



དཔལ་ལྷན་འབྲུག་གཞི་དབང་འདུས་པོ་བླ་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



STANDARD BIDDING DOCUMENT

Annual Dzongkhag Catering Service



**Royal Government of Bhutan
Wangdue Phodrang**

2023-2024
Invitation for Quotation (IFO)



དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



Date: 27/06/2023

Project title: **Annual Dzongkhag Catering Services**

Source of Funding: **RGoB**

To:

All the interested Hoteliers

Bajo, Wangdue Phodrang

Dear Sir/ Madam,

1. You are invited to submit your priced bid for the annual catering services.
(*Information on item list are attached*)
2. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the 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:
To
The Dasho Dzongdag
Wangdue Phodrang Dzongkhag Administration
Telephone: 17846042
4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is 10:00 AM 14th July 2023 and opened on the same day at 11:00 AM in Dasho
Dzongda's chamber.
5. Bids must be accompanied by a bid security of Nu.20,000/- *address to Dasho Dzongdag.*



དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



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 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-2 of contract and terms and conditions.



དཔལ་ལྷན་འབྲུག་གཞི་དབང་འདུས་མོ་བླ་མ་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 30 days from the deadline for receipt of quotation(s).

8. Further information can be obtained from: Offtg. *Procurement Officer @ 17345990]*
9. Depending on the requirement, the purchaser will place order.
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 indicated above.
11. 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.
12. 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 **form-5**
13. The contract will be till 30th June 2024.
14. The contractor shall submit performance security of Nu.20,000 at the time of signing the contract and can be either of the following forms:
 - a. Unconditional Guarantee issued by reputed financial institutions.
 - b. Banker's cheque/Cash Warrant.
 - c. Demand draft Account Payee.



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་པོ་འབྲུག་པོ་བླ་མ་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



Schedule of Items and Priced Quotation (bid form 1)

Sl	Item	Description & Details	Unit	Unit Rate (Nu.)	Total Amount (Nu.)
1	Red Rice	Local	Per head		
2	White Rice		Per head		
3	Cheese Momo with Ezay	5 piece per plate	Per head		
4	Beef/Pork Momo with Ezay	5 piece per plate	Per head		
5	Pork Curry with Fin		Per head		
6	Pork Paa		Per head		
7	Sikam Paa		Per head		
8	Beef Curry with Fin		Per head		
9	Shakam Paa		Per head		
10	Chicken Curry		Per head		
11	Chicken Chili		Per head		
12	Fish Curry		Per head		
13	Fried Fish		Per head		
14	Dry Fish Paa		Per head		
15	Mushroom Datsi		Per head		
16	Ema Datsi		Per head		
17	Kewa Datsi		Per head		
18	Shakam, Shukam, Datsi Curry		Per head		
19	Mixed vegetables		Per head		
20	Mutter Paneer		Per head		
21	Datse ma-Ngo		Per head		
22	Boiled egg fried		Per head		
23	Thup(Porridge)		Per head		
24	Sukha Roti		Per Piece		



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་པོ་འབྲུག་པོ་བློ་བྱེད་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



25	Dhal/Jaju		Per head		
26	Mixed Fruits		Per head		
27	Tea (black/milk)		Per Cup		
28	Suja Shamdey(veg)		Per head		
29	Suja Shamdey(non-veg)		Per head		
30	Suja Dresi		Per head		
31	Sandwich		Per Piece		
32	Cup Cake		Per Piece		
33	Lipton(can)		Per Can		
34	Appy/Frooti/Jumy	(200 ml)	Per Pkt		
34	Mineral Water	500 ML	Per bottle		
35	Eazey		Per Head		
		Total			

Other related requirements:

Sl.#	Particulars	Yes	No
1	Space to accommodate at least 30 heads		
2	Number of Employees(details)	1. 2. 3. 4. 5.	
3	Adequate Kitchen Equipment		



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་པོ་འབྲུག་པོ་བླ་མ་ལྷ་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



Documents required to be submitted as part of the Quotation.

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License;
- (c) A valid Tax Clearance Certificate;
- (d) Bid- securing declaration
- (e) The details of employees with a copy of CID Card.

Terms and Conditions for Delivery 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 performance security of Nu. 20,000/- in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid for one year.
2. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the Order.
3. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
4. Any items found injuries to human consumption will be dealt as per the laws of kingdom of Bhutan. If the supplier fails to rectify instantly and or replace it, the purchaser shall do it at the cost of the supplier.
5. Transportation and man powers for serving should be arranged by the winning bidder.
6. 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. if the Supplier fails to perform any other Terms and conditions specified with the Order.
 - b. if the Supplier fails to perform any other obligation(s) under the



དཔལ་ལྷན་འབྲུག་གཞི་དབང་འདུས་པོ་བླ་མ་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
WANGDUEPHODRANG



supply Order, or

- c. If the Supplier does not take any remedial action as required.

..... Signature of Supplier	Supplier's Official Stamp/Seal
..... Name of Supplier	
..... Date	