



Bidding Documents  
for  
Catering Services on framework contract  
basis for the  
financial year 2016-2017

**[Package: I]**

**CONSTRUCTION DEVELOPMENT BOARD**

## Invitation for Quotation (IFQ)

To,

.....  
.....  
.....

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;

**"Catering services on framework contract basis for the FY 2016-2017 - Package I"**

2. The bidder(s) may 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. **Prior to award of the contract, the appropriate committee will be formed to assess the establishment of the firm.**
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 2009 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:

**Offtg. Director General  
Construction Development Board  
Telephone: 326035/34**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on or before **17<sup>th</sup> October 2017 at 10:30AM BST** and it will be opened on the same day at **11:30 AM** in the conference hall of CDB.
5. The bid shall be accompanied by a bid security of **Nu. 5,000.00** (Nu. Five Thousand) only in lump sum drawn in the form of cash warrant, demand draft or unconditional Bank Guarantee valid **60days**. The bid security should be drawn favoring **Offtg. Director General, CDB, Thimphu**.
6. Any bid not accompanied by bid security shall be treated as non responsive.
7. Quotation by fax or by electronic means **are not** acceptable.
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, service charges and other levies to the final place of destination.
  - b. **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.
  - 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.
  - d. VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 60 days from the opening of the bid (s) while the rate shall be valid for one financial year.
  - e. Further information can be obtained from: **CDB, Telephone no. 326034/35, Ext. 110**
9. The budget allocation for the mentioned purposes and wishes to apply some of that allocation for the said purpose for which this Request for Quotation is issued.
  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.
  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 award order.
  13. Payment will be made up on submitting the bills/ invoice after completion of each activity.
  14. The caterer must serve warm, fresh, clean and hygienic dishes with enough quantity.
  15. Prompt services must be provided at all time.
  16. The Procuring agency is not bound in any way to commit guaranteed catering order, which will depend solely on the budget availability. Therefore, there may be instances where there will be no catering order at all for the whole year and caterer shall have no legal right to claim for any form of damages or compensation what so ever.
  17. No leftover or unhygienic food item shall be served at any given point of catering services, and if found stern action shall be taken with the possibility of terminating the contract and even barred from future tender participation.
  18. The caterer must have capacity to provide mass catering services, such as for workshops, seminar, high level meetings and conference etc.

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

CATERING FOR 2016-2017				
Sl #	Item / Description	Rate Per Head /Per Plate	Unit Rate	Remarks
	<b>MENU</b>			
1	Standard working lunch: <ul style="list-style-type: none"> <li>two rice items, one roti/nan, two meat item(pork/beef/chicken and fish), one ema datsi, one veg, dal/Jaju, water (half ltr) and salad</li> </ul>		Per Head	
2	Normal working lunch: <ul style="list-style-type: none"> <li>rice, one meat item (pork/beef/chicken), one veg item, water(half ltr) and Dal/Jaju</li> </ul>		Per Head	
	<b>REFRESHMENT:</b>			
3	Mineral Water (1/2 ltr)		Bottle	
4	Mineral Water (1 ltr)		Bottle	
5	Tea with Milk		Per Cup	
6	Tea without Milk		Per Cup	
7	Coffee with Milk		Per Cup	
8	Coffee without Milk (Black coffee)		Per Cup	
9	Suja-Desi		Per head	
10	Mango Juice (Bhutan Agro Juice 250 ml)		Per bottle	
11	Apple Juice (Bhutan Agro Juice 250 ml)		Per bottle	
12	Orange Juice (Bhutan Agro Juice 250ml)		Per bottle	
13	Pineapple Juice (Bhutan Agro Juice 250ml)		Per bottle	
14	Lichi juice		Per bottle	
15	Shamdey (non-veg)		Per head	
16	Shamdey(veg)		Per head	
17	Cake (non-veg) (Assorted)		Per head	
18	Cake (veg) (Assorted)		Per head	
19	Pasteries (non-veg)		Per head	
20	Pasteries (veg)		Per head	
21	Assorted biscuits		Per pkt.	
22	Sand witch (non-veg)		Per head	
23	Sand witch (veg)		Per head	
24	Momo (non-veg)		Per head	
25	Momo (veg)		Per head	
26	High tea items (Veg momo, non veg momo, Chesses Sand witch, Chicken drum stick, Somasa, Pokara)		Per head	

**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
- e) Power of attorney letter if the bid is signed by 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 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 performance security of 10% of the quoted price 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 till the end of contract period and will be returned after the end of contract period.
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 actual supplied quantities of goods as listed in the Purchase Order.
3. The quoted price shall include any other costs involved and nothing extra shall be paid.
4. The Purchaser may, by written notice, terminate the contract agreement in whole at any time for its convenience:
  - a. If the Supplier fails to perform any other Terms and conditions specified with the contract agreement, or exceed the maximum amount of liquidated damages.
  - b. if the Supplier fails to perform any other obligation(s) under the contract agreement, or
  - c. 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
  - d. 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 contract agreement; and
5. If the successful bidder fails to deliver the services required for a particular activity. The security deposit shall be used to cover the cost of services rendered from others.
6. The purchaser may render any services (catering) from the open market in case the supplier fails to deliver the services within the stipulated time and release the difference amount between the quoted price & market price from the security deposit.

## Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made on the .....day of **October, 2016**.

BETWEEN

- a. [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan] and having its principal place of business at [insert address of Purchaser] (hereinafter called "the Purchaser"), and
- b. [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);
  - (d) The Supplier's Bid and original Price Schedules;
  - (e) The Purchaser's Notification of Award of Contract;
  - (f) The form of Performance Security;
  - (g) The form of Bank Guarantee for Advance Payment;
  - (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: [insert signature]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert signature]

[insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert signature]

[insert identification of official witness]

## 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]*

## Bank Guarantee for Advance Payment

*[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 number and title of bidding process]*  
*[bank's letterhead]*

**Beneficiary:** *[insert legal name and address of Purchaser]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert 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.

\_\_\_\_\_ *[signature(s) of authorized representative(s) of the bank]*