

# STANDARD BIDDING DOCUMENT

## Procurement of Goods



**Royal Government of Bhutan  
DZONGKHAG ADMINISTRATION  
BUMTHANG**

## **Preface**

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

**Dzongkhag Administration**  
**Bumthang: Bhutan**  
**Telephone # 06-631605**

## **Request for Quotation:**

**Package Identification- Operation of  
Canteen in the Multi sports complex at the  
Ugyen Wangchuck Stadium for the Year  
2019-2020**

## **Procuring Agency:**

**DZONGKHAG ADMINISTRATION  
BUMTHANG**

22<sup>nd</sup> October 2019

**Invitation for Quotation (IFQ)**

Project title: **Operating of Canteen in the Multi-sports complex at the Ugyen Wangchuck Stadium, Bumthang for the year 2019-2020.**

Source of Funding: **Royal Government of Bhutan (RGoB)**

Contract Ref:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:  
**Operating of Canteen in the Multi-sports complex at the Ugyen Wangchuck Stadium, Bumthang for the year 2019-2020 for the period of 12 months from the award of work order.**
2. The bidder(s) must quote for **price schedule** under this invitation. Price quotations will be **evaluated as per the evaluation criteria as furnished below.**
  - a) Bid will be evaluated based on lowest quoted rate submitted by the bidders as per the price scheduled attached to award the work.*
  - b) The bidders shall submit all the required documents mentioned in the bidding documents. Failing to submit the asked documents shall lead to bid rejection.*
  - c) The preferences to operate the canteen will be awarded only to the valid hoteliers/restaurant license holder.*
  - d) The bidder must quote for all the items mentioned in the price schedule. Failure to quote the rate shall lead to bid rejection.*
  - e) The Dzongkhag Tender Committee decision will be final & binding.*
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 bids shall be delivered in seal envelopes to the appropriate addressee and shall be marked “Confidential”. A “sealed envelope” shall mean that:
  - i. A bid shall be contained in an inner envelope sealed with adhesive or other sealant, which will prevent re-opening;

- ii. The inner envelope shall be signed across the seal. The name of the bidder shall be written on the inner envelope.
  - iii. The inner envelope shall be placed inside a further outer envelope similarly sealed. On this outer envelope, only the addressee, the word “Confidential”, and any other relevant information in accordance with the bidding documents shall appear.
4. Your quotation in the required format should be addressed and submitted to:
- Chairperson  
Dzongkhag Administration  
Bumthang.**
5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **28<sup>th</sup> October, 2019, on or before 10:00 AM (Bhutan Standard Time) and will be opened on the same date at 11:00 AM (Bhutan Standard Time) at the Dasho Dzongrab’s Chamber.**
6. The bid shall be accompanied by a lump sum bid security of **Nu. 30,000.00 (Ngultrum: Ten Thousand) only** in the form of Unconditional Guarantee issued by a reputed financial institutions or Cash Warrant or Demand Draft Account Payee addressing **Chairperson, Dzongkhag Tender Committee, Bumthang** for a validity period of **60** days. Any bid not accompanied by bid security shall be treated as non-responsive to Invitation for Quotation and will be rejected without seeking further explanation.
7. Quotation by fax or by electronic means **is not** acceptable.
8. **Bidders have to fill up the Price Schedule Forms in the original sheet provided by the Dzongkhag Administration, Bumthang without using extra forms or sheets.**
9. 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 until the end of the contract period.
- 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 rental charges price that meets the specifications. 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 **one year** from the deadline for receipt of quotation(s). **However, the rates will be valid only for the period till the contract end.**

10. Further information can be obtained from: **Dzongkhag Procurement Office, Dzongkhag Administration, Bumthang.**

11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time. The **Power of Attorney** letter shall be asked if the representatives other than the legal owner attend the bid opening.
12. 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.
13. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
14. The lump sum amount of **Nu. 30,000.00 (Ngultrum: Thirty Thousand) only** shall be retained as security deposit with the Dzongkhag Administration and shall be paid at the end of the contract period. The validity of security deposit should be one year.

#### **Schedule of Items and Priced Quotation (bid form)**

Contract Duration	<i><b>One Year from the date of contact signing agreement</b></i>
Warranty Provided	.....N/A.....

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

***Note:***

***Contract duration is extendable at the discretion of the Administration***

***The Evaluation and the comparison of the rates shall be based on the sum total of the whole package. You are required to quote the rates for all the items under this package. If you fail to quote for any of the given item (s), your bid shall be considered non-compliance to the bidding instructions and will be rejected without seeking further explanation/information.***

### Specification of the Services Required

Sl	Item	Specifications
1	Operation of canteen in the Multisports complex at the Ugyen Wangchuck Stadium, Bumthang for the year 2019-2020.	1. Refer Terms & Condition of the Operation of canteen in the Multisports complex at the Ugyen Wangchuck Stadium, Bumthang for the year 2019-2020
Signature of Supplier:		Supplier's Stamp
Name of Supplier:		
Date:		

### Documents required to be submitted as part of the Quotation

The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced schedule form;
- (b) A copy of valid Trade License;
- (c) A copy of valid Tax Clearance Certificate;
- (d) The Original Bid security
- (e) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (f) Any other requirements specified in this document.



## Terms and Conditions for Canteen Services.

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 lump sum amount of Nu. 30,000.00 (Ngultrum: Thirty Thousand) only as a security deposit to the President, Bumthang Sport Association, Bumthang in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished before signing the contract agreement. The performance security deposit shall be valid for one year.
2. The canteen should open between 6:00 AM-10:00 PM (Bhutan Standard Time).
3. The canteen shall for the period of 12 months, equivalent to one year.
4. ***A sum of Nu. 10,000/-(Ten thousands) shall be paid as a monthly rental of the space/canteen.***
5. The owner shall be responsible to bear their monthly electricity bills.
6. The owner shall be responsible to bear their monthly water and utility bills.
7. The owner shall be responsible for any damages made to the properties.
8. The owner shall be responsible to replace the damaged properties within a week's time.
9. Any misplacement and damaged properties is subjected to be informed and replaced at the earliest.
10. The owner of the canteen is responsible to proper management of the kitchen and other waste accordingly.
11. Ensure daily cleanliness in and around the space.
12. The canteen shall open at 06:00 am and close at 09:00 PM sharp
13. The canteen space shall not be used for any birthday, marriage, promotion and religious celebrations.
14. Selling of any contraband substances and liquors in the canteen is strictly prohibited.
15. The canteen space shall not be used for gambling, discos, parties, political and religious meetings
16. Ensure any chaotic dispute and conflicts to be managed in accordance to the law of the Nation.
17. The service provider shall deposit a sum of Nu. ***(Refer an agreement drawn between procuring agency & the supplier)*** on or before fifth day of every month as a Rental Charges to the Bumthang Sport Association (BSA) Accounts, failing to which the penalty of 0.01% each day of delay to a maximum of 10% of the rent in a week shall be applied. If the service provider fails to pay the rent for a three consecutive months the Performance Security of Nu. 30,000.00 (Ngultrum: Thirty Thousand) only shall be forfeited and terminate the contract accordingly.

18. A notification to vacate the apartment will be served before three months or if the owner intends to leave the canteen must give a notice three months before hand.
19. The price of the each item quoted shall be displayed on the board for customers information.
20. The canteen owners shall ensure cleanliness and hygiene as per the BAFRA requirement
21. The canteen space should not be used for catering outside the multi-sports complex area.
22. The use of disposable plastic and paper plates/cups in the canteen is strictly prohibited.
23. The canteen space should not be sublet to any other party at any times
24. The modification including partitioning of the canteen space etc is strictly prohibited.
25. The canteen owner is fully responsible for the canteen furniture/equipment and that the Dzongkhag administration/Bumthang Sports Association is not required to procure the canteen furniture/equipment at end of contract period from the owner.
26. The Dzongkhag Tender Committee's decision on any matter shall be final and binding.

#### PRICE SCHEDULE FOR CANTEEN 2019-2020

LOT 1: FOOD ITEMS				
SL.NO	Particulars	Unit	Price	Remarks
1	Bhutanese Rice (White)	Per Plate		
2	Bhutanese Rice (Red)	Per Plate		
3	Mixed Fried Rice	Per Plate		
4	Egg Fried Rice	Per Plate		
5	Beef Fried Rice	Per Plate		
6	Pork Fried Rice	Per Plate		
7	Chicken Fried Rice	Per Plate		
8	Plain Butter Fried Rice	Per Plate		
9	Veg. Fried Rice	Per Plate		
10	Suka Roti	Per Pec		
11	Alo Paratha	Per Pec		
12	Butter Nan	Per Pec		

13	Puri	Per Pec		
	<b>Total Price for Lot 1</b>			

LOT 2: CURRY ITEMS				
SL.NO	Particulars	Unit	Price	Remarks
1	Pork Sikam Paa -3 piece with mixed vegetable)	Per Plate		
2	Pork Fresh Paa - 3 piece with mixed vegetable)	Per Plate		
3	Beef Shakam Paa - 3 pieces with mixed vegetable	Per Plate		
4	Beef fresh Paa - 3 pieces with mixed vegetable	Per Plate		
5	Beef Shakam Dasi	Per Bowl		
6	Dry Beef Paa	Per Plate		
7	Chicken curry	Per Plate		
8	Dried Fish Paa & with Red Chili (5 pec)	Per Plate		
9	Wet Fish Curry	Per plate		
10	Wet Fish Fried	Per Pec		
11	Chicken Chili	Per Plate		
12	Pork Chili	Per Plate		
13	Beef Chili	Per Plate		
14	Boiled Fried Egg curry	Per Plate		
15	Boiled egg	Per Pec		
16	Fried Boiled Egg	Per Pec		
17	Egg Omelet	Per Pec		
18	Egg Pouch	Per Plate		
19	Pure Datshi Magye	Per Head		

20	Mixed Vegetable	Per Head		
21	Ema Datsi (Bhutanese Dry Red Chili)	Per Plate		
22	Ema Datsi ( Bhutanese White Dry Chili)	Per Plate		
23	Ema Datsi (Bhutanese green)	Per Plate		
24	Ema Datsi ( Indian Green)	Per Plate		
25	Kewa Datshi	Per Plate		
26	Fried Mixed Vegetable	Per Plate		
27	Motor Pannier	Per Plate		
28	Tin Mush Room Ema Datsi	Per Plate		
29	Local Mushroom Ema Datsi	Per Plate		
30	Alo Dam	Per Plate		
31	Patsa Jaju	Per head		
32	Sag Jaju	Per head		
33	Damru Jaju	Per head		
34	Dal	Per Cup		
35	Mixed Green Salad	Per Bowl		
36	Ezay	Per Head		
	<b>Total Price for Lot 2</b>			

LOT 3: TEA & SNACKS				
SL.NO	Particulars	Unit	Price	Remarks
1	Suja	Per Mug		
2	Milk Tea	Per Mug		
3	Black Tea	Per Mug		
4	Lemon Tea	Per Mug		

5	Green Tea	Per Mug		
6	Milk Coffee	Per Mug		
7	Black Coffee	Per Mug		
8	Shamdrey (Veg.)	Per Cup		
9	Shamdrey (Beef)	Per Cup		
10	Daysi	Per Cup		
11	Cheese Momo with eazy (5 pcs standard size)	Per Plate		
12	Beef Momo with eazy (5 pcs standard size)	Per plate		
13	Pork Momo with eazy (5 pcs standard size)	Per Plate		
14	Veg. Momo with eazy (5 pcs with standard size)	Per Plate		
15	Peanut Fry	Per Plate		
16	French Fry	Per Plate		
17	Somosa	Per Pec		
18	Papad	Per Pec		
	<b>Total Price for Lot 3</b>			

LOT 4: JUICE/COLD DRINKS				
SL.NO	Particulars	Unit	Price	Remarks
1	Appy Juice	Per Pec		
2	Appy Juice	Tray		
3	Jumpy Juice	Per Pec		
4	Jumpy Juice	Tray		
5	Footie Juice	Per Pec		
6	Footie Juice	Tray		
7	Litchi Juice	Per Pec		
8	Litchi Juice	Tray		

9	Mineral water 1000ML (Big)	Per Bottle		
10	Mineral water 1000ML (Big)	Tray		
11	Mineral water 500ml (Small)	Per Bottle		
12	Mineral water 500ml (Small)	Tray		
13	Coke/Fanta (350 ml)	Per Bottle		
14	Coke/Fanta (350 ml)	Tray		
15	Coke/Fanta (600 ml)	Per bottle		
16	Coke/Fanta (600 ml)	Tray		
17	Coke (1.5 L)	Per bottle		
18	Coke (1.5 L)	Tray		
19	Big Cola (200ml)	Per bottle		
20	Big Cola (200ml)	Tray		
21	Big Cola (2.2L)	Per bottle		
22	Big Cola (2.2L)	Tray		
23	Big Cola (400ml)	Per bobble		
24	Big Cola (400ml)	Tray		
25	Big Cola (600ml)	Per bottle		
26	Big Cola (600ml)	Tray		
	<b>Total Price for Lot 4</b>			

LOT 5: FAST FOOD				
SL.NO	Particulars	Unit	Price	Remarks
1	Plain Koka	Per Plate		
2	Egg Koka	Per Plate		
3	Fried Koka	Per Plate		
4	Plain Maggi	Per Plate		

5	Egg Maggi	Per Plate		
6	Ba Thub (Plain)	Per Plate		
7	Beef Bathub	Per Plate		
8	Pork Bathub	Per Plate		
9	Veg. Bathub	Per Plate		
10	Rice Thukpa (Plain)	Per Plate		
11	Rice Thukpa (Beef with bones)	Per Plate		
12	Rice Thukpa (Pork with bones)	Per Plate		
13	Rice Thukpa (Pannier)	Per Plate		
14	Noodles Thukpa	Per Plate		
	<b>Total Price for Lot 5</b>			

<b>Total Price for Lot 1 + 2 + 3 + 4 + 5</b>	<b>Nu.</b>
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**Note:** *Overwriting rate will result in rejection of the bid without any information to the bidders.*

**Name of the Bidder:** .....

**Address:** .....

**Contact Number:**.....

**Mail Address:** .....

**(Seal & Sign of the Proprietor)**

Bidders have to fill up the Bid Forms in original provided by the Dzongkhag Administration without using extra forms or sheets.

## 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) Dzongkhag Administration, Bumthang, Government of Bhutan, and having its principal place of business at Bumthang (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”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services.....]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. 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) Technical Requirements (including Schedule of Supply and Technical Specifications); (**List of items**)
- (e) The Original Supplier's Bid Bid security
- (f) The Purchaser's Notification of Award of Contract;
- (g) The form of Performance Security;
- (h) *[insert here any other document(s) forming part of the Contract]*

3. 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.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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:.....  
in the capacity of.....

in the presence of .....  
*in the capacity of*.....

For and on behalf of the Supplier

Signed: .....

in the capacity of.....

in the presence of.....

Witness.....

## **Bid Security (Bank Guarantee)**

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

\_\_\_\_\_  
*[insert Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Purchaser]*

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its Bid dated (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No. *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier

of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

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*[signature(s)]*

# 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)]<sup>1</sup> 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]*,<sup>2</sup> 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 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]*

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