
STANDARD BIDDING DOCUMENT

Catering Service for FY 21-22



**Royal Government of Bhutan
Dzongkhag Administration
Tsirang**

Request for Quotation:

**Package: - Dzongkhag Annual
Catering Service**

For the financial year 2021-2022

Procuring Agency:

**DZONGKHAG ADMINISTRATION
TSIRANG**

Invitation for Quotation (IFQ)

Project title: **Catering Service to Dzongkhag Administration, Tsirang for the financial year 2021-2022**

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

Contract Ref: TD/Pro (01)/2021-2022/

Dear Sir/Madam,

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

Dzongkhag Catering services for the financial year 2021-2022

(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 **24th June 2021, 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 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**. The quoted **price shall be inclusive** of all related costs including taxes, duties, and other levies until the end of the contract period to the venue upon the purchasers' desire.
 - 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.

AWARD OF PURCHASE ORDER:

- the award will be made to the bidder who is offering the lowest in maximum number of items that are commonly ordered (***Commonly ordered items are marked in the list attached***)
- If two or more bidders get tied with number of lowest in maximum items, the preference will be given to bidder who has quoted lowest in overall grand total amount of items.
- Quality and quantity will 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.
 - c) 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 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.

-
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 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.
 15. 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).
 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.

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	<i>One Financial Year (w.e.f. July 2020-June 2021)</i>
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-2021-2022	<ol style="list-style-type: none"> 1. Caterer should provide healthy services as per BAFRA standard. (Food Handlers Certificate) 2. Prompt catering services must be ensured whenever ordered at the destination mentioned in the supply order, self-transportation should be arranged. 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. 4. The caterer must have the capacity to provide mass catering services, such as for workshops, seminar, high level meetings, VVIPs and conference etc, if required. 5. The contract may be extended upon the Administrations discretion. 6. Sufficient food shall be served at all times, failing to do so shall be subjected to termination if repeated. 7. A minimum of three personnel should be deployed for serving during all catering services in formal dress. Failing to deploy serving personnel shall be subjected to deduction of 5 % of the total bill amount for the particular order.
Signature of Supplier:	Supplier's Stamp	
Name of Supplier:		
Date:		

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 if any
- (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 contract duration shall be for the period of one financial year starting 1st July 2021 through 30th June 2022.
3. The quoted price shall include all taxes, service charges, duties; insurance and any other costs involved till the end of contract period/duration and nothing extra shall be paid.
4. Any goods found defective during shall be replaced/repaired immediately by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, it shall lead to LD charges and contract termination subsequently.

-
5. The supplier shall pay liquidated damages if the items ordered is missing, the LD shall be 2% of the total bill amount for the particular day.
 6. The winning caterer should at all time display the food items in proper buffet and shall provide / arrange plates, cups, glass, spoons, trays, etc...as per the event and different level of VVIPs.
 7. 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 given failure to fulfill the terms and condition of the contract. Otherwise, the contract will be terminated.
 - b. If the supplier fails to perform any other Terms and Conditions specified with the Purchase Order, or exceed the maximum amount of liquidated damages.
 - c. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - d. 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
 - e. 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.
 8. 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.
 9. 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**
 10. The food and refreshment should be served on time, fresh, hygienic and enough as per the demand/order of the purchaser.
 11. Caterer should strictly adhere to the punctuality, promptness in services and proper dress code of the staff members while delivering the service.
 12. The services should be carried out on and at any time as per the demand of the concerned officials from the Dzongkhag.
 13. The service provider shall maintain highest level of decency and maintain decorum as deemed appropriate.
 14. 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.

-
15. The Dzongkhag Tender Committee (DTC) will monitor the rates, adherence to the conditions, hygiene and services to time to time.
 16. Enough man-power has to be mobilized by the Service Provider and should be wearing the formal dress on any occasion for that matter.
 17. The service provider has to arrange **furniture and utensils at his own cost**. The Dzongkhag shall not be responsible for providing furniture items.
 18. Detail terms & conditions shall be drawn with the winning bidder during the time of contract signing with the lowest evaluated bidder.

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]*

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)

(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)]

**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)]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]

¹

²

MENU CATERING SERVICE 2021-2022

*Marked Items are commonly ordered items, Pl. Read the above instructions.

Sl. No	Particulars	Qty	Rate In Figure	Rate In Words
1	*Red Rice	Per Plate		
2	*White Rice <ul style="list-style-type: none"> • local Rice • Imported Rice 	Per Plate		
3	*Phagsha Sikam pa (Standard size (<i>La-gang</i>) 2 Pcs.)	Per Plate		
4	*Beef shakam pa (Standard size of 3 Pcs.)	Per Plate		
5	*Phagsha <i>baezum</i> (Standard size of 2 Pcs.)	Per Plate		
6	*Beef <i>pa</i> (Standard size of 3 Pcs.)	Per Plate		
7	Dry fried fish pa (3 Pcs.)	Per Plate		
8	*Pork curry	Per phop		
9	*Beef curry	Per phop		
10	*Chicken curry (Without Skin)	Per phop		
11	*Fish curry	Per phop		
12	*Eggs <ul style="list-style-type: none"> • Boiled • Boiled and fried 	Per piece		
13	*Ema dhatshi	Per phop		
14	*Shamu dhatshi <ul style="list-style-type: none"> • Local Shamu 	Per phop		

	• Imported Shamu			
15	*Kewa dhatshi	Per phop		
16	*Sag dhatshi	Per phop		
17	*Mixed veg.curry	Per phop		
18	*Dhal	Per phop		
19	*Dry-ema dhatshi	Per phop		
20	Alu dham	Per phop		
21	Mixed salad	Per phop		
22	*Jhaju	Per phop		
23	*Pork momo(5pcs)	Per plate		
24	*Beef momo(5pcs)	Per plate		
25	*Veg.momo(5pcs)	Per plate		
26	*Cheese momo(5pcs)	Per plate		
27	*Chapati(4pcs) (Sukha Rothi)	Per plate		
28	Puri(4pcs)	Per plate		
29	*Draesi	Per phop		
30	*Milk Tea	Per cup		
31	*Coffee	Per cup		
32	*Black coffee	Per cup		
33	*Suja	Per cup		
34	*Zaw margay	Per Bangchung (Medium Size)		
35	Cream Craker Biscuit	per packet		
36	Good-day Biscuit	per packet		

37	*Beef Shamdray	Per phop		
38	*Veg. Samdray	Per phop		
39	*shakam dhatse	Per phop		
40	*sikam dhatse	Per phop		
41	Apple juice 250ml	Per pcs		
42	*Jumppy juice	Per crate		
43	*Mineral water • Big Small	Per Cartoon		
44	*Chicken Fried Rice	Per Plate		
45	*Veg. Fried Rice	Per Plate		
46	*Beef Fried Rice	Per Plate		
47	*Pork Fried Rice	Per Plate		
48	*Egg Fried Rice,	Per Plate		
49	*Beef Chhili	Per Plate		
50	*Chicken Chilli	Per Plate		
51	*Pork Chilli	Per Plate		
52	Papad	Per Piece		
53	Local Khabzay	Per Pkt.		
54	Mutton Fry	Per Plate		
55	*Mutton Curry	Per Plate		
56	*Dartse Marngo	Per Phob		
57	*Coke 300ml	Per Crate of 24 pcs		
58	*Ice Tea	Per Crate of 24 Pcs		

59	*Egg poach / Scrambled	Per plate of 2 pcs		
60	*Egg Shamdray	Per Phob		
61	Paneer Thub	Per phob		
62	*Yogurt	Per Cup		