
STANDARD BIDDING DOCUMENT

Procurement of Goods



**Royal Government of Bhutan
Dzongkhag Administration
LHUMENTSE**

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:

Dzongkhag Administration
Lhuentse: Bhutan
Telephone No# +975-4-545222

Request for Quotation:

**Package Identification- Dzongkhag
Catering and Canteen Operation Services
the Fiscal Year 2020-2021**

Procuring Agency:

**DZONGKHAG ADMINISTRATION
LHUE NTSE**

14th July, 2020**Invitation for Quotation (IFO)**

Project title: **Operating of Dzongkhag Canteen Operation Services for the fiscal year 2020-2021.**

Source of Funding: **Royal Government of Bhutan (RGoB)**

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:
Dzongkhag Catering and Canteen Services for the fiscal year 2020-2021 on framework contract basis

(Information on items are attached separately)

2. The bidder(s) must quote for **all the lot items** under this invitation. Price quotations will be **evaluated as per the evaluation criteria as furnished below.**
 - a) Bid will be evaluated on the lot basis.
 - b) All the items in the lot should be quoted and failing to do so will lead to rejection of bids.
 - c) The lot is categorised into food item, curry item, tea & snacks, and drinks as prescribed in the price schedule.
 - d) The contract will be awarded to the bidders who quote lowest for a lot.
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(s) should also submit one copy marked as **COPY**. The bids shall be delivered in seal envelopes to the appropriate addressee and shall be marked "Confidential". A "sealed envelope" shall mean that:
 - i. A bid shall be contained in an inner envelope sealed with adhesive or other sealant, which will prevent re-opening;
 - ii. The inner envelope shall be signed across the seal. The name of the bidder shall be written on the inner envelope.

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- iii. The inner envelope shall be placed inside a further outer envelope similarly sealed. On this outer envelope, only the addressee, the word “Confidential”, and any other relevant information in accordance with the bidding documents shall appear.
4. Your quotation in the required format should be addressed and submitted to:
- Chairperson
Dzongkhag Tender Committee
Lhuentse**
5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **31st July, 2020, on or before 10:00 AM (Bhutan Time) and will be opened on the same date at 10:30 AM (Bhutan Time) at the Dasho Dzongrab’s Chamber.**
6. The bid shall be accompanied by a lump sum bid security of **Nu. 30,000.00 (Ngultrum: Thirty Thousand) only** in the form of Unconditional Guarantee issued by a reputed financial institutions or Cash Warrant or Demand Draft Account Payee addressing **Chairman, Dzongkhag Tender Committee, Dzongkhag Administration, Lhuentse** for a validity period of **60** days. Any bid not accompanied by bid security shall be treated as non-responsive to Invitation for Quotation and will be rejected without seeking further explanation.
7. Quotation by fax or by electronic means **is not** acceptable.
8. **Bidders have to fill up the Price Schedule Forms in the original sheet provided by the Dzongkhag Administration without using extra forms or sheets.**
9. 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 until the end of the contract period.

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- 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 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** from the deadline for receipt of quotation(s). **However, the rates of the items will be valid only for the period till the contract end.**

10. Further information can be obtained from: Dzongkhag Procurement Office, Dzongkhag Administration, Lhuentse.

11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time. The **Power of Attorney** letter shall be asked if the representatives other than the legal owner attend the bid opening.

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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 bid validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 14. The lump sum amount of **Nu. 30,000.00 (Ngultrum: Thirty Thousand) only** shall be retained as security deposit with the Dzongkhag Administration and paid at the end of the contract period. The validity of security deposit should be one year.

Schedule of Items and Priced Quotation (bid form)

Bidders have to fill up the Bid Forms in original provided by the Dzongkhag Procurement Office without using extra forms or sheets.

Contract Duration	<i>One Year from the date of contact signing agreement</i>
Warranty ProvidedN/A.....

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

Note:

Contract duration is extendable at the discretion of the Administration

The Evaluation and the comparison of the rates shall be based on the sum total of the whole package. You are required to quote the rates for all the items under this package. If you fail to quote for any of the given item (s), your bid shall be considered non-compliance to the bidding instructions and will be rejected without seeking further explanation/information.

Specification of the Services Required

Sl	Item	Specifications
1	Catering and Operation of Dzongkhag Canteen Services on framework contract basis for the year 2020-2021.	<i>1.</i> Refer Terms & Condition of the Dzongkhag catering and Canteen Operation Services.

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 (**Item Form**);
- (b) A copy of valid Trade License;
- (c) A copy of valid Tax Clearance Certificate;
- (d) The Original Bid security
- (e) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (f) Any other requirements specified in this document

Terms and conditions for Dzongkhag Catering and Canteen Operation Services

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1. Canteen shall be meant for serving refreshment, snacks, tea, meals and other non-alcoholic beverage items on quoted rate of individual item reflected in the contract agreement.
 1. The canteen shall run on all working days (Monday to Friday from 9:00AM to 5:00PM) except on weekends and other national holidays unless required by the Dzongkhag administration.
 2. Canteen operator has to maintain proper cleanliness and hygiene all the time.
 3. All waste should be properly disposed in a designated place and maintain high standard cleanliness in and around canteen area.
 4. Take care of all canteen physical properties.
 5. Canteen operator has to mobilize other necessary items required for canteen.
 6. In case of damage or loss of properties, the canteen operator has to replace it, failure to which the deductions may be adjusted from the EMD.
 7. Canteen operator has to bear monthly expenses for electricity and water bills.
 8. Canteen operator has to be responsible for safety and fire hazards.
 9. Canteen operator has to deposit a monthly rent of Nu.3500/- to the accounts section of the Dzongkhag Administration within the 1st week of every month.
 10. Canteen contract shall be effective till the contract terms for catering is over.
 11. Quoted rates of the items must be displayed on the chart at the canteen at all times.
 12. Deviation from quoted price of the items is subjected to take an appropriate action by the Dzongkhag Tender Committee.
 13. The Dzongkhag Tender Committee will inspect/monitor once in a month to observe cooking process and usage of safety measure to ensure hygienic services.
 14. Failing to fulfill any of the above terms and conditions will be liable for administrative action by the Dzongkhag Tender Committee.
 15. The catering shall arrange their own transportation vehicle.
 16. The catering should strictly adhere to the punctuality ie.30 minutes before the time, promptness in services and proper dress code of the staff members while delivering the services.
 17. For every catering services there shall be feedback system. The three consecutive negative feedback shall result to termination of the contract & forfeiture of EMD.
 18. The catering shall not remain closed without prior consensus and approval from the head of the Agency except on conditions specified in point number 2.
 19. Special attention and due care should be given to VVIP catering as desired by the Dzongkhag Administration.
 20. Any item left empty in the price schedule shall be considered as free.
 21. Any issue arising due to unhygienic serving of food shall be responsible of the caterer, and shall be dealt as per Food Rules and Regulations of Bhutan 2017.
 - 22. *The rate quoted for each items shall be inclusive of all and anyother services admissible.***

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23. Transportation charges beyond 10km radius shall be admissible 10% of the total bill amount. No transportation charges shall be admissible if pool vehicle is been used.
 24. The Dzongkhag Tender Committee's decision on any matter shall be final and binding.

PRICE SCHEDULE FOR CATERING SERVICES 2019-2020.

LOT 1: FOOD ITEMS				
SL.N O	Particulars	Unit	Pric e	Remark s
1	Bhutanese White Rice	Per Plate		
2	Bhutanese Red Rice	Per Plate		
3	Mixed Fried Rice	Per plate		
4	Egg Fried Rice	Per Plate		
5	Beef Fried Rice	Per Plate		
6	Plain Butter Fried Rice	Per Plate		
7	Veg. Fried Rice	Per Plate		
8	Suka Roti (4 piece in a plate)	Per Plate		
9	Puri (4 piece in a plate)	Per Plate		
LOT 2: CURRY ITEMS				
SL.N O	Particulars	Unit	Pric e	Remark s
1	Pork Sikam Paa L 3" x Thick- 1/2" (3 piece with mixed vegetable)	Per Plate		
2	Pork Fresh Paa L 3" x Thick- 1/2" (3 piece with mixed vegetable)	Per Plate		
3	Beef Shakam Paa -L 3" x Thick- 1/2" with 3 pieces with mixed vegetable	Per Plate		
4	Beef fresh Paa -L 3" x Thick- 1/2" with 3 pieces with mixed vegetable	Per Plate		
5	Pork Maru without bone L 3" x Thick- 1/2"	Per Cup		
6	Pork Maru with bone L 3" x Thick- 1/2"	Per cup		
7	Beef Maru without bone L 3" x Thick- 1/2"	Per cup		
8	Beef Maru with bone L 3" x Thick- 1/2"	Per cup		
9	Beef Shakam Dasi L 3" x Thick- 1/2"	Per cup		
10	Dry Beef Paa L 3" x Thick- 1/2" 3 pieces	Per Plate		
11	Chicken Nazam	Per Plate		

12	Liver Fry	Per Plate		
13	Chicken curry	Per Plate		
14	Fish fried curry with 3 full round slice	Per Bowl		
15	Dried Fish Paa & with Red Chilli (3 pecs)	Per Plate		
16	Wet Fish Curry	Per cup		
17	Wet Fish Fried	Per Piece		
18	Gep Paa (Stamach)	Per Plate		
19	Kangchung Maru	Per Plate		
20	Kow Paa (Skin)	Per Plate		
21	Kow Curry	Per Plate		
22	Pumkin Maru with beef	Per Plate		
23	White dry chilli with dry beef	Per Plate		
24	Red dry chilli with cheese & dry beef	Per Plate		
25	Chicken Chilli	Per Plate		
26	Pork Chilli	Per Plate		
27	Beef Chilli	Per Plate		
28	Egg curry with red chilli (Egg Maru)	Per Plate		
29	Boiled Fried Egg curry	Per Plate		
30	Boiled egg	Per Pec		
31	Fried Boiled Egg	Per Pec		
32	Egg Omlete	Per Pec		
33	Egg Pouch	Per Plate		
34	Pure Datshi Magye	Per Head		
35	Datshi Magye with Green Chilli	Per Head		
36	Mixed Vegetable	Per Head		

37	Ema Datsi (Bhutanese Dry Red Chilli)	Per Plate		
38	Ema Datsi (Bhutanese White Dry Chilli)	Per Plate		
39	Ema Datsi (Bhutanese green)	Per Plate		
40	Ema Datsi (Indian Green)	Per Plate		
41	Kewa Datshi	Per Plate		
42	Fried Mixed Vegetable	Per Plate		
43	Tin Mush Room Ema Datsi	Per Plate		
44	Local Mushroom Ema Datsi	Per Plate		
45	Alo Dam	Per Plate		
46	Patsa Jaju	Per head		
47	Sag Jaju	Per head		
48	Damru Jaju	Per head		
49	Plain Dal	Per Cup		
50	Fried Dal	Per Cup		
51	Mixed Green Salad	Per Bowl		
52	Ezay	Per Head		
53	Thokey	Per thokey		

LOT 3: TEA & SNACKS

SL.NO	Particulars	Unit	Price	Remarks
1	Bhutanese Suja (Standard Double Mug)	Per Mug		
2	Kreamtofi Suja (Standard Double Mug)	Per Mug		
3	Milk Tea (Standard Double Mug)	Per Mug		
4	Black Tea (Standard Double Mug)	Per Mug		
5	Lemon Tea (Standard Double Mug)	Per Mug		
6	Green Tea (Standard Double Mug)	Per Mug		
7	Milk Coffee (Standard Double Mug)	Per Mug		

8	Black Coffee (Standard Double Mug)	Per Mug		
9	Zaw Magay	Per Head		
10	Shamdrey (Veg.)	Per Cup		
11	Shamdrey (Beef)	Per Cup		
12	Daysi	Per Cup		
13	Goodday Biscuits	Per Pkt		
14	Cream Cracker	Per Pkt		
15	Cheese Momo with eazy (5 pcs standard size)	Per Plate		
16	Beef Momo with eazy (5 pcs standard size)	Per plate		
17	Pork Momo with eazy (5 pcs standard size)	Per Plate		
18	Veg. Momo with eazy (5 pcs with standard size)	Per Plate		
19	Pokora	Per Pec		
20	Somosa	Per Pec		
21	Papad	Per Pec		
22	Chili chop	Per Pec		

LOT 4: JUICE/COLD DRINKS

SL.N O	Particulars	Unit	Pric e	Remark s
1	Appy Juice	Per Pec		
2	Jumpy Juice	Per Pec		
3	Frooti Juice	Per Pec		
4	Litchi Juice	Per Pec		
5	Mineral water 1000ML (Big)	Per Bottle		
6	Mineral water 500ml (Small)	Per Bottle		

LOT 5: NOODLES & THUKPA

SL.N O	Particulars	Unit	Pric e	Remark s
1	Plain Koka	Per Plate		

2	Egg Koka	Per Plate		
3	Fried Koka	Per Plate		
4	Plain Maggi	Per Plate		
5	Egg Maggi	Per Plate		
6	Ba Thub (Plain)	Per Plate		
7	Beef Bathub	Per Plate		
8	Pork Bathub	Per Plate		
9	Veg.Bathub	Per Plate		
10	Rice Thukpa (Plain)	Per Plate		
11	Rice Thukpa (Beef with bones)	Per Plate		
12	Rice Thukpa (Pork with bones)	Per Plate		
13	Rice Thukpa (Paneer)	Per Plate		
14	Noodles Thukpa	Per Plate		

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) Dzongkhag Administration, Lhuentse, a Government of Bhutan, and having its principal place of business at Lhuentse (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); (**List of items**)
 - (e) The Original Supplier’s Bid Bid security
 - (f) The Purchaser’s Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (h) *[insert here any other document(s) forming part of the Contract]*
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:.....
in the capacity of.....

in the presence of
in the capacity of.....

For and on behalf of the Supplier

Signed:
in the capacity of.....

in the presence of.....
Witness.....

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[insert Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Purchaser]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its Bid dated (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No. *[insert IFB number]* ("the IFB"). Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

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]

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