

STANDARD BIDDING DOCUMENT

Procurement of services



Royal Government of Bhutan
Ministry of Finance

DZONGKHAG ADMINISTRATION, MONGAR

ROYAL GOVERNMENT OF BHUTAN
Dzongkhag Administration
Mongar

MongDzong/Proc-08/2020-2021/

Date:15/03/2021

Tender Form

1. Name of the Work: **Leasing of Dzongkhag Canteen for one (1)Years.**

2. Name of the Supplier:

3. Address of the Supplier:

Phone No.: Fax No.: Mobile No.:

4. Earnest Money Deposit: Nu. 5,000.00 EMD No.:

5. Tender Document available on Dzongkhag website from: 15th March 2021 to 31st March, 2021

6. Date of Tender Submission: on or before 3:00PM of 31st March, 2021.

7. Date of Bid Opening: 4:00pm, 31st March, 2021

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Instructions to Bidders

Dzongkhag, Administration, Mongar, invites sealed bids from registered firms for leasing of Dzongkhag Canteen on monthly rental basis against our advertisement number Pro/11/MongDzong/Proc-11/2020-2021/4982, dated 26th January, 2021. You are requested to submit the bid as per the terms and conditions mentioned thereof.

1. Deadline for Bid Submission.

The sealed bid should be addressed to the Chairman, Dzongkhag Tender Committee, Mongar and submitted to the Procurement Office, on or before 10:30AM of 31st March, 2021

2. Eligibility of Bidder

Each bidder shall submit only one bid either by itself, or as a responsible officer in the management of the company having the power of attorney. A bidder who submits or participates in more than one bid will be disqualified.

3. Clarification of Bidding Documents

The bidder shall not be allowed to seek any clarification on the bidding documents in person. Any bidders requiring clarification of the bidding documents may notify the same to the Chairman, Tender Committee of Dzongkhag Administration, Mongar in writing.

4. Amendment of Bidding Documents

The Client, Dzongkhag Administration, Mongar, shall reserve the right to amend or modify the bidding documents for any reasons by issuing addendum either in its own initiative or in response to a clarification request from a prospective bidder any time prior to the deadline for submission of bids.

5. The cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its bid, and the purchaser (Dzongkhag Administration, Mongar) will in no case be responsible or liable for the costs thus incurred.

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6. Rent for the Shop

Only shop space shall be leased out and rent for the canteen space is as per the Government spacing rate i.e Nu. 2365.5 per month

7. Contract Period

The shop shall be leased out for a period of one(1) year with effect from the date of signing of contract agreement.

8. Evaluation :

Evaluation will be done on the rate quoted for the menu attached below

9. Award

The award for the leasing of the contract will be given to the lowest evaluated bidder for the items mentioned on the menu attached below.

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CONTRACT AGREEMENT FOR LEASE OF DZONGKHAG CANTEEN FOR TWO YEARS

This Agreement executed
between..... and
Dzongkhag Administration on

As per the quotation call vide MongDzong/proc-11/2020-2021/2380 dated 26/01/2021, M/S
.....has won the bid for running Dzongkhag
CAnteen for one years with effect from
on terms described and agreed on follow.

Terms & Conditions

1. The bid security of the successful bidder shall upon the bidders executing the contract and furnishing the bid performance security of FIVE MONTHS QUOTED RENT.
2. The Lessee shall not sublet the shop in part or whole without prior notification of the lesser. Failing which the performance security of two months quoted rent only shall be forfeited and the contract shall be terminated thereof.
3. The lessee shall pay charges for electricity, water, sewerage, telephone and any other services as per the bills received from the concerned agencies. On expiry of the contract the lessee must handover the shop to the lesser with details of the above payment.
4. If the lessee wishes to vacate the shop before the expiry of lease period, the lessee shall give in writing (one month in advance) to the lesser or in lieu thereof pay one month's rent. In a case that the lesser wishes to terminate the contract before the expiry of the lease period, a written notification shall be served, one month in advance.
5. The Lessee shall be allowed to sell only food, tea, coffee and packed snacks as listed in BoQ. The sales of any other items (e.g. Narcotic drugs, , Cigarette, Tobacco, Alcohol etc.,) shall not be permitted as it is in the Dzong.
10. The lessee shall handover the shop to the lesser with all fittings and fixtures listed in the inventory in working/functional conditions at the expiry of the lease.
6. The lessee shall pay the monthly rent by the 5th day of 1st week of every calendar Month, failing which a penalty of 0.1% daily to a maximum of 10% in a week shall be applied. If the lessee fails to pay the monthly rent for a Three months, the performance security shall be forfeited and terminated and award the contract to the 2nd highest bidder.

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7. If the Administration receive any genuine complaint against the firm, Dzongkhag Tender Committee will look into the matter and upon serving three warning letters, administration will have the right to terminate the contract.
8. The lessee should maintain the cleanliness in and around the coffee shop area
9. Only the following items shall be sold in the Canteen. In case of non-compliance, other goods in the café will be confiscated.
- a) Food Items
 - b) Tea/Coffee
 - c) Mineral Water
 - d) Refreshment drinks
 - e) Biscuits/Cookies
 - f) Pastries
 - g) Cold Drinks
10. Any serious dispute shall be settled in a court of law of the Kingdom.

The other terms and conditions not covered by this document will be governed by the Financial/Procurement Manual. The bidders should sign in the tender register upon submission of tender and at the time of purchase with detailed contact Number, Name and detailed addresses of the tenderer. The committee member's decision will be final and binding.

Dzongdag/Dzongrab (Procuring Agency)

(Leasee)

Chimi Dem (Asstt. Procurement Officer) witness

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Price Schedule

NOTE: RENTAL PER MONTH IS NU.2365.5 (TWO THOUSAND THREE HUNDRED SIXTY FIVE AND CHHETRM FIVE ONLY)

RICE			Rate in figure	Rate in Words
1	Red Rice	Per Plate		
2	White Rice	Per Plate		
3	Veg Fried Rice	Per Plate		
4	Non -Veg Fried Rice	Per Plate		
5	Egg Fried Rice	Per Plate		
NON VEG CURRY				
1	Phagsha Sikam Pa (Standard size of 3 Pc	Per Plate		
2	Beef shakam pa (Standard size of 3 Pcs)	Per Plate		
3	Phagsha pa (Standard size of 3 Pcs)	Per Plate		
4	Beef pa (Standard size of 3 Pcs)	Per Plate		
5	shakam Datshi	per phob		

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6	sikam Datshi	per phob		
7	Dry fried fish pa (Standard size of 3 Pcs)	Per Plate		
8	Pork curry	Per Phob		
9	Beef curry	Per Phob		
10	Chilli Chicken	per plate		
11	Chicken Gravy	Per Phob		
12	Wet Fish curry	Per Phob		
13	Egg Boiled and peeled	Per Pc		
14	Egg Boiled and fried	Per Pc		
15	Egg Poach	per pc		
16	Egg Curry	per phob		
17	Egg Scramble	Per Pcs		
VEG CURRY				
1	Dry - ema dhatshi	per phob		
2	Green Ema Dhatshi	Per Phob		
3	Shamu Dhatshi (Local Shamu)	Per Phob		
4	Kewa Dhatshi	Per Phob		
5	Sag Dhatshi	Per Phob		

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6	Mixed Veg. curry	Per Phob		
7	Panner curry	Per Phob		
8	Pumkin Curry	Per Phob		
9	Beans Datshi	Per Phob		
10	Alu dham	Per Phob		
11	Mixed Salad	Per Phob		
12	Jhaju/dal	Per Phob		
13	Datshi fried curry	Per Phob		
14	Cauliflower/Brocauli Curry	Per Phob		
NODDLES/SNACKS				
1	Non veg momo (5 pcs)	Per Plate		
2	Veg. momo (5 Pcs)	Per Plate		
3	Ting Momo (4 pcs)	Per Plate		
4	Puri with curry (4 Pcs)	Per Plate		
5	Sukha Roti with curry(4 Pcs)	Per Plate		
6	Veg-Bathub	Per Plate		

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7	Non-Veg Bathub	Per Plate		
8	Veg-Chowmein	Per Plate		
9	Non-Veg Chowmein	Per Plate		
10	Koka Noddles plain	Per Plate		
11	Koka Noddles with Egg	Per Plate		
12	Maggie Noddles plain	Per Plate		
13	MaggieNoddles with egg	Per Plate		
14	Wai Wai Noddles plain	Per Plate		
15	Wai wai Noddles with egg	Per Plate		
16	Dresy	per phob		
17	Zaw margay	Per Bangchu		
18	Cream Craker Biscuit	Per pkt		
19	Good - day Biscuit	Per pkt		
20	Shamdray with meat	Per Phob		
21	Veg. Samdray	Per Phob		
MINERAL WATER				
1	500ml	per bottle		
2	1000ml	per bottle		

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TEA				
1	Green tea (250ml cup)	per cup		
2	Milk Tea (250ml cup)	per cup		
3	Suja (250ml Cup)	per cup		
4	Black Coffee (250ml cup)	per cup		
5	Milk Coffee (250ml Cup)	per cup		