

STANDARD BIDDING DOCUMENT



Royal Government of
Bhutan Ministry of Finance

Technical Trainers Training and Resource Centre

Name of the bidding document:

Hiring and Operation of Institute Welfare Canteen FY 2023-2024

Request for Quotation for Operation of Institute Welfare Canteen

Supplier's Name:

Telephone No:

Mobile No:

E-mail Address:

(Signature of Supplier)



བཟོ་རིག་སློབ་སྦྱོང་སློབ་འཇུག་ལྷན་ཁང་འཕེལ་སྐྱོད་ལྷན་ཁང་།
Technical Trainers Training and Resource Centre
འཛིག་ས་མེད་དབང་ཕྱུག་སློབ་མེས་སློབ་འཇུག་སློབ་འཁུར་ཁང་།
Jigme Wangchuk Power Training Institute



JWPTI/QAP 2.1.2/2023-24/13

July 07, 2023

Notice Inviting Tender (NIT)

Technical Trainers Training and Resource Centre, Deking invites sealed bids from eligible and qualified National Bidders for the following tender.

Name of contract	Sale Date	Date and time of Bid Submission	Date and time of Bid Opening	Remark
Hiring and Operation of Institute Welfare Canteen	08.08.2023 To 25.07.2023	25.07.2023 on or before 1.00PM	25.07.2023 at 2.00 PM	

The interested bidders with valid trade license may delivered to the address mentioned in bidding documents. For more details, contact Procurement Section @ 77785203 during office working hours.

(Karma Dorji)
Principal

Copy to,

1. Office copy

Invitation for Quotation (IFQ)

Project title:

1. Operation of Institute Welfare Canteen for FY 2023-2024

Source of funding: **Not applicable.**

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items
:
Hiring and Operation of Institute Welfare Canteen for FY 2023-2024
2. The bidder(s) must quote for all items under this invitation. Each item shall be evaluated and the contract will be awarded to the firm offering the lowest evaluated price (**sum of all the prices of packages**)
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 shall submit a copy of bid, marked "COPY". The quotation including all documents should be sealed in an envelope as required by PRR 2019 clause 5.1.7.2. And in the event of any discrepancy between original and copy, the original shall prevail. Your quotation in the required format should be addressed and submitted to:

**The Principal
Technical Trainers Training Resource Centre**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **25th July, 2023 latest by 1:00 PM** and will be opened on the same day by 2:00PM at conference hall.

*The bid shall be accompanied by a bid security of Nu. **20,000.00 (Nu. Twenty Thousand)** in the form of Bankers Cheque/cash warrant, demand draft or unconditional Bank Guarantee in favour of **Principal, Technical Trainers Training Resource Centre, Dekiling** which should be valid for the period of **90 Days**. Any bid not accompanied by bid security shall be treated as non-responsive. If the lowest bidder withdraw the bid during the bid validity period, the Bid Security of Nu. 20,000/- shall be forfeited and as per PRR clause 5.1.9.6, exclusion of the bidder from being eligible to submit any bids for contracts with the procuring agency for the period of 1 years.*

5. Quotation by fax/emails **is not** acceptable.
6. 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**. (Bhutanese currency) The quoted price shall be inclusive of all related costs including taxes, duties and other levies such as service charge to the final place of delivery. The final place of delivery is as per supply order.
 - 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 sum of evaluated price**. if their quoted rate is found to be standard and not abnormal. 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 **1year (365 days)** from the deadline for receipt of quotation(s).
7. Further information can be obtained from: Procurement Section on any workingdays.

8. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 9. The Evaluation shall be done within 7 working days from the date on opening by Evaluation Committee.
 - 10. The canteen with three rooms (spacious dining, stores and Kitchen and separate living bungalow house will be provided by the Institute.**
 - 11. The Institute will charge monthly rental of Nu. 6000.00 for canteen spacious**
 - 12. The canteen has to bear the monthly electricity charges**
 - 13. Any tax if applicable should be borne by the Canteen Operator**
 - 14. The tables and chairs will be provided by Institute.**
 - 15. The Canteen shall be in full operation in all the time. Special permission from the competent authority has to be sought to close for unavoidable circumstances for a day.**
 - 16. Since the Canteen will be operating within the Institute complex, it is mandatory for the operator to adhere to the Rules and Regulations of the Institute.**
 - 17. No 10% Bhutan Sales Tax (BST) will be charged on the bills.**
 - 18. No service charges will be allowed.**
 19. The Canteen Operator must never deny the items quoted when ordered or else will lead to cancellation of the contract.
 20. No plastic cups/plates are allowed unless ordered by the official in-charge
 21. During the catering, minimum of two helpers need to be always present to serve (in fullnational dress).
 22. The Purchaser is not bound to accept the lowest bid and reserves the right to accept orreject any or all the bids without assigning any reason whatsoever.
 - 23. The rate quoted by the bidders should be logical and any abnormal rate quoted bythe bidders shall lead to rejection of Bid.**
 24. 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 as follows:

A) Qualification criteria

- I) The contract period is valid for 1year from the date of award of contract
- II) Should have valid trade license for restaurant**
- III) Should possess required experience in running canteen/restaurant**

B) Capacity requirement of bidder

- i) Should be able to cook both Bhutanese and Indian menu items
- ii) Should have adequate manpower during the times of catering services.
- iii) Should be able to cook both Bhutanese and Indian menu items
- iv) Should supply as and when required and notified through supply order
- v) Should supply standard quality/quantity of food
- vi) Should maintain strict cleanliness and hygiene at all times
- vii) Should possess following items in hand
 - a. Refrigerator/deep freezer
 - b. Sufficient decent crockery items.
 - c. Sufficient number of good quality plates, glasses, spoon & forks, etc

C) Requirement Conditions

- i) Quoted rate shall remain same for the entire contract period
- ii) No official supply shall be accepted in verbal supply order except on emergency cases falling on weekends and important holidays

D) Other terms

- i) The Institutional Tender Committee reserves the right to reject if the service and other compliances is found unsatisfactory and forfeit the performance security.
- ii) The winning party is not allowed to sublet the operation and catering services to third party.

25. The successful bidder has to deposit a sum of **Nu. 50,000/- (Ngultrum Fifty Thousand)** only in the form of Banker's Cheque/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 till the end of contract period and will be returned after the end of contract period after adjustment of dues if any.

26. The Purchaser may, by written notice, terminate the contract term at any time for its convenience:

- a. If the Supplier fails to perform any other Terms and conditions specified with the supply Order or if the Supplier fails to perform any other obligation(s)

under the supply Order, or

- b. If the Supplier, in the judgment of the Purchaser (JWPTI), has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this supply Order
- c. Not abiding to any terms and conditions of this contract document

. Award of Contract

- 1. The Purchaser will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid; per package basis is qualified to perform the Contract satisfactorily.
- 2. The determination will take in account the bidders financial, and manpower. It will be based upon an examination of the documentary evidence of the bidders qualification submitted by the bidder.
- 3. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the bidder's Bid.
- 4. The Purchaser will award the Contract to the Bidder whose bid has been determined to be the lowest evaluated responsive Bid.

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

Contract Agreement

[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) *[insert complete name of Purchaser]*,..... a *[insert description of type of legal entity, for example, an agency of the Ministry of....of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (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”).....

5. WHEREAS, the Purchaser invited Bids for *supply of thromde catering service* and has accepted a Bid by the Supplier for the contract of one year i.e. FY2019-2020.

6. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

I. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

II. 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) The Supplier’s Bid and original Price Schedules;
- d) The Purchaser’s Notification of Award of Contract;
- e) The form of Performance Security **(Nu. 50,000/-)**;

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.

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: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*.....

in the presence of *[insert signature]*.....

[insert identification of official witness].....

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
.....
in the capacity of *[insert title or other appropriate designation]*.....

in the presence of *[insert signature]*.....

[insert identification of official witness].....

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*

¹ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

² Date established in accordance with Clause 19.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

Annual Quotation for Hiring and Operation of Institute Welfare Canteen for FY2023-2024

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]

Price and Delivery Schedule

SI No.	Tea/Coffee/ Cold	Unit	Rate	Remark
1	Suja	Standard cup		
2	Tea			
3	Coffee			
4	Black Coffee			
5	Mineral Water 1 Ltr	per bottle		
6	All cold drinks	per bottle		
7	Pokora (Cheese/ Paneer	Per plate (5 pcs)		
8	Veg Momo	Per plate (5 pcs)		
9	Non-Veg Momo	Per plate (5 pcs)		
10	Spring Roll Veg	Per plate (3 pcs)		
11	Cake Plain	Per pc (2 pcs)		
12	Cake (Fruit/Chocolate)	Per pc (2 pcs)		
13	Puri with Veg	per plate (4 pcs)		
14	Samosa	per plate (4 pcs)		
15	Roti with veg	per plate (4 pcs)		
16	Sand witch	per plate (3 pcs)		

Total

NOODLES

1	KOKA , Veg	Per Plate		
2	KOKA , Egg	Per Plate		
3	WAI WAI, Veg	Per Plate		
4	Wai Wai, Egg	Per Plate		
5	Maggi, Veg	Per Plate		
6	Maggi, Egg	Per Plate		

Total

Break Fast

SI No.	Item	Unit		
1	Veg. Fried Rice with Ezzay and Tea	plate		
2	Non veg. Fried rice with Ezzay and tea	plate		
3	Puri with Chana mixed curry with Tea	plate		
4	Puri with vegetable curry with Tea	plate		

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Total

LUNCH/DINNER

SI No.	Item	Unit		
1	Rice (red/white)	Full plate		
2	Rice (red/white)	Half plate		

Total

Chicken

1	Chicken Chilli	Per plate		
2	Chicken Curry	Per plate		
3	Maroo	Per plate		

Total

Fish

1	Fried	Per plate		
2	Curry	Per plate		
3	Dry Fish Fry (3 piece)	Per Plate		
		Total		

Pork

1	Paa	Per plate		
2	Curry	Per plate		
3	Chilli	Per plate		
4	Shikam	Per plate		
5	Ribs	Per plate		
6	Kangchung Maru	Per plate		

Total

Beef

1	Shakam Paa	Per plate		
2	Shakam Datshi	Per plate		
3	Curry (Wet)	Per plate		
4	Chilli (Wet)	Per plate		
5	Paa (Wet)			

Total

Vegetables

1	Mixed veg	Per plate		
2	Veg	per plate		
3	Dal	Per plate		
4	Emadatshi/ Kewa Datshi	Per plate		
5	Shamoo Datshi	Per plate		
6	Mutter Paneer	Per plate		
7	Aludum	Per plate		

Annual Quotation for Hiring and Operation of Institute Welfare Canteen for FY2023-2024

Total

Sl.No	Egg Item			
1	Egg curry	per plate		
2	Omlet	per pc		
3	Boiled Egg	per pc		

Total

FOR OFFICIAL FUNCTION

FOR CERMONIAL

1	Thokey Fruits (Sets of fruits)	1 Set		
2	Marchang	2 kg		
3	Dhoem & Dhizang	per Jandom		
4	Desi/Shamdey	per cup		
5	Suja	Per cup (Standard Cup)		

Total

REFRESHMENT MENU

PACKAGE 1-Meeting

1	Tea/Coffee	per head		
2	Biscuits			

PACKAGE 2-Meeting

1	Tea/Coffee/Chinta	per head		
2	1 item snack			

PACKAGE 3-Meeting

1	Tea/Coffee/Chinta	Per Head		
2	2 item snacks (Veg & non Veg)			

PACKAGE 4-VIP MEETING

	Tea/Coffee/Chinta	Per Head		
	3 item Non Veg Snacks			
	2 Item Veg Snacks			

PACKAGE 1-Meeting

1	Rice (white/red)	Per head		
2	1 meat item (Beef/Pork/Fish/Chicken)			
3	1 Veg			
4	Dal/Jagu			
5	Mineral water			

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Total

PACKAGE 2-Meeting

1	Rice (white/red)	Per head		
2	1 Meat(Beef/Pork/Fish/Chicken)			
3	2 Veg			
4	Dal/Jagu			
5	Mineral water			

Total

PACKAGE 3-Meeting

1	Rice (White/Red)	Per head		
2	1 item Noodle/Naan			
3	2 item meat (Beef/Pork/Fish/Chicken)			
4	2 item Veg			
5	Putta/Khule			
6	Dal/Jaju			
7	Desert/Sald			

Total

Optional Menu

1	Cheese Fry (1 Roll)	Per Plate		
2	Egg Fry (1 Piece)	Per Plate		
3	Omlet (1 piece)	Per Plate		
4	Egg Boil (1 Piece)	Per Plate		

Total

Grand Total			
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