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STANDARD BIDDING DOCUMENT

# Procurement of Goods



**Royal Government of Bhutan  
Dzongkhag Administration  
Tsirang**

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## **Request for Quotation:**

**Package: - Quotation for  
Dzongkhag Annual Catering  
Service**

**For the financial year 2019-2020**

**Procuring Agency:**

**DZONGKHAG ADMINISTRATION  
TSIRANG**

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## **Invitation for Quotation (IFQ)**

Project title: **Catering Service to Dzongkhag Administration, Tsirang for the financial year 2019-2020**

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

Contract Ref: TD/Pro (01)/2019-2020/

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:

### **Dzongkhag Catering services for the financial year 2019-2020**

*(Information on menu are attached separately)*

2. The bidder(s) must quote for **all the items** under this invitation. Failing to quote for all items shall be deemed non responsive and will be subjected to rejection.
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:  
**Dzongda**  
**Dzongkhag Administration Tsirang**
5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **18<sup>th</sup> July 2019, on or before 10:00 AM (Bhutan Time) and will be opened on the same date at 10:30 AM (Bhutan Time) at Dzongkhag Conference Hall.**
6. The bid shall be accompanied by a lump sum bid security of **Nu. 10,000.00 (Ngultrum: Ten Thousand) only** in the form of Bank Guarantee issued by a

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reputed financial institutions or Cash Warrant or Demand Draft Account Payee addressing **Dzongda, Dzongkhag Administration, Tsirang** 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 Menu Forms in the original sheet provided by the Dzongkhag 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**.
  - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the specifications and instructions 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.
    - (iv) The bidder shall have a **minimum dining capacity** of 20 persons.

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- (v) Price will be evaluated for all the items and contract will be awarded to the firm offering the lowest in the maximum no of commonly consumed menus and upon fulfilling all the conditions specified in the conditions.

***\*For the commonly consumed menus refer the menu list.***

**c) AWARD OF PURCHASE ORDER:**

- If two or more bidders get tied with, the preference will be given to bidder who has quoted lowest in overall grand total amount of items.
- Quality and quantity will also be a basis for the committee to award the contract other than the conditions thereof.
- The Administration shall procure from the winning bidder or the market at the market rate for the items not listed in the schedule.
- ***The Catering for the VVIPs shall be upon the discretion of the Administration.***
  - d) The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
  - e) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **one financial year** from the deadline for receipt of quotation(s). **However, the rates of the items/menus will be valid only for the period till the contract end.**

10. Further information can be obtained from: **Procurement Office, Dzongkhag Administration, Tsirang at 17866750 / 77196224 during office hours**

11. **The Dzongkhag Administration, Tsirang** has a budget allocation for the mentioned purposes and wishes to apply some of that allocation for the said purpose for which this Request for Quotation is issued.

12. Depending on the final requirement, the purchaser may increase or decrease the quantities by Ten percent **(10%)** of the purchase order.

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13. 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.
  14. The Purchaser (Dzongkhag Administration) is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids.
  15. The purchaser prior to expiration of the bid validity period will notify the bidder whose bid is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
  16. Payment will be made up on submitting the bills/invoice after completion of each activity and after verification through the procurement section/ Concerned Sector Head.
  17. The lump sum amount of **Nu. 50,000.00 (Ngultrum: Fifty Thousand) only** shall be retained as performance security deposit with the Dzongkhag Administration and will be disbursed at the end of the contract period. The validity of performance security deposit should be one year from the date of signing contract.
  18. ***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.***

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**Schedule of Items and Priced Quotation (bid form)**

**Bidders have to fill up the Menu Forms in original provided by the Dzongkhag without using extra forms or sheets.**

Contract Duration	<b><i>One Financial Year (w.e.f. July 2019-June 2020)</i></b>
Complimentary Offered	
Signature of Bidder	Bidder's Official Stamp
Name of Bidder	
Date	

### Specification of the Requirement

SI	Item	REMARKS
1	Dzongkhag Catering Service for the FY-2019-2020	<ol style="list-style-type: none"> <li>1. Caterer should provide healthy services as per BAFRA standard. (Food Handlers Certificate)</li> <li>2. Prompt catering services must be ensured whenever ordered.</li> <li>3. No leftover or unhygienic food item shall serve at any given point of cantering services, and if found, administrative action shall be taken, with the possibility of terminating the contract and even debarred from future tender participation.</li> <li>4. The caterer must have the capacity to provide mass catering services, such as for workshops, seminar, high level meetings and conference etc, if required.</li> <li>5. The contract may be extended upon the Administrations discretion.</li> <li>6. All catering service and servings thereon should be provided and managed by the winning bidder. <b>(No Dzongkhag Staffs will assist in serving)</b></li> </ol>
Signature of Supplier:	Supplier's Stamp	
Name of Supplier:		
Date:		

The non submission of historical documents should not become rejection criteria and should be given one chance to the bidder (s) to submit.



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## 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 **(Menu Forms)**;
- (b) A copy of valid Trade License;
- (c) A copy of valid Tax Clearance Certificate;
- (d) The Original Bid security
- (e) A copy of valid BAFRA certificate (Food Handlers Certificate)
- (f) Evidence of past work experience/certificate
- (g) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (h) Any other requirements specified in this document

## Terms and Conditions for the supply of goods and payment

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. The Supplier shall be required to submit a lump sum amount of **Nu. 50,000.00 (Ngultrum: Fifty Thousand) only** as a performance security deposit to the Dzongkhag in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished before signing the contract agreement. The performance security deposit shall be valid for one year.
2. **The quoted price should be inclusive of service charges and any other costs involved till the end of contract period/duration and nothing extra shall be paid such as BST.**
3. However catering Services rendered beyond 10 Kms from the Dzongkhag administration shall be paid as per the transportation charges quoted by the bidder.

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4. Any goods found defective during shall be replaced/repared immediately by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, it shall lead to deduction of the item from the bill.
  5. 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. Two times notice/reminder shall be issued if failing to fulfill the terms and condition of the contract. Otherwise the contract will be terminated.
    - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
    - c. if the Caterer, 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; and
  6. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realize the difference amount between the quoted price & market price from the security deposit.
  7. The rates decided and agreed between the parties for various items shall be fixed and no escalation in the finalized rates will be permitted during the duration of the Contract. If it found charging beyond the approved rates, administrative action will be taken against the service provider. The rates for all the food items shall be valid for one **Financial Year**
  8. The food and refreshment should be served on time, fresh, hygienic and enough as per the demand/order of the purchaser.
  9. Caterer should strictly adhere to the punctuality, promptness in services and proper dress code of the staff members while delivering the service.
  10. The services should be carried out on and at any time as per the demand of the concerned officials from the Dzongkhag. Irrespective of number of head count.
  11. The service provider shall maintain highest level of decency and peaceful environment within the compound of Dzong or any other location for the purpose thereof.
  12. **The caterer should remain open and cater the demand of the purchaser twenty-four hours.** Order for the catering service may be given any time during the weekend and government holidays too.
  13. The Dzongkhag Tender Committee (DTC) will monitor the rates, adherence to the conditions, hygiene and services time to time.
  14. A minimum of three-server manpower has to be mobilized by the Service Provider. The procuring agency shall inform the caterer on the number of server

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as per the size of the catering need and should be wearing the formal dress on any occasion for that matter.

15. The service provider has to arrange **furniture and utensils at his own cost.**  
The Dzongkhag shall not be responsible for providing furniture items. The caterer should have standard catering utensils such as buffet set, standard plate, cups and mugs, flask, tray, dining table, dewan, sofa, chhodum and plastic chair for every catering event whenever required.
16. The caterer on the event of rendering the service shall setup the catering table, serving table and other necessary requirements. The procuring agency shall not be responsible for the set-up.
17. Detail terms & conditions shall be drawn with the winning bidder during the time of contract signing with the lowest evaluated bidder.

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# Contract Agreement

(Sample)

*[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 Tsirang, Royal Government of Bhutan, and having its principal place of business at Tsirang (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); (**MENU LISTS**)
  - (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]*

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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:.....  
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*.....

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## Bid Security (Bank Guarantee)

(Sample)

*[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)]*

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**Performance Security  
(Sample)**

*[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>1</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>2</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>1</sup>

<sup>2</sup>

## MENU for CATERING SERVICE 2019-2020

Sl. No	Particulars	Qty	Rate In Figure	Rate In Words
1	Red Rice *	Per Plate		
2	White Rice*	Per Plate		
	• local Rice			
	• Imported Rice			
	White rice with Kharang			
3	Phagsha Sikam pa*Length 3", Thickness 1/2" (Standard size of 3 Pcs.with mixed vegetables)	Per Plate		
4	Beef shakam pa*Length 3", Thickness 1/2" (Standard size of 3 Pcs.)	Per Plate		
5	Phagsha pa*Length 3", Thickness 1/2" (Standard size of 3 Pcs.)	Per Plate		
6	Beef pa*Length 3", Thickness 1/2" (Standard size of 3 Pcs.)	Per Plate		
7	*Dry fried fish pa with Red Chilli (Standard size of 3 Pcs.)	Per Plate		
8	Pork maru without bone*	Per phop		
9	Pork Maru With Bone*	Per Phon		
10	Beef Maru With Bone*	Per Phob		
11	Beef maru without bone*	Per phop		
12	Mutton Curry	Per phob		
13	Mutton Fried	Per phob		
14	Chicken Roast	Per Plate		
15	Chicken Ngazam*	Per phob		
16	Chicken curry*(Without Skin)	Per phop		



17	Liver Fry*	Per phob		
18	Wet Fish Curry	Per Phob		
19	Wet fish fried round Sliced	Per Pcs		
20	Goep Paa, Length 3", thickness 1/2"	Per Phob		
21	Kow Paa			
22	White Dried Chilli with Dry Beef *(Shakam Shurkam)			
23	Pumkin Maru with beef	Per phob		
24	Kangchung Maru	Per Phob		
25	Fish Fried curry with three full round sliced*	Per phop		
26	Eggs* · Boiled curry · Boiled and fried curry	Per Phob		
27	egg curry with red chilli (egg Maru)	Per Phob		
28	Egg Boiled *	Per Piece		
29	Boiled and fried egg*	Per Piece		
30	Egg Omlet*	Per Piece		
31	Egg Pouch*	Per piece		
32	Ema Datsi(Bhutanese Dried Red Chilli)*	Per Phob		
33	Shurkam Ema Datsi*			
34	Ema Datsi *(Indian Green Chilli)			
35	Ema dhatshi (Bhutanese Green Chilli)*	Per phop		
36	Shamu dhatshi*	Per phop		
	· Local Shamu			
	Tin Mushroom			
	· Imported Shamu			
37	Motor Paneer*	Per Phob		
38	Kewa dhatshi*	Per phop		
39	Sag dhatshi*	Per phop		

40	Mixed veg.curry*	Per phop		
41	Plain Dhal*	Per Phob		
42	Fried Dhal	Per phop		
43	Dry-ema dhatshi*	Per phop		
44	Alu dham	Per phop		
45	Mixed salad*	Per phop		
46	Pure Datsi Mangay (Cheese Fry)	per Phob		
47	Datsi Mangay with Green Chilli/ / Chilli Powder*	Per Phob		
48	Green Chilli Ezay*	Per Bowl		
49	Dried Red Chilli Ezay*	Per Bowl		
50	Jhaju Patsha/Damru/Sag*	Per phop		
51	Pork momo(5pcs)*	Per plate		
52	Beef momo(5pcs)*	Per plate		
53	Veg.momo(5pcs)*	Per plate		
54	Cheese momo(5pcs)*	Per plate		
55	Chapati(4pcs)* (Sukha Rothi)*	Per plate		
56	Puri(4pcs)	Per plate		
57	Desi*	Per phop		
58	Milk Tea*	Per cup		
59	Coffee*	Per cup		
60	Black coffee	Per cup		
61	Green Tea	Per Cup		
62	Lemon Tea	Per Cup		
63	Milk Coffee			
64	Suja*	Per cup		
65	Zaw margay*	Per Bangchung		
66	Gayza Sib	Per Bangchung		
67	Cup Cake	Per Piece		
68	Bread Bun	Per Piece		
69	Jam Per Bottle (all Flavour)500 ML	Per Bottle		
70	Pakora 4pcs Plate	Per Plate		
71	French Fry	Per Plate		

72	Samosa 4 pcs Plate	Per Plate		
73	Chilli Chop	Per Piece		
74	Cream Craker Biscuit*	per packet		
75	Good-day Biscuit*	per packet		
76	Beef Shamdray*	Per phop		
77	Egg Shamdray*	Per Phob		
78	Veg. Samdray *	Per phop		
79	shakam dhatse with green chilli*	Per phop		
80	shakam dhatse with dried red chilli*	Per Phob		
81	sikam dhatse*	Per phop		
82	Pet juice 300 ML Bhutanese	Per Pcs		
83	Jumpy/frooti/appy juice *	Per Pcs		
84	Mineral water * • Big 1000ML • Small 500ML	Per Pcs		
85	Chicken Fried Rice	Per Plate		
86	Veg. Fried Rice	Per Plate		
87	Beef Fried Rice	Per Plate		
88	Pork Fried Rice	Per Plate		
89	Egg Fried Rice,	Per Plate		
90	Beef Chhili*	Per Plate		
91	Chicken Chilli*	Per Plate		
92	Pork Chilli*	Per Plate		
92	Papad*	Per Piece		
94	Local Khabzay*	Per Pkt.		
95	Transportation Charges Beyond 10 KM	Per KM		
96	Service Charge	per catering services		

**NOTE: - (\* marked Items are commonly consumed Items mentioned in the condition)**

