

STANDARD BIDDING DOCUMENT

Procurement of Goods

ROYAL GOVERNMENT OF BHUTAN

Name of work:	Tashidingkha Central School Canteen Services on framework contract basis for Academic Year 2020-2021
Period of Completion:	Two Academic Year
Method of procurement:	Limited Tender
Concerned Division:	Tashidingkha Central School, Dzomi Gewog, and Punakha. Ministry of Education.
Bidder's Name & Address:	

**Procurement Section
Directorate of Services
Ministry of Education**

Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGOB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division
Ministry of Finance
Royal Government of Bhutan
pppd@mof.gov.bt
Telephone no.009752336962, fax no. 336961

**Request for Quotation
For
OPERATION OF SCHOOL CANTEEN**

INVITATION FOR QUOTATION (IFQ)

Project title: Operation of School Canteen Services for the Academic Year 2020-2021

To: _____

Dear Sir/Madam,

1. Sealed quotation is hereby invited for the following as per the terms and conditions specified below:

- i. **Operation of School Canteen Services for the Academic Year 2020-2021**
[Information on list of menus are attached separately]

2. The quotation must submit in sealed envelope marked as Quotation for “**Operation of School Canteen Services for the Academic Year 2020-2021**” and provide warning not to open before 2:00 pm, Sunday 15th December 2019.
3. 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.
4. 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 as required by PRR 2009 clause 5.1.7.2. **If your envelope is not marked as required PRR 2009 clause 5.1.7.2 & 5.1.7.3**, the bid shall be rejected and addressed to and delivered at the following address:

Principal, Tashidingkha Central School, Dzomi Gewog, Punakha.

5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is: Sunday 15th December 2019 at 11 AM BST. The tender shall be opened on the same day at 2pm, in the school conference hall.
6. Quotation by fax or by electronic means is **NOT** acceptable.

7. 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. The quoted price shall be inclusive of all related costs including taxes, duties and other levies until the end of the contract period. The contract is to perform with **Tashidingkha Central School, Dzomi Gewog, Punakha for the period of Two Academic Year.**
 - b. The bid shall be accompanied by a bid security of **Nu.20, 000/- (Twenty thousand only)** only on Lump Sum in the form of cash warrant, demand draft or unconditional Bank Guarantee. **Any bid not accompanied by bid security shall be treated as non-responsive.**
 - c. The monthly rental charge is fixed at **25000/- (Twenty five thousand)** only.
 - d. **The bidders must quote prices in the price schedule form for :**
 - i. ALL the goods/items listed.
 - e. Unrealistic or unreasonable price quotation whether low or high for goods must be negotiated by SCC during bid opening.
 - f. Leaving out the items without price quotation shall be considered non-responsive and therefore bid shall be cancelled.

EVALUATION OF QUOTATION:

Offers determined to be substantially responsive will be evaluated by comparison of their quoted prices for the items. **The total price quoted for the goods will be taken into account for evaluation.**

- g. In evaluation 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. If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

AWARD OF PURCHASE ORDER:

The award will be made to the bidder who is offering the lowest/best evaluated bid after considering the prices of goods. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.

VALIDITY OF THE OFFERS:

Your quotation(s) shall be valid for a period of 60 days from the deadline for receipt of quotation(s). **However, the rates of the items/menus will be valid for the period of Two Academic Year/contract duration.**

8. Further information can be obtained from: **Offtg.Principal, Tashidingkha Central School@ 17124662/ (Offtg.Principal)/ 17125471 (Office).**

The Tashidingkha Central School has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.

9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
10. 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.
11. 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).
12. The lump sum amount of **Nu. 50,000/- (Fifty thousand)** only shall be retained as performance security deposit with the Tashidingkha Central School 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.

Schedule of items and Priced Quotation (bid form)

- A. The monthly rental charge is fixed at 25000/- (Twenty Five Thousand only) for the two academic year (2020- 2021).**

Signature of Supplier/Contractor	Supplier's Official Stamp
Name of Supplier/Contractor	
Date :	

**Tashidingkha Central School,
Punakha, Bhutan**

Quotation form for School Canteen

A. Quotable Wet Canteen Items

Sl. No	Items	Quantity	Rate in figure	Rate in words	Remarks
1	Black coffee	Per cup			
2	Milk Coffee	Per cup			
3	Milk tea	Per cup			
4	Black tea (Feka)	Per cup			
5	Suja	Per cup			
6	Maggi Plain	Per plate			
7	Maggi with Egg	Per plate			
8	Wai Wai (Plain)	Per plate			
9	Wai Wai (Egg)	Per plate			
10	Koka noodles (plain)	Per plate			
11	Koka noodles (Egg)	Per plate			
12	Thukpa (Noodles)(Veg)	Per plate			
13	Thukpa (Noodles) (Non-veg)	Per plate			
14	Bathup	Per plate			
15	Chowmein (Veg)	Per plate			
16	Chowmein (Beef)	Per plate			
17	Chowmein(Chicken)	Per plate			
18	Chowmein(Pork)	Per plate			
19	Chowmein (Egg)	Per plate			
20	Spaghetti (Veg.)	Per plate			
21	Spaghetti (Non Veg.)	Per plate			
22	Puri and Curry	Per plate			
23	Sukha Roti	Per piece			
24	Plain Paratha	Per piece			
25	Alu Paratha	Per piece			
26	Egg Omellete	Per piece			
27	Egg Poach	Per pcs			
28	White Rice (imported)	Per plate			
29	White Rice (Local)	Per plate			
30	Red rice	Per plate			
31	Vegetable curry	Per plate			
32	Beef curry	Per plate			
33	Pork curry	Per plate			
34	Chicken curry	Per plate			
35	Fish curry	Per plate			
36	Sikam paa	Per plate			

37	Sikam datshi	Per plate			
38	Shakam paa	Per plate			
39	Shakam datshi	Per plate			
40	Ema Datshi	Per plate			
41	Shamu Datshi	Per plate			
42	Dal	Per plate			
43	Soup (Non veg.)	Per plate			
44	Soup (Veg.)	Per plate			
45	Fried Rice (Veg)	Per plate			
46	Fried Rice (Meat)	Per plate			
47	Fried Rice (Egg)	Per plate			
48	Chicken Chili	Per plate			
49	Beef Chili	Per plate			
50	Pork Chili	Per plate			
51	Fruit Salad	Per plate			
52	Veg Salad	Per plate			
53	Dessert	Per plate			
54	Veg Momo (6pcs)	Per plate			
55	Non- Veg momo(6pcs)	Per plate			
56	Cheese Momo (6pcs)	Per plate			
57	Chili Chop (4pcs)	Per Plate			
58	Alu Chop (4pcs)	Per plate			
59	Tea- Momo	Per pcs			
60	Samosa	Per pcs			
61	Pokora/Piage (4pcs)	Per plate			
62	Sha-Bhaley	Per pcs			
63	Papad/papar	Per pcs			
64	Raw egg	Per pcs			
65	Boiled egg	Per pcs			
66	Mimi	Per pcs			
67	Mimi	Per Carton			
68	Fish curry (noodle)	Per pcs			
69	Fish curry (noodle)	Per Carton			
71	Maggi	Per pcs			
72	Maggi	Per Carton			
73	Wai wai	Per pcs			
74	Wai wai	Per Carton			
75	Koka	Per pcs			
76	Koka (5 pcs)	Per pkt			
77	Cup noodles (mama)	Per pcs			
78	Cup noodles (mama)	Per pkt			

	(6 pcs)				
79	Frooti 200ml	Per pcs			
80	Appy 200ml	Per pcs			
81	Dew fresh	Per pcs			
82	Dew fresh (*27)	Per tray			
83	Nutrilife fruit juice *200ml	Per pcs			
84	Nutrilife fruit juice *200ml (30pcs)	Per tray			
85	Orange squash*1.5L	Per Carton			
86	Orange squash *900mL	Per Bottle			
87	Druk Apple Juice*1L	Per bottle			
88	Frooti	Per Bottle			
89	Pineapple Juice*1.5L	Per Carton			
90	Pine apple Juice*900mL	Per bottle			
91	Jumpy	Per pcs			
92	Jumpy (*27)	Per tray			
93	Bread	Per pkt			
94	Bun Bread	Per pcs			
95	Mineral water 500 ml.	Per bottle			
96	Mineral water 500 ml.	Per cartoon			
97	Mineral water 1 ltr.	Per bottle			
98	Mineral water 1ltr	Per carton			
99	Litchi juice	Per pcs			
100	Litchi juice	Per pkt (6pcs)			
101	Go- Milk*1L	Per pcs			
102	Go- Milk*1L	Per tray			
103	Nutrilite milk*1L	Per pcs			
104	Nutrilite milk*1L	Per tray			
105	Dewfresh Milk*1L	Per pcs			
106	Dewfresh Milk*1L	Per tray			
107	Amul Taza	Per pcs			
108	Amul Taza	Per tray			
109	Ice Tea (lipton)	Per pcs			
110	Ice Tea (lipton)	Per tray			
111	Druk can juice	Per pcs			
112	Druk can juice	Per cartoon			

113	Salt	Per pkt			
114	Instance noodle(produce of Bhutan)	Per pcs			
115	Instance noodle(produce of Bhutan)	Per cartoon			

Dated signature:

Name of Bidder:

CID No.-

Contact No.-

Annexure # 1P

(You need not have to quote prices for the following items)

The following listed items should be available for sale in the school canteen. The list provided here is not exhaustive and so, new items may be added for sale as per the need. However, the listed items and the items that may be added over the time for sale must be sold at the rate of Maximum Retail Price (MRP) or the Market Price whichever is the lowest.

1. Stationery

Sl. No	Items	Remarks
1	Exercise books (ruled, un ruled, practical)	To be sold at MRP or Market price, whichever is low
2	Diaries, note pads	To be sold at MRP or Market price, whichever is low
3	Inks (blue, black, green, red)	To be sold at MRP or Market price, whichever is low
4	Chart Paper (different sizes and colors)	To be sold at MRP or Market price, whichever is low
5	Marker Pen (permanent, board)	To be sold at MRP or Market price, whichever is low
6	Sketch Pen	To be sold at MRP or Market price, whichever is low
7	Crayons/colors	To be sold at MRP or Market price, whichever is low
8	Photocopy paper (different colors)	To be sold at MRP or Market price, whichever is low
9	Pens (varieties)	To be sold at MRP or Market price, whichever is low
10	Twine Thread	To be sold at MRP or Market price, whichever is low
11	Thumb Pin	To be sold at MRP or Market price, whichever is low
12	Thumb Tag	To be sold at MRP or Market price, whichever is low
13	Cello tape (various size and colors)	To be sold at MRP or Market price, whichever is low
14	Masking Tape (various size and colors)	To be sold at MRP or Market price, whichever is low
15	File (yellow)	To be sold at MRP or Market price, whichever is low
16	Arch File	To be sold at MRP or Market price, whichever is low
17	Plastic file	To be sold at MRP or Market price, whichever is low
18	Instrument box (geometry box)	To be sold at MRP or Market price, whichever is low
19	Pencil and eraser	To be sold at MRP or Market price, whichever is low
20	Sharpener / blade	To be sold at MRP or Market price, whichever is low
21	Ruler	To be sold at MRP or Market price, whichever is low
22	Book cover/name tag	To be sold at MRP or Market price, whichever is low
23	Glue (paper glue/fevicol)	To be sold at MRP or Market price, whichever is low
24	Pencil bags	To be sold at MRP or Market price, whichever is low
25	Calculator (fx82)	To be sold at MRP or Market price, whichever is low
26	Envelops (variety)	To be sold at MRP or Market price, whichever is low
27	Stapler/pins	To be sold at MRP or Market price, whichever is low

28	Legal stamps	To be sold at MRP or Market price, whichever is low
29	School bags	To be sold at MRP or Market price, whichever is low

2. General items

Sl. No	Items	Remarks
1	Tooth paste	To be sold at MRP or Market price, whichever is low
2	Tooth brush	To be sold at MRP or Market price, whichever is low
3	Washing soap	To be sold at MRP or Market price, whichever is low
4	Bathing soap	To be sold at MRP or Market price, whichever is low
5	Sanitary Napkins	To be sold at MRP or Market price, whichever is low
6	Face cream	To be sold at MRP or Market price, whichever is low
7	Hair oil/cream	To be sold at MRP or Market price, whichever is low
8	Shampoo	To be sold at MRP or Market price, whichever is low
9	Hair dye (black only)	To be sold at MRP or Market price, whichever is low
10	Shoe polish/brush	To be sold at MRP or Market price, whichever is low
11	Comb/mirror/scissors	To be sold at MRP or Market price, whichever is low
12	Nail cutter	To be sold at MRP or Market price, whichever is low
13	Umbrella	To be sold at MRP or Market price, whichever is low
14	Tissue paper	To be sold at MRP or Market price, whichever is low
15	Sugar	To be sold at MRP or Market price, whichever is low
16	Milk Powder (everyday)	To be sold at MRP or Market price, whichever is low
17	Bottled pickle	To be sold at MRP or Market price, whichever is low
18	Amul cheese	To be sold at MRP or Market price, whichever is low
19	Britannia Cheese	To be sold at MRP or Market price, whichever is low
20	Amul butter	To be sold at MRP or Market price, whichever is low
21	Chips (variety)	To be sold at MRP or Market price, whichever is low
22	Biscuits (variety)	To be sold at MRP or Market price, whichever is low
23	Tea leaves	To be sold at MRP or Market price, whichever is low
24	Amul Kool	To be sold at MRP or Market price, whichever is low
25	Bhujia	To be sold at MRP or Market price, whichever is low
26	Shakam ezzay	To be sold at MRP or Market price, whichever is low
27	Plain ezzay (chili powder)	To be sold at MRP or Market price, whichever is low
28	Cup cakes	To be sold at MRP or Market price, whichever is low
29	Fruits (variety)	To be sold at MRP or Market price, whichever is low
30	Coca-cola*1.5L	To be sold at MRP or Market price, whichever is low
31	Pepsi*2.2L	To be sold at MRP or Market price, whichever is low
32	Sprite *1.5L	To be sold at MRP or Market price, whichever is low
33	Miranda *2.2L	To be sold at MRP or Market price, whichever is low
34	Fanta *1.5L	To be sold at MRP or Market price, whichever is low
35	Seven-up *2.2L	To be sold at MRP or Market price, whichever is low
36	Appy juice (1 liter)	To be sold at MRP or Market price, whichever is low
37	Frooti (1 liter)	To be sold at MRP or Market price, whichever is low
38	Paper plates	To be sold at MRP or Market price, whichever is low
39	Plastic cups	To be sold at MRP or Market price, whichever is low

40	Khadar (various sizes)	To be sold at MRP or Market price, whichever is low
41	Coffee*100g	To be sold at MRP or Market price, whichever is low
42	Rice (bags)	To be sold at MRP or Market price, whichever is low
43	Refine oil	To be sold at MRP or Market price, whichever is low

Annexure # 2

The following items are restricted in school canteen for sale

Sl.no	Items	Remarks
1	All alcoholic beverages	
2	Tobacco and tobacco products	
3	Energy drinks (eg. Red bull)	
4	All types of scented supari	
5	Doma-Pan	
5	Correction fluid	
6	Dendrite	
7	All forms of narcotic and psychotropic substances	

