



Date:

Invitation for Quotation (IFQ)

Project title: College Wet Canteen

Dear Sir/Madam,

1. You are invited to submit your priced bid for the tender of College Wet Canteen [Information on technical specifications and required quantities are attached]
2. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items and contract awarded to the firm offering the lowest evaluated bid.
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 and addressed to and delivered at the following address.
Your quotation in the required format should be addressed and submitted to:
The President
College of Natural Resources
Royal University of Bhutan
Lobesa: Bhutan
#02-376249
4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on or before 31st January, 2020 at 10:00am and will be opened on same day at 10:30am in Conference hall.
5. The bid shall be accompanied by 20% of bid security from total bid amount (3, 60,000*20%= Nu. 72,000/-) of Nu. 70, 000 in the form of cash warrant, demand draft or unconditional Bank guarantee valid for one year. Any bid not accompanied by bid security shall be treated as non-responsive. The bid security will be released once the contract is awarded to the unsuccessful bidder.
6. Quotations by fax or by electronic means are not acceptable.



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

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.

b) **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 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) All the prospective bidders are required to quote as per the prevailing market rate. If any bidder quotes below 10% of the overall predetermined rates, bidder shall be considered as non-responsive.

(iv) If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

(v) Any bids received by the purchaser will be declared "late" and rejected.

(vi) The selected bidder will be intimated in writing.

c) **AWARD OF PURCHASE ORDER:**

i. Since the contract of award shall be awarded based on the grand 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 rejection of 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 attached form of contract and terms and conditions of supply.

d) TERMINAION OF THE CONTRACT: The purchaser may in written notice terminate the contract agreement in whole at any time for its convenience

i. If the Supplier fails to perform any other terms and conditions specified with the contract agreement.

ii. If the Supplier fails to perform any other obligation(s) under the contract agreement or

iii. If the Supplier does not take any remedial action within a period of 7 calendar days after the receipt of a notice of default from the purchaser specifying the nature of the default (s)

iv. 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.

e) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of one year days from the deadline for receipt of award letter and subject to renewal base on the service provided.

9. Further information can be obtained from: Administrative Section, College of Natural Resources, Lobesa at # 376269 during office hours,

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 supply order (sample form attached).

13. Payment will be made on submitting the bills/ invoice after completion of each activity.



Schedule of Items and Priced Quotation (bid form)

Schedule of items is attached



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 (If you have, if not the college license will be provided for the operation);
- (c) A valid Tax Clearance Certificate (Is required for those who have submitted the license);
- (d) The required bid security and
- (e) Any other requirements specified in this document
- (f) Copies of valid CID and Food Handlers license of the kitchen staff

General Conditions of the Contract

1. Facilities:

- 1.1 The College will provide the canteen space.
- 1.2 The successful bidder has to buy the things of canteen available in the College.
- 1.3 The successful bidder has to purchase the other things required that are not available.

Note: *The prospective bidders are advised to inspect the canteen and items physically.*

2. General Terms and Conditions

- 2.1 The winning bidder shall be required to submit a bid amount of **Nu.3, 60, 000/- (Three Lakhs Sixty Thousand) only**. The bid amount shall be paid every month of Nu. 30,000/- as the rental charges where first rental of Nu. 30,000/- have to be paid during the signing of the contract. This is exclusive of electricity bill.
- 2.2 The contract period for operating the canteen is for a term of one year and subjected to extension if services are found satisfactory. If the canteen term is extended then the operator has to again submit the same quoted amount.



- 2.3 The Operator shall be responsible for payment for the electricity bill as determined by the College.
- 2.4 The Operator should arrange their own logistics.
- 2.5 Subletting of contract/license directly or indirectly is not permissible and may result in pre-mature termination of contract or imposition of penalty, including forfeiture of security deposit.
- 2.6 The Operator shall not be permitted to make any structural additions/alterations to the facilities provided by the college without written sanctions from the College Management.
- 2.7 The Operator shall be responsible for maintenance of Canteen, electrical equipment and provided by college. The facilities provided to the operator should be returned in good condition at the expiry/termination of the contract. However, for the major maintenance if required, college shall be responsible.
- 2.8 The Operator 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. Operator shall ensure MRP of items NOT specified in the Menu or BoQ.
- 2.9 The Operator 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.
- 2.10 The operator shall handover all items as per the inventory list prepared at the initial handing taking over of the canteen facilities to the college. Any loss or damages to the facilities/property at the end of the expiry of the lease or upon termination, the operator shall either repair or replace and make good.
- 2.11 The cafeteria operator shall be responsible for payment of all applicable levies and taxes including BST and Services Charges. The Canteen operator will be responsible for all the government requirements and obligations. The operator shall be responsible for the license renewal and the filing of BIT if the college license is used.
- 2.12 The College Canteen Committee instituted (CCC) by college shall monitor the quality (cleanliness and hygiene) of food on regular basis.
- 2.13 The canteen operator shall take corrective actions within 5 working days, given by the CCC in respect of feedback received from staffs and student of the college.



2.14 The canteen committee shall conduct regular meeting with the canteen operator and staffs (monthly basis/quarterly) as and when required.

2.15 The canteen shall operate normally from 7am to 8 pm (Monday to Saturday). However, the operator should provide services beyond the above-mentioned time based on the requirement of the college; and

2.16 Special permission shall be sought from the college to operate apart from college program within the canteen.

2.17 In special instances, college reserves the right to cater from different hoteliers/catering agents depending on the nature of guest and dignitaries visiting the college.

2.18 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.

2.19 Bid amount shall be deposited to college finance section monthly wise (3rd day of the 3rd week of the month) without fail. Failing to deposit shall led to Nu. 500/- (Five Hundred) only as penalty for 1 day at the maximum of 10 days after which it shall led to termination of contract.

2.21 The operator shall be responsible to reach staff tea, twice a day i.e at 10:00 am and 3:00 pm respectively. Additional service to reach tea may also be required as and when in need.

2.23 The operator shall not impose service charges (i.e 10%) to college if catering service for the college is provided in canteen.

3 Human Resources

3.1 The operator shall employ adequate number of staff in-order to provide quality food and services desired.

3.2 The operator shall produce recent medical certificate of his/her employee/workers to be free from communicable diseases in addition to general fitness.

3.3 The Operator shall be responsible to provide workers with appropriate uniforms to the kitchen staffs and National dress to the waiters and managers and ensure neatness and cleanliness of the staffs.

4 Hygiene and Cleanliness



- 4.1 The Operator shall ensure that they have Valid Food Handlers' License for all their kitchen staffs. In the event of the change in kitchen staff, the operator shall inform college of the change. The incoming staff shall mandatorily have to have a Valid Food Handlers' License. The operator shall be held accountable for any food poisoning/contamination.
- 4.2 The Operator shall be responsible for general cleanliness and hygiene of canteen facilities, crockery, cooking utensils in the kitchen. The garbage shall be disposed properly.
- 4.3 The Operator shall ensure the cleanliness of tablecloths, windows/doors curtain.
- 4.4 Cafeteria operator should not entertain any person inside the kitchen other than cooks and waiters.
- 4.5 The Operator shall not serve stale/expired food items. They shall ensure adequate tissue/napkin papers are placed on the dining tables.
- 4.6 The Operator shall display **NO SMOKING SIGN** in the canteen and shall not sell tobacco items, alcohol and other prohibited items in the canteen.
- 4.7 The operator shall be responsible to arrange all the logistic arrangement in case of venue requested outside canteen. Operator shall also be responsible to manage full time water in canteen even if there is water problem in campus.



Contract Agreement

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

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *[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

- (2) *[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:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

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);
- (e) The Supplier’s Bid and original Price Schedules;
- (f) The Purchaser’s Notification of Award of Contract;
- (g) The form of Performance Security;
- (h) The form of Bank Guarantee for Advance Payment;
- (i) *[insert here any other document(s) forming part of the Contract]*



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.

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.

The Purchaser hereby covenant 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]



Sl.No	Item Description	Unit	Individual Rate	Catering Rate
1	Rice, 3 Meat Items, 2 Veg items, Jaju/Dal, Salad/Ezay /Fresh fruits	per head		
2	Rice, 2 Meat Items, 2 Veg items, Jaju/Dal, Salad/Ezay/Fresh fruits	per head		
3	Simple Lunch: Rice, 1 Meat Item, 1 Veg item, Jaju/Dal, Salad/Ezay	per head		
4	Simple lunch: Rice, 1 veg item & dhal/jaju	Per head		
5	Simple lunch: Rice , 1 non-veg item & dhal/jaju	Per head		
6	Mineral Water Big (1000ml)	bottle		
7	Mineral Water Small (500ml)	bottle		
8	Mineral Water (1000ml)	crt		
9	Mineral Water (500ml)	crt		
10	Milk Tea	single cup		
11	Suja	single cup		
12	Milk Tea	Double Cup		
13	Suja	Double Cup		
14	Shamdey	Cup		
15	Dresee	Cup		
16	Milk Coffee	single cup		
17	Black Coffee	Single cup		
18	Lemon Tea	single cup		
19	Chingta (Herbal Tea)	single cup		



20	Sugar/Cream cracker	1 pkt		
21	Good day	1 pkt		
22	Cheese momo	5 pcs		
23	French Fried	plate(Small)		
24	Beef/pook momo	5 pcs		
25	Pakora	3 pcs		
26	Samosa	2 pcs		
27	Alo chop	3 pcs		
28	Alo paratha	1 pcs		
29	Channa	1 plate		
30	Alodum	1 plate		
31	Fried Juma	2 pcs		
32	Veg Bathub	1 Plate		
33	Non-Veg bathub	1 plate		
34	Veg Fried rice	1 plate		
35	Non-veg Fired Rice	1 plate		
36	Veg Chowmein	1 plate		
37	Non-veg Chowmein	1 plate		
38	Plain Koka	1 plate		
39	Koka with egg	1 plate		
40	Plain Maggi	1 plate		
41	Egg Maggi	1 plate		
42	Roti with curry	3 pcs/plate		
43	Puri with curry	3 pcs/plate		
44	Veg Fried Momo	5 pcs/plate		
45	Non-veg Fried mom	5 pcs/plate		
		Total		
		Grand Total		

