
Procurement of Goods

(For value up to Nu. 0.500 million)



**Royal Government of Bhutan
Ministry of Finance**

2022

PREFACE

This Standard Bidding Document for the Procurement of Goods have been prepared by the Ministry of Finance to be used for the Procurement of Goods through National and International 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 2019. This document will come into effect from December 2020

For any comments or clarifications on this Standard Bidding Document contact:

Government Procurement and Property Management
Division
Department of National
Properties
Ministry of
Finance
Royal Government of
Bhutan

Request for Quotation for Supply of Goods

***Running of Dzongkhag Canteen
Dzongkhag Administration
Pema Gatshel***

Invitation for Quotation (IFQ)

Project title: **Running of Dzongkhag canteen for FY: 2022-2023.**

Contract Ref:_____

To:

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;
 - i) Canteen service for FY 2022-2023
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

Your quotation in the required format should be addressed and submitted to:

**The Chairman,
Dzongkhag Tender committee,
Pema Gatshel Administration
Telephone:**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is before 9; 00 AM BST on 7th July 2022 and will be opened at same day on 10:30 AM BST, 7th July 2022.
5. The bid shall be accompanied by a bid security of Nu. 15,000/- (fifteen Thousand) only in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till 30 9. 2021. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by electronic means (**are not**) acceptable.
7. The Bidder have to fill up the menu forms in original provided by the Administration and is not allowed to use additional sheet. The bidding documents must be sealed and signed by bidders in each pages without any overwrite and has to produce original and copy documents.
8. 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. The final place of delivery is in Dzongkhag Administration
 - 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 evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.

9. VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of one year from Award of Contract

10. Further information can be obtained from: *Dzongkhag Procurement Section*
@17592956 during office hour.

11. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
12. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
13. 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.
14. 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 (sample form attached).
15. Inferior quality of food services shall be given dual indications to the supplier in both written and verbal. If found no progress, the Dzongkhag will terminate and Supplier will have to forfeit the performance security.

16. ~~Despite giving several reminders on both verbal and written by Dzongkhag~~ Administration, if found no progress in food quality and service, the Dzongkhag will use discretion power for termination as mentioned in no.15.

17. Payments will be made after submitting of bills for each activity.

Schedule of Items and Priced Quotation (bid form) for canteen

Sl.No	Item/Description	Rate for in figure	Rate in word
1.	Rice, 3 Meat Items, 2 Vegetable items, Jaju/Dal, Salad/Ezay (per Head)		
2.	Rice, 2 Meat Items, 2 vegetable items, jaju /Dal, Salad/Ezay (per head)		
3.	Simple Lunch: Rice, 1 meat item, 1 veg item, Dal/jaju & salad/ezay (per head)		
4.	Rice, 2 veg items, Dal/Jaju and salad/ezey		
5.	Egg (Omlete)		
6.	Egg (Pouch)		
7.	Boiled egg		
8.	Mineral water (Big) per bottle		
9.	Mineral water (small) per bottle		
10.	Tea per cup		
11.	Black Tea per cup		
12.	Suja per cup		
13.	Coffee per cup		
14.	Black Coffee (per cup)		
15.	Lemon Tea (per cup)		
16.	Cheese momo per plate 5 pic		
17.	Beef momo per plate 5 pic		
18.	Vegetable momo per plate 5 pic		
19.	Roti 4 pcs with veg curry		
20.	Puri 4 pcs with veg curry		
21.	Maggi with egg (per plate)		
22.	Plain Maggi (per plate)		
23.	Koka with egg (per plate)		
24.	Plain Koka (per plate)		

Documents required to be submitted as part of the Quotation

The original and copy of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License for restaurant¹
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security

Terms and Conditions for the Supply of Goods and Payment.

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 winning Supplier shall be required to submit a performance security of 25,000/- (thirty thousand) each in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
2. The supply of the goods shall be completed on the days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
5. The supplier shall pay liquidated damages at the rate of 0.05% per day for each day of delay to a maximum of 10% of the quoted price.
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 to the Dzongkhag's staffs and visitors.
 - b. If food served to be found inferior quality and lack n providing services on time.
7. The Dzongkhag Tender Committee shall give verbal reminders to supplier and if found no progress in both food quality and services, the written reminders will be given followed by termination.

¹ The non submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.

8. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.

9. The contract will be awarded to the lowest bidder,

10. The awarded bidder shall run the Dzongkhag canteen for staff and visitors which are located at Dzongkhag Head Quarter and the rate for the food items for all the customers shall not be beyond the Dzongkhag quotation rates.

11. The winning bidder shall pay a rent of Nu. 3500/- (Three Thousand five hundred) only for canteen and it must be deposited to the Dzongkhag Administration by the 30th of every month from the award of contract.

12. The bidder shall maintain hygienic preparation as per the guidelines of BAFRA and maintain the canteen surroundings clean.

13. The quality and quantity of the goods and service shall be examined and monitored by the Dzongkhag Administration along with BAFRA and shall have right to reject the food items of inferior quality.

14. The quoted price shall include any taxes, duties, insurance and any other cost involved.

15. The winning bidder shall be responsible for taking care of the canteen structures and shall be held accountable if there are any damages.

