



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྫོང་ཁག་བདག་སྐྱོང་། ཚོས་ཅེ་རྫོང་། གྲོང་གསུལ་།

Royal Government of Bhutan

DZONGKHAG ADMINISTRATION

Chhoetse-Dzong: Trongsa

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## STANDARD BIDDING DOCUMENTS

# Procurement of Goods

(Above Nu. 0.250 Million)



**DZONGKHAG ADMINISTRATION  
TRONGSA**

## **ANNUAL QUOTATION OF FOOD CATERING SERVICES FOR THE FY/2021-2022**



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|   |   |
|---|---|
| <b>Name of the Restaurant/Hotel:</b><br>.....   | <b>Signature of Bidder over the Legal Stamp</b> |
| <b>Address:</b> .....<br><b>Contact no:</b> .....<br><b>Fax no:</b> .....<br><b>Email ID:</b> ..... |   |

## Food Catering Services Terms and Conditions FY: 2021-2022

### Crockery & Cutlery items

- Crockery and cutlery must be arranged by the caterer on all deliveries and the charges shall be included in the payment of food catering.
  - Crockery items like Plates, Cups and mugs must be brand new if not very clean for the food catering services.
  - Cutlery items like Knives, forks and spoons must be clean as well.
  - We don't want caterers to serve tea and any meals in plastic cups and plastic plates.
  - Arrangement of any meals must be very clean and presentable.

If in case caterer fails to provide above requirement and if there shall be any complaint by the customer regarding Cutlery & Crockery the penalty shall be;

- Procuring Agency shall place a reminder in written,
- If it's for the second time we shall issue warning letter and



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- C. If it is for the third time, we shall cancel the award and we shall do another quotation for food catering or shall award to the second lowest evaluated bidder.
- D. shall forfeit the performance security of NU:80,000/-
- E. If it's awarded to the second lowest bidder, the differential amount must be borne by the first lowest bidder on every supply order throughout the Financial Year.
- F. Shall not allow the particular caterer to participate for the following two years.
- 2. All the containers of food catering services must be new if not must be so clean.
- 3. The damage charge of crockery and cutlery shall be borne by the caterer.

## **Time of Meals Delivery**

- 1. Must arrive at the catering venue at least 15 minutes prior to the ordered meal time to make sure that the meal is in time without any delay.

Penalty, if the caterer fails to supply food on time.

- A. If it is delayed for one time we shall give reminder in written,
- B. If it is delayed for second time we shall issue warning letter and
- C. If it is delayed for the third time we shall cancel the award letter of awarding and we shall do another quotation for food catering.



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## Health & Hygiene

1. Proper hygiene should be maintained for the food items and proper dress code for the caterers must be observed.
2. All waste should be properly disposed of in a designated place and maintain a clean area at the catering venue.
3. Toilets should be hygienic.

If the procuring agency is not satisfied with the Hygiene, the catering committee shall put up the matter in DTC.

4. If the caterer fails to provide the above mentioned services the penalty will be the same as others.
5. The committee shall inform BAFRA to inspect the Hygiene of the catering services as and when required.

## Caterer space or accommodation and staff requirement

1. Hotels may have enough space for hosting important events/gatherings.
2. There must be a proper cabin, well-furnished for the VIP visit.
3. Adequate staff for serving as and when required.

Before the award, the Tender committee from Dzongkhag will visit and verify the caterer space, accommodation and staff requirement and will decide the award accordingly.



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## Transportation & Service Charges

1. Catering services including transportation must be arranged by the caterer to the venue as desired by the Dzongkhag Administration according to the supply order.
2. The Dzongkhag Administration will provide transportation charges beyond the radius of 5 km for food catering services and service charges will be provided. Transportation charge and service charge will be 10% of the contract amount of the particular supply order if it is only beyond 5 km and beyond.
3. The transportation charges and other service charges within the radius of 5 km should be inclusive in the quotation rate of food catering.
4. All the service charges shall be included in the rate of food catering while quoting the rate.

## Bid Security & Performance Security

1. The amount of the Performance Security shall be: NU: **80,000/- in lump sum** and it must be valid till 30<sup>th</sup> June 2022

The types of acceptable Performance Securities are:

1. Unconditional bank guarantee issued by financial institution located in Bhutan and acceptable to the Purchaser, in the form provided for in the Contract or in any other form acceptable to the Purchaser, or
2. Cash warrant, or
3. Demand draft.

5. Bid Security must be 2% of the quoted Rate.



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6. Discharge of Performance Security shall take place: ***End of Contract Period ie: 30<sup>th</sup> June 2022.***

### **Special Order for VIPs visit**

1. Special attention and care should be given to VIP catering as desired by the Dzongkhag Administration.
2. The catering order for the VVIPs and VIP will be at the discretion of Dzongkhag Authorities. (Dzongkhag can order meals for VIP in any hotels)
3. Caterer must have a different set of crockery and cutlery for the VIP Visit.

### **Quality and Quantity of Meals**

1. The quantity must be as per the order. Every individual must get their share after the order.
2. The quality of catering must not be compromised throughout the year.

### **Penalty if incase caterer fails to provide food catering services**

1. If in case the supplier fails to meet the required quality services or if the supplier discontinues before his/her contract period. The penalty will be as follows;
  - A. Forfeit the performance security of Nu:80,000/-
  - B. If the catering service is awarded to the second lowest evaluated bidder, the differential amount must be borne by the first lowest bidder.
  - C. Procuring Agency shall not allow the particular firm to participate in catering for the following two years. Firm will be black listed for two year and the current year will not be included in the 2 years period of black list.



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## **Bill Settlement**

1. Bills should be submitted to the Dzongkhag Administration and settle as per FRR.

## **Award of the work**

1. The committee will award to the average lowest evaluated bidder not item wise.
2. The supplier cannot withdraw the contract, under any circumstances.
3. If the suppliers withdraw after the award of the contract the penalty will be as follow;
  - ✓ Forfeit the performance security of Nu:80,000/-
  - ✓ Procuring Agency shall not allow the particular firm to participate in catering for the following two years.

Before award, catering committee from Dzongkhag will visit and verify the caterer space, accommodation and staff requirement.





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## General Terms & Conditions

1. All the Supply order of food for the financial year 2018-19 shall be given to the awarded caterer if it is government fund. The catering for the VIPs will be on the discretion of Dzongkhag Authorities.
2. No surcharge shall be paid by the procuring Agency on catering services on Sundays and public holidays.
3. Caterer has to bear expenses for electricity and water bills etc.
4. Caterer has to be vigilant on safety and fire hazards. Caterer shall be solely responsible for their safety during food catering services throughout the financial year.
5. Quoted rates of the items must be displayed at the Hotel at all times.  
Caterer must not fail to display quoted items. If not, the rate must not be charged above the quoted rate.
6. Deviation from quoted price of the items is subjected to appropriate action decided by the Tender Committee.
7. Quality & quantity of any items should not be compromised.
8. Any interrelation, erasures, over writing shall be valid only if they are signed or initialed by the person signing the bid.
9. Rate may be quoted for Trongsa.
10. Quoting unrealistic rate shall be subjected to scrutiny by the Dzongkhag Tender committee.
11. DTC shall not consider the abnormally low rate and abnormally high rate.
12. Besides our item list, other items shall be placed order as per the market price as and when required.

The document for the quotation shall be made available on our website at [www.trongsa.gov.bt](http://www.trongsa.gov.bt)





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13. The lowest bidder shall cater for one year after receiving the letter of acceptance from procurement office and will provide services as and when required by the Dzongkhag Administration.
14. There must be sign and seal of the bidder on every page or all the pages indicating that the bidder has gone through the terms and conditions of the food catering services properly.

## BID DATA SHEET

1. The Purchaser is: **Dzongdag, Dzongkhag Administration, Trongsa**
2. For **clarification of Bid purposes** only, the Purchaser's address is:

Attention: **Procurement Officer**

Address: **Dzongkhag Administration, Trongsa**

Facsimile number: **03-521512/17732898**

Electronic mail address: [pchoephel@trongsa.gov.bt](mailto:pchoephel@trongsa.gov.bt)

3. The language of the Bid is: **English**
4. The bidder shall submit with its Bid the following additional documents: {  
valid **Trade license** issued by the Ministry of Economic Affairs and **Tax Clearance Certificate** issued by the Department of Revenue and Customs,  
Royal Government of Bhutan, as enclosure}
5. The amount and Currency of the Bid Security is [2 % of the quoted amount]

Bids without Bid Security will be rejected.

6. The bidders shall submit a signed Integrity Pact: **[No]**
7. Alternative Bids **“shall not be”**permitted.
8. The final destination (Project Site) is: As per the supply order.
9. The prices quoted by the Bidder **shall not** be adjustable. One price for one item.



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10. The Bidder **is** required to quote in Ngultrum (BTN)

11. The Bid validity period shall be **60** days.

12. In addition to the original of the Bid, the number of copies is :

[One Original Copy and One Duplicate Copy]. Outer Envelope must be sealed and shall be marked as ‘CONFIDENTIAL’ followed by “Quotation for Supply of Food Catering Services” whereas inner envelope of the Original Document should be marked as ‘ORIGINAL’ and the other envelope as ‘COPY’.

NOTE: Both the ORIGINAL and COPY must be submitted. The Bid will be ‘**REJECTED**’ if one of the documents is missing during the time of Bid Opening by Evaluation Committee.

13. The name and identification number of the Contract is “**Annual Quotation Call for Catering the FY 2021-2022**”

14. The time and date for Bid Opening is **10:30 AM Bhutan Standard Time on 7<sup>th</sup> July 2021 in the central store, DAT.**

15. Bidders “**shall not**” have the option of submitting their Bids electronically.

16. For Bid submission purposes, the Purchaser’s address is:

Attention: ***The Chairman, Dzongkhag Tender Committee***

Address: ***Dzongkhag Administration, Trongsa***

The deadline for the submission of Bids is:

Date: ***7<sup>th</sup> July 2021***

Time: on or before ***10:00am*** Bhutan Standard Time.

Place of bid submission: wooden tender box placed outside central store, **Dzongkhag Administration, Trongsa.**

17. The Bid Opening shall take place at:

Address: ***chamber of DASHO DZONGDA***



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Date: 7<sup>th</sup> July 2021

Time: **10:30 AM** Bhutan Standard Time

18. Bid prices expressed in different currencies shall be converted into Ngultrum (BTN)

**19. Suppliers are not allowed to add their own specification and quote the rate. If done we will not do the evaluation. Suppliers must quote only one rate for one item otherwise we will not evaluate the bid. Bid will be considered non responsive.**

20. The governing law shall be the law of the Kingdom of Bhutan

21. **Evaluation Criteria;** Bids will be evaluated and will be awarded in package/lot to one firm based on the lowest evaluated bid by the tender committee. Catering services will not be awarded in item wise.

## Important Note

Failing to fulfill any of these terms and conditions shall be liable for action which will be decided by the Dzongkhag Tender committee.

All the suppliers must think twice and fill up the rate of the Quotation. After filling the rate you must check the rate again and again to avoid mistake. In order to fill up the rate Dzongkhag is giving the entire firm 10 days to carefully fill up the rate of Quotation. If any firm complains about mistake quotation of rate after the submission of bid or after awarding the work, then Dzongkhag Tender committee will not be responsible. The lowest evaluated bidder can withdraw but the differential amount must be borne by the first lowest bidder, the performance security of NU:



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80,000/- shall be forfeited and the particular firm will be blacklisted. So every firm must be careful while quoting the rate or bidding.

Decision taken by Dzongkhag Tender Committee shall be final and binding but shall be as per the Law of the kingdom of Bhutan and Procurement Rules & Regulations.

**List of the Catering items for the Financial Year 2019-2020**

| Sl. No | Items              | Unit              | Quoted rate | Remarks |
|--------|--------------------|-------------------|-------------|---------|
| 1      | White Rice         | Per plate         |             |         |
| 2      | Beef pa-3 piece    | Per plate         |             |         |
| 3      | Beef curry         | Per cup           |             |         |
| 4      | Shikaampaa-3 piece | Per plate         |             |         |
| 5      | Cheese Momo        | Per plate/5 piece |             |         |
| 6      | Beef momo          | Per plate/5 piece |             |         |
| 7      | Beef Shamdey       | per cup           |             |         |



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|----|-------------------------------------|-----------------|--|--|
| 8  | Egg Shamdey                         | Per cup         |  |  |
| 9  | Dresi                               | Per cup         |  |  |
| 10 | Chicken chilly                      | Per plate       |  |  |
| 11 | Chicken curry                       | Per cup         |  |  |
| 12 | ShamuDatshi                         | Per cup         |  |  |
| 13 | EmaDatshi                           | Per cup         |  |  |
| 14 | Mix Vegetable                       | Per cup         |  |  |
| 15 | Daal                                | Per cup         |  |  |
|    | Mineral Water                       | Per bottle      |  |  |
| 16 | 500ml/small bottle                  |                 |  |  |
|    | Sugar milk tea and 2-piece          | Per cup and     |  |  |
| 17 | cream cracker biscuit               | 3-piece biscuit |  |  |
| 18 | Suja                                | Per cup         |  |  |
|    | Salad- ingredient (chili,           | Per plate       |  |  |
| 19 | onion, tomato, carrot,<br>cucumber) |                 |  |  |