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# STANDARD BIDDING DOCUMENT

## Annual Catering Service



**Royal Government of Bhutan  
Wangdue Phodrang**

**2020-2021**

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དབལ་ཕྱན་འབྲུག་གཞུང་། འབྲུག་མོ་བླ་མ་གྱི་འཕེལ་བྱེད་ལྷན་ཁང་།  
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**Invitation for Quotation (IFQ)**

Date:

Project title: **Annual Catering Services**

Source of Funding: **RGoB**

Contract Ref: **DAW/Pro/01/2021/01**

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 technical specifications and required quantities 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 10:30 AM 21<sup>st</sup> July 2020 and opened on the same day at 11:40 AM in DYT Hall.



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5. Bids must be accompanied by a bid securing declaration using the form 1.

- i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.
- ii. Any bid not accompanied by a Bid-Securing Declaration shall not be accepted.
- iii. The Bid-Securing Declaration shall be executed:
  - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
  - b) If the Bidder does not accept the correction of the Bid price as Clause per 7 (b) (iii);
  - c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security



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- iv. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of Nu.20,000/- within 14 days from date of notification by Employer.
  - v. In case the bidder fails to comply 5 (iv), bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.
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 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 of supply.



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- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of  
60 days from the deadline for receipt of quotation(s).
8. Further information can be obtained from: *Procurement Officer @ 17846042]*
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 for one year (365 days).
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:
- Unconditional Guarantee issued by reputed financial institutions.
  - Banker's cheque/Cash Warrant.
  - Demand draft Account Payee.



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Schedule of Items and Priced Quotation (bid form 1)

Sl	Item	Description & Details	Unit	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
1	Red Rice	Local				
2	White Rice					
3	Vege. fried Rice with Ezay					
4	Non Veg. fried Rice with Ezay					
5	Cheese Momo with Ezay	5 piece per plate				
6	Beef/Pork Momo with Ezay	5 piece per plate				
7	Pork Curry with Fin					
8	Pork Paa					
9	Sikam Paa					
10	Beef Curry with Fin					
11	Shakam Paa					
12	Chicken Curry					
13	Chicken Chili					
14	Fish Curry					
15	Fried Fish					
16	Dry Fish Paa					
17	Mushroom Datsi					
18	Ema Datsi					
19	Kawa Datsi					
20	Shakam, Shukam, Datsi Curry					
21	Mixed vegetables					
22	Mutter Paneer					
23	Datse ma-Ngo					
24	Steamed Asparagus					
25	Scramble Egg					
26	Boiled Egg					
27	Thup(Porridge)					
28	Roti					
29	Khuli					



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30	Dhal/Jaju					
31	Mixed Fruits					
32	Chinta/ Tea					
33	Black/White Coffee					
34	Suja Shamdey(veg)					
35	Suja Shamdey(non-veg)					
36	Suja Dresi					
37	Sandwich					
38	Cup Cake					
39	Lipton(can)					
40	Cocacola(can)					
41	Mineral Water	1000 ML				
42	Mineral Water	500 ML				
42	Mineral Water	250 ML				
		<b>Total</b>				

**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. 6. 7.	
3	Adequate Kitchen Equipments		

Signature of Supplier	Supplier's Official Stamp
Name of Supplier	
Date	



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**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 injurious 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 supply Order, or
  - c. if the Supplier does not take any remedial action as required.



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**Bid-Securing Declaration (Form 1)**

Date:

IFB No.:

To: \_\_\_\_\_

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for the period of two years if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders; or
- (c) Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed: \_\_\_\_\_

In the capacity of \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ Corporate Seal (where appropriate)

Affix Legal Stamp