
Royal Government of Bhutan

**DZONGKHAG ADMINISTRATION
SARPANG**



Bidding Document

For

DZONGKHAG CATERING

Bid Reference No:

SD/PRO-01/2020-2021/155 dated 13th July 2020



DZONGKHAG CATERING

Invitation for Quotation (IFQ)

Project title: Dzongkhag Catering.
Source of Funding: RGoB Funding
Contract Ref: Dy. Chief Procurement Officer, Dzongkhag Administration, Sarpang.

To:

Dear Sir/Madam,

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

➤ **Dzongkhag Catering.**

2. Price quotations will be evaluated for all the items together and contract awarded to the bidder offering the lowest quoted rate for maximum items (Lot wise). If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.
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 quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address.

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

Dasho Dzongdag,
Dzongkhag Administration,
Sarpang

and delivered to the Dy. Chief Procurement Officer, Sarpang Dzongkhag.



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4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **31st July 2020 at 10:00 am**. The bid will be opened on the same date in the **DT Hall at 11: 00 am**.
 5. The bid shall be accompanied by a bid security of Nu.**5,000/-** (Five thousand only) in the form of cash warrant, demand draft or unconditional Bank Guarantee in favour of **Dasho Dzongdag**, Dzongkhag Administration, Sarpang valid till 60 days. Any bid not accompanied by bid security shall be treated as non responsive.
 6. Quotation by fax or by electronic means **are not** acceptable
 7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - a) PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery.
 - b) EVALUATION OF QUOTATION: offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;
 - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

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- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder as per **clause No 2** above and 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).

8. Further information can be obtained from: **Dy. Chief Procurement Officer at the telephone No 06-365474 during the Office hours.**
9. The **Dzongkhag Administration, Sarpang** has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
11. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
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 quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).



Documents required to be submitted as part of the Quotation

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

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) **A valid Service License for Hotel & Restaurant.** WITH *well established & operational Hotel/Restaurant in existence without which your bid shall be considered as Non-responsive to the instruction of the bidding document.*
- (c) **Food Handler License or No Objection Certificate from BAFRA** *without which your bid shall be considered as Non-responsive to the instruction of the bidding document.*
- (d) A valid Tax Clearance Certificate;
- (e) The required bid security
- (f) Any other requirements specified in this document

Terms and Conditions for Catering..

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 rate quoted should be DDP Dzongkhag HQ, under Sarpang Dzongkhag and should be inclusive of all charges/levies/taxes.*
2. *A lump sum amount of Nu 10,000/- (Ten thousand only) should be deposited as a performance security in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan that shall be valid for a period of twelve months from the date of issue of the Letter of Acceptance*
3. *You should strictly adhere to the punctuality, promptness in services and proper dress code of the staff members while delivering the service.*
4. *The food and refreshment should be served on time, fresh, hygienic and enough as per the demand/order of the purchaser.*
5. *The rates quoted should be inclusive of taxes, services charges, insurance and any other costs involved and nothing extra shall be paid.*
6. *The Dzongkhag Administration shall have the right to supervise the functioning of Catering services, including the cleanliness and the sanitation.*
7. *The services should be carried out all the time as per the demand of the concerned officials from the Dzongkhag. You are also required to provide services on any occasion beyond the stipulated time as per the order.*
8. *During the contract period, the firm must render unfailing services. If failed, the Dzongkhag Administration shall have a right to forfeit the performance security deposit and recover the positive difference in the contract amount with the next lowest bidder or procure the items from the Open market and recover the positive difference between market and quoted amount.*
9. *If the successful bidder fails to sign the contract agreement within the deadline specified in the letter of acceptance, it shall be dealt as per Chapter VI-Clause 6.1.2/sub-clause 6.1.2.1 (d) of PRR-2019*



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10. *Any food items found spoilt during the service shall be replaced/supplied by the Bidder at his/her own cost.*
 11. **The Bidder should have well established & operational well established & operational Hotel/Restaurant without which your bid will be considered non-responsive to the instruction of the bidding documents.** *The Bidders may be asked to furnish the proof of the fully operational business establishment and the Officials from the Dzongkhag may visit to authenticate the same.*
 12. *Although, contract will be awarded LOT WISE based on the lowest quoted rates for maximum items However, the lowest quoted rate of the other bidder within the lot will be taken into account while placing the work/supply order.*
 13. *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:*
 1. *If the contractors fails to perform any other Terms and conditions specified with the Purchase Order.*
 2. *If the contractors fails to perform any other obligation(s) under the Purchase Order.*
 14. *Purchaser reserves the right to reject all or any of the quotations without assigning any reasons thereof.*
 15. *The decision of the Tender Committee shall be final and binding.*

Contract Agreement

THIS CONTRACT AGREEMENT made on the day of.....month, 2020,

BETWEEN

- (1) **Dasho Dzongdag, Dzongkhag Administration, Sarpang** and having its principal place of business at **Sarpang** (hereinafter called "the Purchaser"), and
- (2) Ms....., a corporation incorporated under the laws of Bhutan and having its principal place of business at (hereinafter called "the Service Provider").

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., [.....] and has accepted a Bid by the Supplier for the supply of those Goods and Services

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;
 - (c) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier's Bid and original Price Schedules;
 - (f) The Purchaser's Notification of Award of Contract;
 - (g) The form of Performance Security;
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 Service Provider as hereinafter mentioned, the Service Provider 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 Service Provider 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.

1. For and on behalf of the Purchaser

Dasho Dzungdag

in the presence of *Dy. Chief Procurement Officer*

2. For and on behalf of the Supplier

- i. Signature of Suppliers or authorized representative of the Supplier (Affix Legal Stamp)*
- ii. Title or designation: - _____*
- iii. CID No: - _____*

in the presence of : - *i. Signature of Witness (Affix Legal Stamp)*

ii. Name of the official witness _____

iii. CID No: - _____

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]



Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date³]*. 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.

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

Catering items

Sl#	Items	Unit	Rate
1	Rice (Red)	plate	
2	Bhog rice	plate	
3	NAN	piece	
4	Pork paa	plate	
5	Sikam paa	plate	
6	Pork curry	plate	
7	Beef paa(Fresh)	plate	
8	Shakam paa	plate	
9	Beef curry	plate	
10	Shakam curry	plate	
11	Chicken chilli	plate	
12	Chicken curry	plate	
13	Chicken fried	plate	
14	Egg omlete/Porch	piece	
16	Boiled egg curry	plate	
17	Egg boiled and fried	piece	
18	Mutton curry	plate	
19	Fresh fish fried	plate	
20	Dry fish fried	plate	
21	Fresh fish curry	plate	
22	Dry fish curry	plate	
23	Alu dam	plate	
24	Ema datshi (Green Bhutanese chilli)	plate	
25	Ema datshi (Dry Bhutanese Chilli)	plate	
26	Mushroom datshi	plate	
27	Kewa datshi	plate	
28	Vegetable curry	plate	
29	Dal/Jaju	cup	
30	Papard	piece	
31	Mineral water(1/2 litre)	bottle	
32	Suja	cup	



33	Tea (black)	cup	
34	Tea (Milk)	cup	
35	Coffee (black)	cup	
36	Coffee (Milk)	cup	
37	Shamdrey(beef/pork/egg)	cup	
38	Dresi	cup	
39	Cheese & egg fry	cup	
40	Muttur Paneer	cup	
41	Momo (pork)	5 pieces	
42	Momo (beef)	5 pieces	
43	Momo (vegetable)	5 pieces	
44	Samosa	piece	
45	Sukha roti	piece	
46	Puri	piece	