
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 2021-2022**

Procuring Agency:

**DZONGKHAG ADMINISTRATION
LHUMENTSE**

26th August, 2021**Invitation for Quotation (IFQ)**

Project title: **Operating of Dzongkhag Catering and Canteen Operation Services for the fiscal year 2021-2022.**

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 2021-2022 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 shall be consider as zero rate.
 - c) The **(LOT-1)** items includes food item, curry item, tea & snacks, cold drinks Juice and Thukpa/noddles as prescribed in the price schedule.
 - d) The contract will be awarded to the lowest bidder.
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.
 - 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:

**Chairman
Dzongkhag Tender Committee
Lhuentse**

5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **7th September 2021, on or before 10:00 am (Bhutan Time) at Procurement Office 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/ download from Dzongkhag Website (www.Lhuentse.gov.bt).**
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.

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.

10. VALIDITY OF THE OFFERS: your quotation(s) shall be valid till 25th September 2022.

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

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. The **Power of Attorney** letter shall be asked if the representatives other than the legal owner attend the bid opening.

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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 bid validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 15. 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 Provided |N/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 total of the whole package amount. You are required to quote the rates for all the items under this package and the item left with empty will be consider as zero rate in price schedule .

Specification of the Services Required

| Sl | Item | Specifications |
|----|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1 | Catering and Operation of Dzongkhag Canteen Services on framework contract basis for the year 2021-2022. | 1. 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) Food handling card from BAFRA Office (Bhutan Agriculture and Food Regulatory Authority Authority) under MoAF.
- (f) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (g) Any other requirements specified in this document.

Terms and Conditions for Lhuentse Dzongkhag Catering and Canteen Operation Services.

1. Canteen shall be meant for serving refreshment, snacks, tea, meals and other non- alcoholic beverage items at a quoted rate of individual items reflected in the contract agreement.
2. The canteen shall run on all working days (**Monday to Friday from 7:00AM to 7:00PM**) except on weekends and other national holidays unless required by the Dzongkhag administration.
3. Canteen owners shall not be allowed to stay overnight at the canteen.
4. The canteen should be operated only by a legitimate license holder, in-case if the license holder is not present more than three times while monitoring by the committee, then committee has right to terminate.
5. Canteen operators have to maintain proper cleanliness and hygiene all the time.
6. All waste should be properly disposed of in a designated place and maintain high standard cleanliness in and around the canteen area.
7. Take care of all canteen physical properties.
8. Canteen operator has to mobilize other necessary items required for the canteen.
9. 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.
10. Canteen operators have to bear monthly expenses for electricity and water bills.
11. Canteen operators have to be responsible for safety and fire hazards.
12. Canteen operator has to deposit a monthly rent as per the carpet area to the accounts section of the Dzongkhag Administration within the 1st week of every month if the canteen owner fails to pay within the deadline, **a penalty in accordance with the FRR 2016** shall be imposed.
13. Canteen contract shall be effective till the contract terms for catering is over.
14. Quoted rates of the items must be displayed on the chart at the canteen at all times and the rate should be uniform to all the customers.
15. Deviation from quoted price of the items is subjected to take an appropriate action by the Dzongkhag Tender Committee.

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16. The Dzongkhag Tender Committee will inspect/monitor once in a month to observe the cooking process and usage of safety measures to ensure hygienic services.
 17. The catering shall arrange their own transportation vehicle.
 18. The catering should strictly adhere to the punctuality ie. **30 minutes** before the time.
 19. The catering should strictly adhere to the promptness in services and proper dress code of the staff members while delivering the services.
 20. The three consecutive negative feedbacks both in written and formal social media groups shall result in termination of the contract & forfeiture of EMD.
 21. Special attention and due care should be given to VVIP catering as desired by the Dzongkhag Administration.
 22. Any item left empty in the price schedule shall be considered free.
 23. 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.
 24. *The rate quoted for each item shall be inclusive of all and any other services admissible.*
 25. Work order should be place to Canteen owner if it is planned meeting for the final confirmation.
 26. The Dzongkhag Tender Committee's decision on any matter shall be final and binding.
 27. Failing to fulfill any of the above terms and conditions will be liable for administrative action by the Dzongkhag Tender Committee.

**PRICE SCHEDULE FOR CATERING SERVICES 2021-2022.
(LOT-1)**

| FOOD ITEMS | | | | |
|--------------------|------------------------------------------------------------------------|-------------|-----------------------------|------------------------------|
| SL.N O | Particulars | Unit | Price (Nu)Figure | In words/ Remarks |
| 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 | | |
| CURRY ITEMS | | | | |
| SL.N O | Particulars | Unit | Price (Nu)Figure | In words/ Remarks |
| 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" xThick- 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 | | |

TEA & SNACKS

| SL.NO | Particulars | Unit | Price (Nu)Figure | In words/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 | Good day 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 | | |

JUICE/COLD DRINKS

| SL.N O | Particulars | Unit | Price (Nu)Figure | In words/ Remarks |
|-----------|-------------|---------|---------------------|----------------------|
| 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 | | |
| 7 | Lipton ice tea | Per bottle | | |

NOODLES & THUKPA

| SL.N O | Particulars | Unit | Price (Nu)Figure | In words/ Remarks |
|-----------|-------------------------------|-----------|---------------------|----------------------|
| 1 | Plain Koka | Per Plate | | |
| 2 | Egg Koka | Per Plate | | |
| 3 | Fried Koka | Per Plate | | |
| | Cheese 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]