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DZONGKHAG ADMINISTRATION
Chhoetse-dzong: Trongsa



STANDARD BIDDING DOCUMENTS

Procurement of Goods

(Above Nu. 0.250 Million)



**DZONGKHAG ADMINISTRATION
TRONGSA**

ANNUAL QUOTATION OF FOOD CATERING SERVICES FOR THE FY 2019-2020



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Name of the Restaurant/Hotel:	Signature of Bidder over the Legal Stamp
Address: Contact no: Fax no: Email ID:	

Food Catering Services Terms and Conditions FY: 2019-2020

Crockery & Cutlery items

1. Crockery and cutlery must be arranged by the caterer on all deliveries and the charges shall be included in the payment of food catering.
 - A. Crockery items like Plates, Cups and mugs must be brand new if not very clean for the food catering services.
 - B. Cutlery items like Knives, forks and spoon must be clean as well.
 - C. We don't want caterer to serve tea and any meals in plastic cups and plastic plates.
 - D. 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 complain by customer regarding Cutlery & Crockery the penalty shall be;

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



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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 following two years.
- 2. All the container 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 the 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.

Health & Hygiene



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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 in a designated place and maintain clean area at catering venue.

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

3. If the caterer fails to provide the abovementioned services the penalty will be same as others.
4. 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. Hotel may have enough space for hosting important events/gatherings.
2. There must be proper cabin, well furnished for the VIP visit.
3. Adequate staff for serving as and when required.

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

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.



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2. Dzongkhag Administration will provide transportation charges beyond the radius of 5 km for food catering services and service charge 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 within the radius of 5 km will be included in the 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/-** and it must be valid till 30th June 2020.

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.
6. Discharge of Performance Security shall take place: ***End of Contract Period ie: 30th June 2020.***

Special Order for VIPs visit



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1. Special attention and care should be given to VIP catering as desired by the Dzongkhag Administration.
2. The catering for the VIPs will be on the discretion of Dzongkhag Authorities.(Dzongkhag can order meals for VIP in any hotels)
3. Caterer must have 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 services if awarded to the second lowest evaluated bidder, 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.

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.

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.



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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 upon the payment of Nu.500/- (non refundable)
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***



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Address: *Dzongkhag Administration, Trongsa*

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

Electronic mail address: 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.
 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 2019-2020”**



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14. The time and date for Bid

Opening is **10:30 AM Bhutan Standard Time on 23rd August 2019 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: ***(23rd August 2019)***

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 DashoDzongda***

Date: ***23rd August 2019.***

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**

Important Note



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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 30 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: 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
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1	White Rice	Per plate		
2	Beef pa	Per plate		
3	Beef curry	Per cup		
4	Shikaampaa	Per plate		
5	Cheese Momo	Per plate/5 piece		
6	Beef momo	Per plate/5 piece		
7	Beef Shamdey	per plate		
8	Egg Shamdey	Per plate		
9	Dresi	Per plate		
10	Chicken chilly	Per plate		
11	Chicken curry	Per cup		
12	ShamuDatshi	Per plate		
13	EmaDatshi	Per cup		
14	Mix Vegetable	Per cup		
15	Daal	Per cup		
16	Mineral Water 1000ml	Per bottle		
17	Sugar milk tea	Per cup		
18	Suja	Per cup		
19	Sandwich	Per plate		