

STANDARD BIDDING DOCUMENT

Procurement of services



Royal Government of Bhutan
Ministry of Finance

DZONGKHAG ADMINISTRATION, MONGAR

Tender Form

ROYAL GOVERNMENT OF BHUTAN
Dzongkhag Administration
Mongar

MongDzong/Proc-02/2021-2022 / 7260

Date :20/06/2022

1. Name of the Work: **Leasing of Bacho Canteen for Two (2) 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: 20th June 2022 to 30st June, 2022
6. Date of Tender Submission: on or before 1:00PM of 30th June, 2022.
7. Date of Bid Opening: 3:00pm, 30th June, 2022 Instructions to Bidders

Dzongkhag, Administration, Mongar, invites sealed bids from valid Restaurant license holders for leasing of Bacho Canteen on monthly rental basis against our advertisement number MongDzong/Proc-02/2021-2022/....., dated You are requested to submit the bid as per the terms and conditions mentioned thereof.

1. Deadline for Bid Submission.

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The sealed bid should be addressed to the Chairman, Dzongkhag Tender Committee, Mongar and submitted to the Procurement Office, on or before 1:00PM of 30th June, 2022

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.

6. Rent for the Shop

Only Canteen space shall be leased out and rent as per the Government spacing rate i.e. Nu. 3310.00 Per month

7. Contract Period

The Canteen shall be leased out for a period of Two (2) years with effect from the date of signing of contract agreement and shall be review in one year, if the members are not satisfied with the service provided.

8. Evaluation:

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

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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.

CONTRACT AGREEMENT FOR LEASE OF BACHO CANTEEN FOR ONE YEAR

This Agreement executed

Between..... and

Dzongkhag Administration on

As per the quotation call vide MongDzong/proc-02/2021-2022/7260 dated 20/06/2022, M/Shas won the bid for running Bacho Canteen for Two years with effect from on terms described and agreed on follow.

Terms & Conditions

1. The Lessee has to deposit Nu. 5000.00/- (Five Thousand only) to Mongar Archery Association from every tournament organized by the MAA/other individuals.
2. The Lessee shall collect fee of Nu. 1,000/- (One Thousand only) for every archery match (Choda) played at the range, upon collection of fee he/she should be responsible for the preparation of the Bacho and Marchang for any matches and also for minor maintenance of the bacho that includes erecting of the Baa, Baa dhar, Darshing, digging Bacho etc. if need to arrange SOFAS, chairs, Choesham, Thokey and other preparation inside the pavilion then he/she shall collect Nu. 1500/- (one thousand five hundred only)
3. The Lessee shall maintain the Bacho regularly and change the target every after 4th day of it used.
4. The Lessee shall be responsible in maintaining the cleanliness of the surroundings of the Bacho and taking care from the cattle damaging the Bacho.
5. A sum of Nu. 30/- (thirty only) shall be collected, as Baa fee during day time and Nu. 50/during night as Baa and Electricity charges.
6. The validity of canteen is for Two Years, and shall be review in one year.
7. The bid security of the successful bidder shall upon the bidders executing the contract and furnishing the bid performance security of **TWO MONTHS RENT**.
8. 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.
9. 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

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contract the lessee must handover the shop to the lesser with details of the above payment.

10. 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.
11. 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.
12. 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 Lowest bidder.
13. If the Administration receives 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.
14. Only the following items shall be sold in the Canteen. In case of non-compliance, other goods in the café will be confiscated.

- Food Items
- Tea/Coffee
- Mineral Water
- Biscuits/Cookies
- Pastries
- Cold Drinks
- Hard Drinks

15. Any serious dispute shall be settled in a court of law of the Kingdom.
16. 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.

Dzongrab (Procuring Agency)

(Lessee)

Doekar (Offtg. Procurement Officer) witness

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Price Schedule

NOTE: RENTAL PER MONTH IS *NU. 3310.00* (THREE THOUSAND THREE HUNDRED TEN ONLY)

Sl.No	Description	Units	Rate in figure	Rate in Words
	RICE			
1	Red Rice	Per Plate		
2	White Rice	Per Plate		
3	Veg Fried Rice	Per Plate		
4	Non -Veg Fried Rice	Per Plate		
5	Fried Rice with Egg	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		
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		

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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		

VEG CURRY				
1	Ema Dhatshi	Per Phob		
2	Shamu Dhatshi (Local Shamu)	Per Phob		
3	Kewa Dhatshi	Per Phob		
4	Sag Dhatshi	Per Phob		
5	Mixed Veg. curry	Per Phob		
6	Panner curry	Per Phob		
7	Jhaju/dal	Per Phob		
8	Datshi fried curry	Per Phob		
NODDLES/SNACKS				
1	Non veg momo (5 pcs)	Per Plate		
2	Veg. momo (5 Pcs)	Per Plate		
3	Puri with curry (4 Pcs)	Per Plate		
4	Sukha Roti with curry(4 Pcs)	Per Plate		
5	Veg-Chowmein	Per Plate		
6	Non-Veg Chowmein	Per Plate		
7	Koka Noddles plain	Per Plate		
8	Koka Noddles with Egg	Per Plate		
9	Maggie Noddles plain	Per Plate		
10	MaggieNoddles with egg	Per Plate		
11	Wai Wai Noddles plain	Per Plate		
12	Wai wai Noddles with egg	Per Plate		
13	Dresy	per phob		
14	Shamdray with meat	Per Phob		

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15	Veg. Samdray	Per Phob		
MINERAL WATER				
1	Small	per bottle		
2	Big	per bottle		
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		
HARD DRINKS				
1	K5	Per Peg		
2	Highland	Per Peg		
3	Canned Lager	Per bottle		
4	Lager bottle	Per bottle		
5	Canned 11000	Per bottle		
6	11000 Beer	Per bottle		
7	Peach wine (small)	Per bottle		
8	Breezer	Per bottle		
SOFT DRINKS				
1	Red Bull	Per bottle		
2	Power	Per bottle		
3	Lipton	Per bottle		
4	Coke juice (small)	Per bottle		
5	Fanta Juice (small)	Per bottle		
6	Mango Juice (small)	Per bottle		
7	Apple Juice (small)	Per bottle		
8	Appy Juice	per pcs		
9	Fruity Juice	per pcs		
10	Litchi Juice	per pcs		