

དཔལ་ལྷན་འབྲུག་གཞི་རིག་

བཟོ་རིག་སློབ་འཇུག་སློབ་ཁྲིམས་ལས་ཁང་། བསམ་ཐང་།

དབང་འདུས་ཕོ་བླང་།

TECHNICAL TRAINING INSTITUTE, SAMTHANG:
WANGDUE PHODRANG



Bidding Document: Operation of Canteen and Archery Field at Technical Training Institute Samthang: Wangdue Phodrang.

Invitation for Quotation (IFQ)

Interested eligible bidders are invited to submit their bids for Managing and Operating the Institute Canteen at its campus. To get a competent bidder who can provide good quality/assorted food options and professional catering services, the monthly rent for the use of the premises for the Canteen has been fixed to Nu.10,000.00 per month. The bidder will also be able to provide food/catering services at various events, meetings, and conferences.

The winner of canteen bidder will also operate the institute archery play ground with the **Terms of References (TOR)** of the archery range set by the institute. The rental for operating the archery range is fixed to Nu. 10,000.00 (Ten thousand) per month.

The non-academic session is only for a maximum of two months. The Canteen services are required to be operated at full scale almost continually throughout the year. Tender documents may be obtained in hard copy from the office by paying the minimum amount of Nu. 200/- or can be downloaded from our website at www.tti.samthang.bt. Tenders will be available from 20th August 2024 onwards, and the tender submission deadline is 19th September 2024 ~~on~~ before 10:00 am and will open on the same day at 10:30 am.

For further information or to arrange a site visit, contact us at Office Contact No. 77105317/77105318 (chimi Rinzin)/17467802 (Mr Kezang Norbu)

Website: www.tti.samthang.bt

I. Contract Terms and Conditions.

- i. Bidders are invited to submit a priced bid for the tender of the Institute Canteen [BoQ attached]
- ii. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items and contracts awarded to the firm offering the lowest evaluated price.
- iii. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and Marked **ORIGINAL**. In addition, the bidder(s) should also submit one copy marked a **COPY**. The quotation, including all documents in the attached format, should be sealed in an Envelope addressed to:

**The Offtg. Principal
Technical Training Institute,
Samthang, Wangdue Phodrang**

- iv. Bid security of Nu.20,000/- must be submitted in the form of a demand draft or unconditional bank guarantee in favor of the Principal, TTI Samthang, valid for at least 12 months. This bid security is refundable if the bid is not accepted or shall be credited toward the security deposit amount in case the bid is accepted.
- v. Quotations by email/ electronic means will not be accepted.
- vi. Bidders must fill up the BoQ in original and copy as provided.
The quotation should be submitted as per the following instructions and in accordance with the attached General Terms and Conditions, which are an integral part of the Contract.
- vii. Price: all prices shall be quoted in Ngultrum.

2. **Evaluation of quotation:** offers determined to be substantially responsive to the requirement 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 a correction or any arithmetical errors as follows:
 - i. Where there is a discrepancy between amounts in figures and words, the amount in words will govern.
 - ii. Where there is a 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 purchaser's opinion.
 - iii. If the bidder refuses to accept the correction, this quotation will be rejected.
 - iv. The selected bidder will be intimated in writing.
 - v. If there are less than two bidders the price will be negotiated or re-tender.

3. Award of purchase order:

- i. Since the contract of the award shall be awarded based on the overall total and not item-wise, the bidders are asked to quote for all the items listed in the BoQ. Failure to quote for a single item will lead to the rejection of the bid.
- ii. The award will be made to the bidder who is offering the lowest evaluated price that meets the requirement. The successful bidder will sign a contract as per the attached form of contract and terms and conditions of supply.

3. Termination of contract:

The purchaser may, in written notice, terminate the contract agreement in whole at any time for its convenience.

- i. If the Bidder fails to perform as per the terms and conditions specified in the contract agreement.
- ii. If the Bidder does not take any remedial action within a period of 10 calendar days after the receipt of a notice of default from the purchaser specifying the nature of the default (s)
- iii. If the Bidder, in the judgment of the purchaser, has engaged in any corrupt or fraudulent practices in competing for or executing the tasks under this contract agreement.

5. Validity of the offers:

Quotation(s) shall be valid for a period of one year (12 months) from the deadline of receipt of the award letter. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.

6. Documents required to be submitted as part of the Quotation.

- i. A duly completed and signed priced quotation with seal as per the Schedule of Items and the Priced Quotation.
- ii. A valid Trade License
- iii. A valid Tax Clearance Certificate.
- iv. The required bid security.

7. General Conditions of the Contract.

- i. The Institute will provide the canteen space and available furniture.
- ii. The successful bidder must purchase the other things required that are not available. (Note: The prospective bidders are advised to inspect the canteen physically). In anticipation that the bidder shall provide good quality/assorted food options and professional catering services at the most reasonable rate. The Institute Tender committee shall be the ultimate decision-making authority and oversee the affairs of the canteen and ensure the implementation of the terms and conditions of the contract.
- iii. The Tender Committee shall monitor the canteen overall, including quality of food, price, cleanliness/hygiene and service, etc., at least once a month.
- iv. The contract's tenure shall be for twelve months (one year) effective from the agreement's signing date. The tender committee will decide on the extension of the tenure for another year based on the performance survey report.
- v. The Canteen should be open every 7 days of the week and from **7 AM to 8:30 PM**. Operation beyond this timing is not permissible under normal circumstances and shall require approval in advance, especially during events such as catering, gatherings etc.
- vi. The winning bidder shall be responsible for serving tea and meals as and when in need of an office.
- vii. The winning bidder should arrange their logistics, including residential facilities.
- viii. Subletting of contract/license directly or indirectly is not permissible and shall result in premature termination of contract or imposition of penalty, including forfeiture of security deposit.
- ix. The winning bidder shall not make any structural additions/alterations to the facilities provided by the institute without written sanctions from the Management. The winning bidder shall be responsible for minor maintenance of the Canteen and furniture replacement of electrical equipment provided by the institute. The facilities provided to the bidder should be returned in good condition at the expiry/termination of the contract.
- x. The winning bidder shall publish a menu card with agreed rates and shall not sell any item at a rate higher than the agreed rates in the contract.
- xi. The winning bidder shall be responsible for providing all food/snacks/ refreshments items mentioned in the menu based on the quoted rate for all official catering and daily menu as and when required.
- xii. The winning bidder shall hand over all items as per the inventory list prepared at the initial handing taking over of the canteen facilities. Any loss or damages to the facilities/property at the end of the expiry of the lease or upon termination, the bidder shall either repair or replace.
- xiii. The winning bidder shall be responsible for payment of all applicable levies and taxes. The bidder will be responsible for all the government requirements and obligations.
- xiv. The service charge is not applicable for the services provided in the canteen and for catering.
- xv. The winning bidder shall not use the institute's name for the Canteen, including the title of the bills/cash memos, etc., although the Canteen is within the institute's premises.
- xvi. In special instances, the institute reserves the right to cater from different hoteliers/catering agents depending on the nature of guests and dignitaries visiting the institute.
- xvii. The rental charge of Nu. 10000/- per month must be paid to the institute finance section latest

by the 5th day without fail. Failing to deposit shall lead to written notice at a maximum of 15 days, which shall lead to the termination of the contract.

- xxviii. Under no circumstances will the bidder serve any alcoholic drinks/Tobacco products of any kind to anyone on the campus. Violating this stipulation will result in immediate termination of the contract with no liability to the institute whatsoever and forfeiture of the Security Deposit.
- xix. The winning bidder shall ensure they have a **Valid Food Handler License** for all their kitchen staff. A copy of the workers' food handling certificate should be displayed once the contract is awarded.
- xx. The winning bidder should have an Appearance and Dress Code, preferably a national dress, and it is also crucial for their attire and appearance to comply with local regulatory requirements of the BAFRA. Moreover, the workers' personal hygiene, physical appearance, and attitude should form an important part of this policy. The bidder must provide its workers with all the headgear, aprons, hand gloves, and other necessary utilities to be used regularly while serving and handling food items. The workers must come in with national dress while serving in the office.
- xxi. The winning bidder should have adequate numbers and use standard crockery. Plastic products (in the form of cups, serving bowls, plates, etc.) are not allowed.
- xxii. The winning bidder is required to maintain the highest standard of hygiene both for the food and surroundings. As well as the need to manage the dry and wet waste on its own. In any case, all waste should be segregated and disposed of properly. Proper bins with lids should be used.
- xxiii. The winning bidder shall not serve stale/expired food items. They shall ensure adequate tissue/napkin papers are placed on the dining tables.
- xxiv. The winning bidder shall be responsible for arranging all the logistics arrangements in case of the venue is requested outside the canteen.
- xxv. Standards for the canteen shall conform to the rules and regulations of the Bhutan Agriculture and Food Regulatory Authority (BAFRA).
- xxvi. The winning bidder shall be required to keep groceries, stationeries, toiletries and sanitary pads which will be charged at MRP. Under any circumstance, the bidder cannot deviate the prices of the commodities from the quotation rate.
- xxvii. The canteen operator shall not have the right to revise the rates of items that are offered in the bid without the consent/ approval of the institute Management. Accordingly, the price for the new commodity/item, which is not included in the BoQ/menu list at the time of bidding, will be jointly agreed upon and fixed by the institute Management and the Canteen Management.
- xxviii. The Tender committee will collect feedback from trainers and trainees every after three months and from the outsiders who avail of the services.

PRICE SCHEDULE

MEALS			
Sl. No.	Course/Items	Set Menu	Rate
1	Rice with pork curry and dal	Per plate	
2	Rice with beef/pork paa and dal	Per plate	
3	Rice with pork/beef curry and dal	Per plate	
4	Rice with chicken curry and dal	Per plate	
5	Rice with fish curry and dal	Per plate	
6	Rice with egg curry and dal	Per plate	
7	Rice with green/red ema datshi and dal	Per plate	
8	Rice with dry fish paa and dal	Per plate	
9	Rice with shamu datshi and dal	Per plate	
10	Rice with green vegetable curry and dal	Per plate	
11	Veg. fried rice, Eazy	Per plate	
12	Non-Veg fried rice, Eazy	Per plate	
13	Roti (4pcs) with fry vegetable curry	Per plate	
14	Roti (4pcs) with Ema Datshi	Per plate	
15	Dry Roti (4Pics) with veg. curry	Per Plate	
CURRIES			
1	Egg Omlet (1 egg)	Per plate	
2	Egg Poach (1 egg)	Per plate	
3	Fried egg	Per piece	
4	Boiled egg	Per piece	
5	Egg curry (2 eggs)	Per plate	
6	Sekam paa	Per plate	
7	Shakam paa	Per plate	
8	Beef paa	Per plate	
9	Pork paa	Per plate	
10	Chicken curry	Per plate	
11	Pork curry	Per plate	
12	Beef curry	Per Plate	
13	Fish curry	Per plate	
14	Shekam datshi	Per plate	
15	Fried Fish (1pcs)	Per piece	
16	Chicken/Pork/Beef Chilli	Per plate	
18	Fried cheese (Datshi Magoo)	Per plate	
20	Mixed Vegetable Fry	Per plate	
21	Kewa datshi	Per plate	
22	Aludam	Per plate	
23	Motor panner fry curry	Per plate	
24	Ema datshi	Per plate	
25	Mushroom Datshi	Per plate	
24	Fried papad	Per piece	

25	Dal	Per plate	
26	Dhaw	Cup	
27	Mixed salad	Per plate	
FAST FOOD			
1	Veg. chomein	Per plate	
2	Veg. momo (6pcs)	Per plate	
3	Cheese momo (6pcs)	Per plate	
5	Koka with Veg.	Per plate	
6	Koka with Cheese	Per plate	
7	Koka Choumin	Per plate	
8	Koka with Egg	Per plate	
9	Aloo Chop with Eazey (4pics)	Per plate	
10	French fries	Per plate	
11	Vegetable Pokara (4 pics)	Per plate	
12	Samosa (2Pics)	Per pics	
13	Chilli chop (4pics)	Per pics	
14	Chana fry	Per plate	
15	Shabalay with eazey (2pics)	Per pics	
16	Shamdey/Desi	Per plate	
BEVERAGES			
1	Tea single Cup	Per Cup	
2	Tea double Cup	Per Cup	
3	Coffee – single	Per Cup	
4	Coffee – double	Per Cup	
5	Suja – single	Per Cup	
6	Suja – double	Per Cup	
7	Black tea – single	Per Cup	
8	Black tea – double	Per Cup	
9	Black coffee	Per Cup	
10	Chinta/Green tea	Per Cup	
11	Lemon tea	Per Cup	
12	Mineral water (500ml)	Bottle	
13	Mineral water (1000ml)	bottle	
CATERING ITEMS			
1	Rice + Veg Fry+ 1 Non veg. +Dal/Jaju + Salad + water (500ml)	Per head	
2	Rice + Shamu Datshi+ 1 Non veg. +Dal/Jaju + salad + water (500ml)	Per head	
3	Rice + 1 Veg+ 2 non veg. + Dal/Jaju + Salad+ water (500ml)	Per head	
4	Rice + 1 Non veg+ 2 veg. + Dal/Jaju + Salad+ water (500ml)	Per head	
5	Rice + 2 veg+ 2 Non veg. +Dal/Jaju + Salad + water (500ml)		

6	Puri + Veg fry + Tea	Per head	
7	Puri+Ema Datshi+Tea	Per head	
8	Choumin +Tea	Per head	
9	Momo (veg) with Ezzay+ Tea	Per head	
10	Momo (non veg) with Ezzay + Tea	Per head	
11	Biscuits/Zaw + tea	Per head	
Total Amount:			