



དཔལ་ལྷན་འབྲུག་གཞི་དབང་འདུས་མོ་བླ་མ་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**WANGDUEPHODRANG**



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## STANDARD BIDDING DOCUMENT

### Annual Catering Service



**Royal Government of Bhutan**  
**Wangdue Phodrang**

**2021-2022**  
**Invitation for Quotation (IFQ)**



དཔལ་ལྷན་འབྲུག་གཞི་དབང་འདུས་མོ་བླ་མ་  
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**WANGDUEPHODRANG**



Date: 21/06/2021

Project title: **Annual Catering Services**

Source of Funding: **RGoB**

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 item list 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 15<sup>th</sup> July 2021 and opened on the same day at 11:40 AM in DYT Hall.
5. Bids must be accompanied by a bid security of Nu.20,000/- address to *Dasho Dzongdag*.



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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.
- 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.



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- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 30 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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|    |                             |         |          |  |  |  |
|----|-----------------------------|---------|----------|--|--|--|
| 20 | Shakam, Shukam, Datsi Curry |         | Per head |  |  |  |
| 21 | Mixed vegetables            |         | Per head |  |  |  |
| 22 | Mutter Paneer               |         | Per head |  |  |  |
| 23 | Datse ma-Ngo                |         | Per head |  |  |  |
| 24 | Steamed Asparagus           |         | Per head |  |  |  |
| 25 | Scramble Egg                |         | Per head |  |  |  |
| 26 | Boiled Egg                  |         | Per head |  |  |  |
| 27 | Thup(Porridge)              |         | Per head |  |  |  |
| 28 | Roti                        |         | Per head |  |  |  |
| 29 | Khuli                       |         | Per head |  |  |  |
| 30 | Dhal/Jaju                   |         | Per head |  |  |  |
| 31 | Mixed Fruits                |         | Per head |  |  |  |
| 32 | Chinta/ Tea                 |         | Per head |  |  |  |
| 33 | Black/White Coffee          |         | Per head |  |  |  |
| 34 | Suja Shamdey(veg)           |         | Per head |  |  |  |
| 35 | Suja Shamdey(non-veg)       |         | Per head |  |  |  |
| 36 | Suja Dresi                  |         | Per head |  |  |  |
| 37 | Sandwich                    |         | Per head |  |  |  |
| 38 | Cup Cake                    |         | Per head |  |  |  |
| 39 | Lipton(can)                 |         | Per head |  |  |  |
| 40 | Cocacola(can)               |         | Per head |  |  |  |
| 41 | Mineral Water               | 1000 ML | Per head |  |  |  |



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|    |                  |              |          |  |  |  |
|----|------------------|--------------|----------|--|--|--|
| 42 | Mineral Water    | 500 ML       | Per head |  |  |  |
| 42 | Mineral Water    | 250 ML       | Per head |  |  |  |
| 43 | Boiled egg curry |              | Per head |  |  |  |
|    |                  | <b>Total</b> | Per head |  |  |  |

**Other related requirements:**

| Sl.# | Particulars                            | Yes                        | No |
|------|--|----------------------------|----|
| 1    | Space to accommodate at least 30 heads |                            |    |
| 2    | Number of Employees(details)           | 1.<br>2.<br>3.<br>4.<br>5. |    |
| 3    | Adequate Kitchen Equipments            |                            |    |

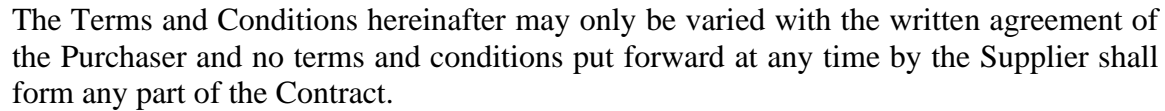
|                       |                           |
|-----------------------|---------------------------|
| Signature of Supplier | Supplier's Official Stamp |
| Name of Supplier      |                           |
| Date                  |                           |

**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.**





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 injuries 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.

### Seal and Signature