

STANDARD BIDDING DOCUMENT

Procurement of Goods



ROYAL GOVERNMENT OF BHUTAN


ཤེས་རིག་ལྷན་ཁག།
Bhutan
Ministry of Education

Name of Work	:	DYS Canteen Services on Framework Contract basis for 2018-2019 Fiscal Year
Period of Completion	:	One Fiscal Year
Method of Procurement	:	Limited Tender
Concerned Division	:	Department of Youth & Sports, Ministry of Education.
Bidder's Name & Address	:	

Procurement Section
Directorate of Services
Ministry of Education

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:

Public Procurement Policy Division
Ministry of Finance
Royal Government of Bhutan

pppd@mof.gov.bt

Telephone no. 00975 2 336962, fax no. 336961

Invitation for Quotation (IFQ)

Request for Quotation

FOR

OPERATION OF DYS CANTEEN SERVICES FOR FRAMEWORK CONTRACT
BASIS 2018-2019 FISCAL YEAR

Invitation for Quotation (IFQ)

INVITATION FOR QUOTATION (IFQ)

Project title: **Operation of DYS Canteen Services for Framework Contract Basis 2018-2019 Fiscal Year**

To:

Dear Sir/Madam,

1. Sealed quotation is hereby invited for the following as per the terms and conditions specified below:

- i. ***Operation of DYS Canteen Services for Framework Contract Basis for 2018-2019 Fiscal Year.***

[Information on list of menus are attached separately]

2. The quotation must submit in sealed envelope marked as **Quotation for "Operation of DYS Canteen Services for 2018-2019 Fiscal Year"** and provide warning not to open before **11AM, 21st August 2018**.
3. The bidder(s) must quote for all items under this invitation. Price quotations will be evaluated for all items together and contract will be awarded to the firm (s) offering the lowest evaluated total cost under this invitation.
4. 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 2009 clause 5.1.7.2. ***If your envelope is not marked as required by PRR 2009 Clause 5.1.7.2 & 5.1.7.3***, the bid shall be rejected and addressed to and delivered at the following address:

**Head
Procurement Section
Directorate of Services
Ministry of Education
Thimphu, Bhutan.**

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5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is: **21st August 2018 at 10 AM BST. The tender shall be opened on the same day at 11AM, in DoS.**
6. Quotation by fax or by electronic means is **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 until the end of the contract period. The contract is to perform with **DYS, Ministry of Education, Thimphu, for the period of one Fiscal Year.**
- b) The bid shall be accompanied by a bid security of **Nu. 30, 000/ (Thirty Thousand)** only on Lump sum in the form of cash warrant, demand draft or unconditional Bank Guarantee. **Any bid not accompanied by bid security shall be treated as non-responsive.**
- c) EVALUATION OF QUOTATION: offers determined to be substantially responsive 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.

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- d) 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.
- e) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of **60 days** from the deadline for receipt of quotation(s). **However, the rates of the items/menus will be valid for the period of one Fiscal Year/contract duration.**
8. Further information can be obtained from: **Procurement Section, DoS.**
 9. The **Ministry of Education** has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
 10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (**15%**) of the purchase order.
 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.
 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 quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 15. The payment shall be made to the supplier by the **Finance Division, Directorate of Services, Ministry of Education, Thimphu**, upon the verification of the challans and the bills by the concerned officials within **thirty (30) days** after the delivery of goods.
 16. The lump sum amount of **Nu. 50,000/-** shall be retained as performance security deposit with the Ministry of Education and paid at the end of the contract period. The validity of performance security deposit should be one month beyond the end of the contract period and detailed shall be drawn during the contract signing.

Schedule of Items and Priced Quotation (bid form)

[Describe below the items, unit and quantity of the goods required]

Bidders have to fill up the menu forms in original provided by the Ministry without using extra forms or sheets.

Sl#	Menu	Rate/Head	Remarks
	(A) Refreshment and Tea		
1	Suja (Single)		
2	Suja (Double)		
3	Chinta(Single)		
4	Chinta(Double)		
5	Lemon Tea(Single)		
6	Lemon Tea(Double)		
7	Milk Tea(Single)		
8	Milk Tea(Double)		
9	Milk Coffee(Single)		
10	Milk Coffee(Double)		
11	Black Coffee(Single)		
12	Black Coffee(Double)		
13	Black Tea(Single)		
14	Black Tea(Double)		
15	Tea with biscuits (per head)		
16	Coffee with biscuits(per head)		
17	Mango/Apple/Pine Apple/ Orange Juice (200 ml)		
18	Mineral water (500ml)		
19	Mineral water (1000ml)		
20	Samosa per piece		
21	Shabaley per piece		
22	Shel roti per piece)		
23	Pia- ji per piece		
24	Egg Roll		
25	Veg. Roll		
26	Meat Roll		
	Total Amount (A)		
	(B) Food Items		
1	Rice with Shamu datshi/dal/Ezay		
2	Rice with Emdatshi/dal/Ezay		
3	Rice with Sikam pa/dal/Ezay		
4	Rice with Shakam pa with vegetable/dal/Ezay		
5	Rice with beef pa with vegetable/dal/Ezay		

6	Rice with Dry Fish pa with vegetable /dal/Ezay		
7	Rice with Pork pa with green veg/dal/Ezay		
8	Rice with Chicken Curry/dal/Ezay		
9	Rice with Mutton Curry/dal/Ezay		
10	Rice with Beef Curry/dal/Ezay		
11	Rice with Pork Curry/dal/Ezay		
12	Rice with Fish Curry/dal/Ezay		
13	Rice with Kangchung Maru/dal/Ezay		
14	Rice with Egg Curry/dal/Ezay		
15	Rice with mixed veg/dal/Ezay		
16	Beef momo (5 pieces in a plate)		
17	Pork momo (5 pieces in plate)		
18	Cheese momo (5 pieces in a plate)		
19	Vegetable momo (5 pieces in a plate)		
20	Puri (5 pieces in a plate)with sabji		
21	Sukha roti (5 pieces in a plate) with sabji		
22	Beef Chowmin per plate		
23	Pork Chowmin per plate		
24	Chicken Chowmin per plate		
25	Egg Chowmin per plate		
26	Veg. Chowmin per plate		
27	Egg koka per plate		
28	Veg. Koka per plate		
29	Egg Wai Wai per plate		
30	Veg Wai Wai per plate		
31	Egg Maggie per plate		
32	Veg. Maggie per plate		
33	Plain Red rice per plate		
34	Plain White rice per plate		
35	Beef curry per plate		
36	Pork curry per plate		
37	Chicken curry per plate		
38	Mutton curry per plate		
39	Fish curry per plate		
40	Kangchung Maru per plate		
41	Dry Fish Paa per plate		
42	Pork Paa per plate		
43	Sikam Paa per plate		
44	Shakam Paa per plate		
45	Gep Paa per plate		
46	Pork Ribs per plate		

47	Beef Ribs per plate		
48	Kewa Datse per plate		
49	Ema Datse per plate		
50	Allo Dam per plate		
51	Veg. Fried rice per plate		
52	Egg Fried rice per plate		
53	Chicken Fried Rice per plate		
54	Beef Fried rice per plate		
55	Pork Fried rice per plate		
56	Allo/Gobi Paratha per piece		
57	Plain Paratha per piece		
58	Plain Toast (Four pieces)		
59	Butter toast(Four pieces)		
60	Non veg Thukpa per plate		
61	Veg. Thukpa per plate		
62	Bathup (Veg) per plate		
63	Bathup(Non-Veg) per plate		
64	Pork paa/Pork Chille per plate		
65	Chicken Paa/ Chicken Chille per plate		
66	Beef paa/Beef Chille per plate		
67	Fish fried per piece		
68	Mutton curry per plate		
69	Single Egg (poach)		
70	Single Egg (omelette)		
71	Boiled egg(per piece)		
72	Dal (fried)		
73	Shamday per cup		
74	Shamu Datsi per plate		
75	Mottar Paneer per plate		
	Total Amount (B)		
	(C) Lunch set		
1	Rice with 1 veg, dal & eazy		
2	Rice with 1 veg, dal, eazy & Salad		
3	Rice with 1 non veg, dal, eazy & Salad		
4	Rice with 1 veg, 1 non veg, dal, eazy & Salad		
5	Rice with 2 veg, 1 non veg, dal, eazy & Salad		
6	Rice with 1 veg, 2 non veg, dal, eazy & Salad		
7	Rice with 2 veg, 2 non veg, dal, eazy & Salad		
	Total Amount (C)		
	Grand Total (A+B+C)		

Contract Duration	One Fiscal Year
Warranty Provided	<i>Months from date of supply or commissioning of the Goods.</i>N/A.....

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

Note: The Evaluation and the comparison of the rates shall be based on the sum total of the whole package. Please 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 Goods Required

SI	Item	Specifications
1	<i>Operation of DYS Canteen Services for Framework Contract Basis for 2018-2019 Fiscal Year</i>	Service Provider should provide healthy services as per BAFRA standard. <ol style="list-style-type: none"> <i>1. Prompt canteen services must be ensured whenever ordered.</i> <i>2. No leftover or unhygienic food item shall serve at any given point of canteen services, and if found, stern action shall be taken, with the possibility of terminating the contract and even barred from future tender participation.</i> The service provider must have the capacity to provide mass canteen services, such as for workshops, seminar, high level meetings and conference etc if required.

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 quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License
- (c) A valid Tax Clearance Certificate;
- (d) The required bid security as specified in Clause 6, under Invitation for Quotation.
- (e) Evidence of past work experience/certificate
- (f) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (g) Any other requirements specified in this document

Your bid will be considered as non-compliance to the instructions of bidding documents, if failing to provide the above mentioned as a part of quotation. Moreover, your bid will be rejected without seeking further information

Invitation for Quotation (IFQ)

General 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 Supplier shall be required to submit a lump sum amount of **Nu. 50,000/-** as a performance security deposit to the Ministry of Education 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. The performance security deposit shall be valid one month beyond the end contract period.
2. The contract duration shall be for the period of one Fiscal Year.
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, service charges, duties; insurance and any other costs involved till the end of contract period/duration and nothing extra shall be paid.***
5. Any goods found defective during the warranty period shall be replaced/repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. 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. **Three times notice/reminder shall be given failure to fulfill the terms and condition of the contract. Otherwise the contract will be terminated.**
 - b. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
 - c. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - d. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - e. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to

rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

9. 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.

Invitation for Quotation (IFQ)