



ཁྲོམ་དཔོན་ཡིག་ཚང་།  
བསམ་གྲུབ་སྡེ་དང་ས་མཁར་ཁྲོམ་སྡེ།

OFFICE OF THE THROMPON  
SAMDRUP JONGKHAR THROMDE



## STANDARD BIDDING DOCUMENT

### Procurement of services



Royal Government of Bhutan  
Ministry of Finance

THROMDE ADMINISTRATION, S/JONGKHAR

Tender Form



ཁྲོམ་དཔོན་ཡིག་ཚང་།  
བསམ་གྲུབ་ལྗོངས་མཁར་ཁྲོམ་གྱི།

OFFICE OF THE THROMPON  
SAMDRUP JONGKHAR THROMDE



1. Name of the Work: **Operation of Thromde Office Canteen & Catering services for the FY2022-2023**
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: **www.sjthromde.gov.bt**
6. Date of Tender Submission: on or before 2:00 PM of 30th June 2022 (Thursday).
7. Date of Bid Opening: 2:30PM of 30th June 2022 (Thursday).

**Instructions to Bidders**

Thromde Administration, S/Jongkhar, invites sealed bids from registered firms for running of Thromde Office Canteen and catering services.



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OFFICE OF THE THROMPON  
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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 **Executive Secretary, Thromde Administration S/Jongkhar** and submitted to the **Procurement Section**, on or before **2:00PM of 30 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 firm 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.

**4. Amendment of Bidding Documents**

The Client, Thromde Administration, S/Jongkhar, 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. Contract Period**

The contract period is for **1 year** with effect from the date of signing of contract agreement. The contract period will be extended if the services provided by the lessee is satisfactory.

**6. Terms & Conditions**

- The bidders are required to submit the photocopy of valid trade license, tax clearance certificate and other relevant documents.
- The bidder(s) must quote for all items under this invitation. Price quotations will be evaluated for all items together and contract will be awarded to the firm (s) offering the lowest evaluated total cost under this invitation.
- The bid security of **Nu. 5,000.00** (Five Thousand ngultrums only) in the form of demand draft or cash warrant should be submitted along with the bid, in favour of the Thromde Administration, S/Jongkhar which is a Refundable deposit.



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## OFFICE OF THE THROMPON SAMDRUP JONGKHAR THROMDE



- The bid security of unsuccessful bidders shall be discharged/returned promptly upon the award of the contract. The lump sum amount of **Nu. 30,000/-** shall be retained as performance security deposit with the Thromde and paid at the end of the contract period. The validity of performance security deposit should be one month beyond the end of the contract period and detailed shall be drawn during the contract signing.
- The Lessee shall not sublet the canteen. Failing which the performance security shall be forfeited and the contract shall be terminated thereof.
- Bidder shall sign the integrity pact
- **The successful bidder 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 bidder must handover the shop to the lesser with details of the above payment.**
- In a case that the thromde wishes to terminate the contract before the expiry of contract, a written notification shall be served, one month in advance. And similarly, the successful bidder wishes to discontinued the service, the bidder should inform the Thromde management in one month advance.
- The bidder 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 office.
- The bidder 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.
- **The successful bidder shall pay the monthly rent of Nu. 3500 (Three Thousand five Hundred) by the 5th day of 1st week of every month, failing which a penalty of 0.1% daily to a maximum of 10% in a week shall be applied. If the bidder fails to pay the monthly rent for Three months, the performance security shall be forfeited and terminated and award the contract to the 2nd highest bidder.**
- If Administration receive any genuine complaint against the firm, the Tender Committee will look into the matter and upon serving three warning letter, administration will have the right to terminate the contract.
- The successful lessee should maintain the cleanliness in and around the canteen area.
- Any serious dispute shall be settled in a court of law of the Kingdom.

### 7. Bidding Document

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The goods required, bidding procedures and contract terms are prescribed in the bidding document. In addition to the invitation of bids, the bidding documents include:

- ✓ Tender forms
- ✓ Terms and conditions (TOR)
- ✓ Price Schedule

The bidders are required to examine the bidding document carefully, including all instructions given in the 'terms and conditions', and the 'Rates and specifications'. Failure to furnish all information required by the bidding documents or a submission of a bid not substantially responsive to the bidding documents in every respect, will result in the rejection of the bid. In case of any error made in the rate column, the bidder is required to countersign on it, failing which the bids shall be rejected without any further notification.

### 8. Late Bids

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser, pursuant to clause 1, will be declared "Late" and shall be rejected and returned unopened to the bidder.

### 9. Format and Signing of Bids

The bidder should submit two copies of the documents (ORIGINAL and COPY)

All bid forms accompanying the tender documents and rate forms should be signed with official seal. The name and position held by the person signing the bid must be written below the signature. **(Name & competent signature are compulsory).**

### 10. Bid Opening

The bid will be opened on **Thursday 30th June 2022 at 2:30 PM**, in the presence of interested bidders' representatives and tender opening committee members Thromde Administration S/Jongkhar,

### 11. Bid Validity

The bid is valid for a period of 6 months from the date of entering into rate contract agreement.

### 12. Taxes and Duties

The firm shall be entirely responsible for taxes, stamp duties and other levies/ duties etc. payable unless otherwise specifically exempted by the Department of Revenue and Customs.

### 13. Forfeit of Bid Security

The bid security shall be forfeited:



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## OFFICE OF THE THROMPON SAMDRUP JONGKHAR THROMDE



- ✓ if a bidder withdraws its bid during the period of bid validity.
- ✓ if the bidder fails to sign the contract.
- ✓ if a bidder fails to furnish the performance security.

### 14. Signing of Contract

The successful bidder(s) is/are required to contact this office to sign the contract agreement within fifteen working days from the date of issuance of notification of award along with performance security, failing which the contract shall be terminated and forfeit the earnest money and award the contract to the 2nd lowest evaluated bidder.

### 15. Other Terms and Conditions

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, Name and detailed addresses of the tenderer.

**The Tender Committee member's decision will be final and binding.**

### Price Schedule

The tender will be award to the total lowest evaluated bidder and bidders should sign with legal stamp and seal in the price schedule page.

**Bidders are requested to quote the rate for the operation of office canteen in the table below**

SL. No	Description of items	Unit	Rate	Rate in words
1	White rice	Per plate		
2	Veg fried rice	Per plate		
3	Egg fried rice	Per plate		
4	Chicken fried rice	Per plate		
5	Beef fried rice	Per plate		
6	Pork fried rice	Per plate		
7	Sickam Paa (At least 3 pieces of paa)	per plate		



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OFFICE OF THE THROMPON  
SAMDRUP JONGKHAR THROMDE

8	Pork paa (At least 3 piece of Pork)	Per plate		
9	Shakam Paa (At least 3 pieces of beef)	Per plate		
10	Beef paa (At least 3 pieces of beef)	Per plate		
11	Beef Chilli	Per plate		
12	Beef curry	Per plate		
13	Chicken curry	Per plate		
14	Chicken chilli (Fry/gravy)	Per plate		
15	Pork curry	Per plate		
16	Pork chilli	Per plate		
17	Fish curry	Per plate		
18	Ema datshi	Per plate		
19	Mushroom datshi	per plate		
20	Kewa datshi	Per plate		
21	Aludum	Per plate		
22	Mixed vegetables	Per plate		
23	Mutter paneer	Per plate		
24	Channa	Per plate		
25	Fish fried	Per piece		
26	Dry fish fried	Per piece		
27	Egg Omelet	Per piece		
28	Egg Poach	Per piece		
29	Boiled egg fry	Per piece		
30	Dal	Per cup		





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SAMDRUP JONGKHAR THROMDE

31	jaju	Per cup		
32	Puri 4 pcs	Per plate		
33	Sukha Roti 4 pcs	Per plate		
34	Parathra-2 pcs	Per plate		
35	Cheese Momo 5 piece	Per plate		
36	Beef Momo (5 pcs)	Per plate		
37	Potato Momo (5 pcs)	Per plate		
38	Cheese Momo with Momo Soup	Per plate		
39	Beef Momo with Momo Soup	Per plate		
40	Potato Momo with Momo Soup	Per plate		
41	Samosa per pcs	Per piece		
42	Peygiee per pcs	Per piece		
43	Chilli chop per pcs	Per piece		
44	Alu chop per pcs	Per piece		
45	Sha balay per pcs	Per piece		
46	Papad	Per piece		
47	Veg chow-mein	Per plate		
48	Pork chow-mein	Per plate		
49	Beef chow-mein	Per plate		
50	Chicken chow-mein	Per plate		
51	Egg chow-mein	Per plate		
52	Beef Bathup	Per plate		
53	Pork bathup	Per plate		
54	Veg bathup	Per plate		
55	Panner bathup	Per plate		
56	Veg. Koka	Per plate		





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57	Koka with egg	Per plate		
58	Plain koka	Per plate		
59	Black Coffee Large cup	Per cup		
60	Black Coffee small cup	Per cup		
61	Black Tea large cup	Per cup		
62	Green Tea large cup	Per cup		
63	Lassi	Per cup		
64	Milk Coffee Large cup	Per cup		
65	Milk Coffee small cup	Per cup		
66	Milk Tea large cup	Per cup		
67	Milk Tea small cup	Per cup		
68	Suja large cup	Per cup		
69	Suja small cup	P/Cup		

Rate to be quoted for catering services:

SL.No	Particular	Unit	Rate	Remarks
<b>A. Zhugdrel Items</b>				
1	Marchang	Kg		
2	Dem	Pot		
3	Drizang	Kettle		
4	Jatsom (Plain rice/Zaw/Shamdrey	Bangchu ng		
5	Suja	Kettle		
<b>B. Refreshments &amp; Snacks</b>				
1	Milk Tea	Cup		
2	Milk Coffee	Cup		
3	Lemon Tea	Cup		
4	Black Tea	Cup		
5	Black Coffee	Cup		
6	Veg-Momo (Not less than 6pieces per plate)	Plate		
7	Non-veg Momo (Not less than 6pieces	Plate		



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OFFICE OF THE THROMPON  
SAMDRUP JONGKHAR THROMDE



	per plate)			
8	Sand-wich (Normal size)	Piece		
9	Cake (Size shouldn't be tiny)	Piece		
10	Samosa (Normal size)	Piece		
11	Veg-Baley	Piece		
12	Non-Baley	Piece		
13	Biscuits (Atleast 3 types-a plate should contain not less than six pieces)	Plate		
<b>Package 1</b>				
1	Suja & Desi/Shamdrey/Zaw/Sip	Package wise		
<b>Package 2</b>				
1	Zheythuk veg/non-veg with chogo	Package wise		
Note: All soft drinks/Juice should be at MRP				
<b>C. Lunch &amp; Dinner</b>				
<b>Package 1</b>				
1	Rice (Red/white)			
2	1 item (Veg/non-veg)			
3	Cheese fry/egg item			
4	Dhal/Jaju			
5	Salad/Papad			
<b>Package 2</b>				
1	Rice (Red/white)			
2	1 Meat item			
3	1 Veg item			
4	Dhal/Jaju			
5	Salad/Desert & Papad			
<b>Package 3</b>				
1	Rice (Red/white)			
2	1 Meat item			
3	1 Veg item			
4	Cheese fry/egg item			
5	Dhal/Jaju			



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OFFICE OF THE THROMPON  
SAMDRUP JONGKHAR THROMDE



6	Salad/Desert & Papad			
	<b>Package 4</b>			
1	Rice (Red/white)			
2	1 Meat item			
3	2 Veg item			
4	Dhal/Jaju			
5	Salad/Desert & Papad			
	<b>Package 5</b>			
1	Rice (Red/white)			
2	1 Meat item			
3	2 Veg item			
4	Cheese fry/egg item			
5	Dhal/Jaju			
6	Salad/Desert & Papad			
	<b>Package 6</b>			
1	Rice (Red/white)			
2	Noodles/Naan/Roti/Chapati/Khuli/Roti			
3	2 Meat item			
4	2 Veg item			
5	Cheese fry/egg item			
6	Dhal/Jaju			
7	Salad/Desert & Papad			
	D. VIP/VVIP			
	<b>Package 1</b>			
1	3 Items appetizers (1 Veg & 2 non-veg)			
2	Rice (Red/White/Kharang)			
3	2 Items noodles/Naan (Veg/Non-veg)			
4	3 Meat items			
5	4 Veg items			
6	Cheese fry (with/without egg)			
7	Egg item			
8	Dhal/Jaju			
9	Desert/Salad			
10	Papad			
	<b>Package 2</b>			



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## OFFICE OF THE THROMPON SAMDRUP JONGKHAR THROMDE



1	4 Items appetizers (2 Veg & 2 non-veg)			
2	3 Items salad			
3	Rice (Red/White/Kharang)			
4	2 Items noodles/Naan (Veg/Non-veg)			
5	3 Meat items			
6	5 Veg items			
7	Cheese fry (with/without egg)			
8	Egg item			
9	Dhal/Jaju			
10	Desert/Salad			
11	Papad			

Note: **Procurement of services “Operation of office canteen” & “catering services” are under one lot. (Evaluation will be done lot wise)**

Name of owner:

Name of business:

Signature:

Legal Stamp

### TERM OF REFERENCE

### **Operation of canteen and catering services with the S/Jongkhar Thromde for FY 2022-23**

#### **A. Rationale**

The canteen services is required to operate within office premises of Thromde office, during working hours w.e.f. Monday to Friday every week. The canteen services shall made available to all Thromde's staff and if needed to outside parties.

#### **B. Scope**

1. The canteen shall be operated and maintained by one license holder.
2. The contractor shall not lease to operate the canteen to next party.

#### **C. Opening Hours**

The recommendation opening hours are:

1. 08:00AM to 5:00PM (Monday to Friday) every week, whereby, 01:00PM to 02:00PM lunch timings. The canteen should not remain closed during the working days without the consensus of the Thromde office.



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## OFFICE OF THE THROMPON SAMDRUP JONGKHAR THROMDE



### Note:

Some events can take partially outside regular office hours and sometimes late evenings, whereby, the concerned officials shall inform you to provide the services.

### D. Payment:

2. Sell of items on credit basis shall be at owners' own risk and Thromde shall not take any liability for such credit and its recovery thereof.
3. The monthly utility bills shall be borne by the canteen owner (Water and electricity).

### F. role of Thromde

1. Day to day monitoring shall be done by officials from Thromde office.

### G. Role of canteen owner/Service provider. (The service provider SHALL)

1. Deposit a sum of Nu.3500(Three Thousand five Hundred) only on or before fifth day of every month as a Rental charge to the Finance Division, Thromde office, failing to which the penalty of 0.1% each day of delay to a maximum of 10% of the rent in a week shall be applied. If the service provider fails to pay the rent for three consecutive months the performance security deposit shall be forfeited and terminate the contract accordingly.
2. Served menu on time to time, fresh, well hygienic and enough as per the demand/order of the customers/officials
3. Adhere to the punctuality, promptness in services and proper dress code of the staff members while delivering the services which includes catering services.
4. The service provider shall be responsible to clean the place after the services is being provided and garbage should be disposed off properly and bins maintained well.
5. The sale of **ALCOHOL, TOBACCO or other harmful substance** is strictly prohibited.
6. There should be sufficient catering utensils.

### H. Rates of items

The menu should be sold as per the approved quoted rates. The prices/rates decided and agreed between the parties for various items shall be fixed and no escalation in the finalized rates will be permitted during the deletion of the agreement. **If found charging beyond the approved rates, stern action will be taken against the service provider.** The rates for all the food items shall be valid for one Fiscal Year (w.e.f. 1<sup>st</sup> July 2022 to June 30<sup>th</sup> 2023). All the soft drink & Juice items shall be sold at MRP.

### I. Cleanness and hygiene

The service provider shall maintain highest level of decency and peaceful environment. Within the thromde premise "Hygiene and cleanliness is the thromde priority and the client is expected to keep the canteen premise all the time clean"

### J. Manpower & other requirement.

1. Enough man-power has to be mobilized by operator.
2. ~~The service provider has to arrange furniture and utensils at your own cost. The thromde shall not be responsible for providing furniture and other items.~~



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OFFICE OF THE THROMPON  
SAMDRUP JONGKHAR THROMDE



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3. The canteen staff are required to wear formal national dress within the office premises and during the catering services.

**K. Performance Security**

1. A lump sum amount of **Nu, 30,000**(Ngultrum Thirty Thousand) only should be deposited as a performance security in the form of cash warrant, demand draft or unconditional bank guarantee issued by a financial institution located in Bhutan that shall be vailed for 30days beyond the end of contract duration. During the contract period, the bidder must render unfailing services. If failed, the thromde shall have a right to forfeit the performance security deposit and either call for new tender or ask the next lowest bidder to perform the service accordantly.