



CENTRE FOR BHUTAN & GNH STUDIES

STANDARD BIDDING DOCUMENTS

CATERING SERVICES FOR THE FY 2019-2020



CENTRE FOR BHUTAN & GNH STUDIES

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. In pursuant to the tender announcement via online dated 06th June 2019, the interested bidders are invited to submit your priced bid for the following goods and services:

I. Annual catering Services for the FY 2019-2020

2. The bidder(s) may quote for any or all the items under this invitation. Each item shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price.
3. The bidder(s) shall submit one original of the priced quotation Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRP clause 5.1.7.2 and addressed to and delivered at the following address [Head, AFD, and Centre for Bhutan & GNH Studies].
4. The deadline for receipt of your quotation(s) by the purchased at the indicated address is on 5th July 2019 before 10:00 AM and will be opened on the same day at 11:00 AM.
5. The bid shall be accompanied by a bid security of Nu. 30,000 in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till one year. Any bid not accompanied by bid security shall be treated as non responsive.
6. Quotation by fax or by electronic means (are 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 the Work 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 to the final place of delivery. The final place of delivery is (Centre for Bhutan Studies & GNH).
 - b) EVALUATION OF QUOTATION: offers determined to be subsequently responsive to technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each



quotation and 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 items total as quoted shall govern and the unit rate shall be corrected.
 - iii. If the supplier refuses to accept the correction, the quotation will be rejected and the bid security shall be forfeited.
- c) **AWARD OF PURCHASE ORDER:** the award order will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- d) **VALIDITY OF PURCHASE ORDER:** your quotation(s) shall be valid for period -- of [1 Financial Year 2019-2020] from the dead line for receipt of quotation(s).
8. Further information can be obtained from: [AFD, Tele No: 321001] during office hours.
 9. The quotation(s) will be opened in the presence of bidders of bidders of their representatives who choose to attend at the specific bid 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 to maintain the quality of the goods and services provided.
 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.



12. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of Cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.
13. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
14. The quoted rate should be valid for period for 12 months. The committee reserves the right to alter this validity period in situation of technical and other contingency.
15. Any goods found defective shall be replaced / repaired by the supplier at his cost. If the supplier fails to rectify or replace the defective goods, the purchaser shall do it at the cost of the supplier or may forfeit their security deposit to replace the defective goods.
16. The purchaser may, be written notice, terminate the Purchase / Supply Order (or Contract if applicable) in whole or in part at any time for its convenience:
 - a. If the Supplier fails to perform any other obligation(s) under the Purchase Order, or
 - b. If the Supplier does not take any remedial action within a period of seven (7) calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - c. 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 Purchase Order.
17. The Purchaser may procure any of the items from the open market or may procure from the next lowest evaluated bidder in case, if the supplier fails to supply the goods within the stipulated time or the services delivery is found unsatisfactory
18. The Centre reserves the right to reject the goods which are found to be not as per the specification.



19. The Supplier will deposit the goods to the office premise open receiving the supply order within 10 days.
20. The supplier will not issue any item to the concerned staff of without supply or work order from the centre for Bhutan Studies.
21. The Supplier shall handover the good/item only to the concerned staff not to other staff.
22. All Government rules related to supply and services shall apply.
23. The Centre reserves the right to call separate tender for CBS's conferences, if deemed necessary.

Documents required to be submitted as part of the Quotation.

The original and copies of quotation submitted by the supplier shall comprise the following:

- a) A duly completed and signed priced quotation
- b) A valid Trade License
- c) A valid Tax Clearance Certificate
- d) The required bid security