refer BOQ
5		
6		
7		
8		
9		
10		
11		

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	



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## DZONGKHAG CANTEEN FOR THE FY 2017-2018

### **Documents required to be submitted as part of the Quotation**

**The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:**

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License<sup>2</sup>;
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security
- (e) Any other requirements specified in this document

### **Terms and Conditions for the Supply of Goods (Catering services) and Payment.**

1. Only the firms holding valid trade license for Hotels and Restaurants shall be allowed to participate in the tender.
2. Copy of the license with tax clearance should be attached with the tender, failing which shall be treated as disqualified.
3. **EMD of Nu. 50,000.00** should be enclosed with the tender addressed in favour of Dasho Dzongdag, Chukha Dzongkhag.
4. The selected firm shall deposit **Nu. 50,000.00**, as security deposit refundable at the end of tender term.
5. The running of the Dzongkhag Canteen will be awarded to the lowest bidder as per the procurement rule and regulation
6. The selected firm will have to serve meals for all the meetings/workshops/training/celebrations held in the Dzongkhag as per their quoted rate, besides serving of meals/refreshments daily in office to the staffs on the same rate.
7. The term/duration for the canteen will be 1 years from the date of awarding.

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<sup>2</sup> The non submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.

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8. The canteen space (house or building) will be provided by the Dzongkhag.
  9. The rent of the building shall be fixed by the Dzongkhag based on the existing Government carpet area measurement(NHDCL rules and regulation)
  10. The rent has to be deposited monthly in the Government Revenue as fixed.
  11. Maintaining of food hygienic & quality foods has to be taken seriously.
  12. Serving of unhygienic food shall result in cancellation of the tender where by forfeiting the EMD.
  13. Since the canteen is located in the Dzong premises, Driglam Namsha has to be maintained accordingly.
  - 14. The firm awarded the tender should be well equipped with cutlery items (especially for VVIP) & adequate staffs to cater the meals.**
  15. Transportation has to be provided by the firm catering meals away from the Dzongkhag HQ.
  16. Service charge will be considered only while catering meals **10km** away from the Dzongkhag HQ.
  - 17.
  18. Failure to cater the meals as per the quotation rate shall also result in cancellation of tender by forfeiting the EMD amount,
  19. The rates quoted shall be valid for the whole term period from the date of quotation. Irrespective of fluctuation in price within the time validity of contact.
  20. If anything is damaged in the canteen building (Govt Property) during the tender term, cost of repair and maintenance has to be borne by the firm if not the maintenance cost shall be deducted from the security amount.
  21. The canteen shall only operate during office hours and has to close after office hours, weekends & government holidays due to security reasons. However need to carry out catering services as per the order as and when required.
  22. The firm should carefully go through the terms and conditions before filling the tender.

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23. The Dzongkhag shall not accept or entertain any petition or complain after the tender is accepted and signed.
  24. The decision of the Dzongkhag Tender Committee shall be final and binding.
  25. The utilities (electricity, water supply, Telephone) charges to be paid by the catering firms.
  - 26. Cleanliness of the canteen, and its surroundings, should be maintained, including refraining from spitting.**
  27. The quality control and monitoring team will monitor from time to time and have right to monitor quality of catering.
  28. All the bid forms should be sealed and signed, if not shall be disqualified.
  29. Serving of alcohol is strictly prohibited.

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
2. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
3. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
4. The Purchaser may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience:
  - a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
  - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or

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- d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order;

[Purchaser to use normal Letter Head format]

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

<b>Purchase Order No:</b>	<b>Purchase Order Date:</b>
<b>From:</b> <i>[name and address of Purchaser]</i> ..... .....	<i>[Contact person,.....</i> <i>Telephone Number.....</i> <i>Fax Number.....</i> <i>e-mail address].....</i>

<b>To:</b> <i>[name and address of the Supplier]</i>	<i>[Contact person,  Telephone Number  Fax Number  e-mail address  supplier reference]</i>
<b>Delivery date:</b>	<b>Order Value (Nu.):</b>
<b>Delivery terms:</b>	

The *[insert name of procuring agency]* has accepted your Quotation dated *[insert date]* for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price

In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

For the Purchaser:	For the Supplier:
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Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date

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**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 certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* .....(hereinafter called “the Contract Price”).....

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) Technical Requirements (including Schedule of Supply and Technical Specifications);
  - (e) The Supplier’s Bid and original Price Schedules;
  - (f) The Purchaser’s Notification of Award of Contract;
  - (g) The form of Performance Security;
  - (h) The form of Bank Guarantee for Advance Payment;
  - (i) *[insert here any other document(s) forming part of the Contract]*

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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.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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]*  
.....



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## 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)]*<sup>3</sup> *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]*,<sup>4</sup> 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]*

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<sup>3</sup> The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

<sup>4</sup> Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

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## 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 date<sup>5</sup>]*. 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.

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

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<sup>5</sup> *Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee*



10	tea with cheese momo(5 pcs momo)	per head		
11	tea with beef momo(5 pcs momo)	per head		
12	<b>Suja, Shamdey (veg)</b>	<b>per head</b>		
	<b>BREAKFAST &amp; OTHER REFRESEMENT ITEMS</b>			
<b>SLNO</b>	<b>ITEMS</b>	<b>UNIT</b>		
1	Pork Momo (5 pcs per plate)	per plate		
2	Beef Momo (5 pcs per plate)	per plate		
3	Vegetable Momo (5 pcs per plate)	per plate		
4	Cheese Momo (5 pcs per plate)	per plate		
5	French fry	per plate		
6	Veg.Sandwich	per pc		
7	Egg Sanwich	per pc		
8	Samosa(Singara) (2 pcs)	per pc		
9	Pork Chowmein	per plate		
10	Beef Chowmein	per plate		
11	Veg.Chowmein	per plate		
12	Egg Chowmein	per plate		
13	Purry & Aludum	per plate		
14	Veg.Fry Rice with Ezay	per plate		
15	Plain Fry Rice with ezay	per plate		
16	White Rice, Suja & Ezay	per head		
17	Sukha Roti(5 pcs)	per pc		
18	Jopchey Khulay	per pc		
19	Beef fry rice with ezzay	Per plate		
20	Egg frice rice with ezzay	per palte		
21	Maggi	per plate		
22	Koka	per plate		
23	Shabaley	per plate(2 pc)		
24	Tea momo with Kewa datsi/ema datsi	per plate		
25	Aloo Chop	per plate(4pc)		
26	Pakora(Peyzey)	per plate(4pc)		
27	Non veg bathup/thup	per plate		
28	Veg bathup/thup	per plate		
29	Veg Chowmein	per plate		
30	Non veg chowmein	per plate		
31	Rice Zhey thup	per head		
<b>COLD DIRNKS</b>				
1	Pepsi - Big bottle(1.5ltr)	per bottle		
2	Mirinda -Big bottle(1.5ltrs)	per bottle		

3	Sprite - big bottle(1.5ltrs)	per bottle		
4	Coca-cola - big bottle(1.5ltrs)	per bottle		
5	Mango juice, big bottle(1.5ltrs)	per bottle		
6	Mineral water(500ml)	per bottle		
7	Mineral water(1000ml)	per case		
8	Orange squash(1000ml)	per bottle		
9	Appy juice	per carton		
10	Lichi Juice (6 pcs in pkt)	per pkt		
11	Lichi Juice	per cartoon		
12	Mango juice, small	per pc		
13	Mineral water (500ml)	per case		
14	Mineral water (1000ml)	per case		
15	Mango juice, small	per cartoon		
16	Mineral water (500ml)	per bottle		
17	Mineral water (1000ml)	per bottle		

**Buffet Lunch on need basis during meeting. Please indicate any other meal you offer at the same cost**

1	<b>High Level Menu:</b> (minimum of 2 meat items(pork paa/chicken curry) , 2 veg(mushroom datsi/mixed veg fry, dhal with 2 types of rice(red and white, chapati, noodles , papad and salad )	per heads		
2	<b>High Level Menu:</b> (minimum of 2 meat(beef curry/fish fry) items, 2 veg(Kewa datsi/ema datsi, dhal with 2 types of rice(red and white, chapati, noodles , papad and salad )	per heads		
3	<b>High Level Menu:</b> (minimum of 2 meat(beef paa/egg boil and fry) items, 2 veg(mushroom datsi/mixed veg fry, dhal with 2 types of rice(red and white, chapati, noodles , papad and salad )	per head		
4	<b>Middle Level Menu:</b> (minimum of 2 meat items(beef paa/pork paa, 1 veg(mixed veg), dhal with rice, noodles, chapati, papad and salad)	per heads		
5	<b>Middle Level Menu:</b> (minimum of 2 meat(beef curry/chicken curry) items, 1 veg(mushroom datsi, dhal with rice, noodles, chapati, papad and salad)	per head		
6	<b>Middle Level Menu:</b> (minimum of 2 meat(sakam ema datsi/egg boiland fry) items, 1 veg, dhal with rice, noodles, chapati, papad)	per head		

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7	<b>Standard Level Menu:</b> (one meat items(any), 1 veg, dhal with rice, noodles, chapati, papad)	per head		
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