TENDER BIDDING DOCUMENT FOR OPERATION OF BCCI CANTEEN

FOR THE FINANCIAL YEAR 2021-2022

BHUTAN CHAMBER OF COMMERCE & INDUSTRY,

THIMPHU

Cost of Tender Document: Nu.00.00

BIDDING GUIDE		
SI.No.	**Item/Activity/Provision Name**	**Description of Items/Activity/Provision**
1	Bidding Guide Detail	This is the Tender bidding guide for the **"OPERATION OF BCCI CANTEEN"**
2	Address of Bid	Please address your bids to "**The Dy. Secretary General, Bhutan Chamber of Commerce & Industry (BCCI) Thimphu"**. Also please label your bid envelope clearly as **"Confidential**: **Bids for OPERATION OF BCCI CANTEEN".**
3	Place of Supply	The OPERATION OF BCCI CANTEEN shall be at BCCI Office.
4	Work Supplying Agency	The Successful Firm.
5	Firms' eligibility to participate in the invitation for Bids (IFB)	Any National firm with a valid registration for the specified goods with Department of Trade, Ministry of Economic Affairs, Bhutan. The bidder must submit with their bid a copy of the certificate of their firm's registration with the competent authority ideas Trade license, etc. A bid unaccompanied by such eligibility documents may have a high probability of being rejected.
6	Last Date of bid submission	**18/06/2021 on or before 10:00 Am and will be opened on the same date at 2:30 pm in the conference hall of BCCI, Thimphu.**
7	Bid Validity Period	45 days from the last date of bid submission.
8	Earnest Money Deposit (EMD) CUM Performance security.	NILL
9	Bid Submission Conformity	Please ensure that your bid conform to the following list: (i) the bids are filled in the Bid form and price schedules format, (ii) the bids are accompanied with Earnest Money Deposit cum performance security and other requested documents, (iii) the bids are signed properly by the rightful authority, (iv) the contract agreement form is signed by the bidder, (v) the bids are presented in a sealed and signed envelope, & (vi) the bids conform to any other criterion specified in the Bidding guide.
10	Bid Form (Annex A)	Please fill up the necessary **spaces in "Annexure A:** "**Bid Form**" with your bids and others details.
11	Bid Opening	Every bidder is invited to join in the bid opening session at the specified data time. However, whether or not to allow the participation of the bidders in the actual bid evaluation session shall be decided by the BCCI procurement committee as and when necessary. The invitation to the opening session does not automatically translate into an invitation into evaluation session.
12	Bid Evaluation Criteria	The price offered by the bidder shall be only one of the criteria for the evaluation of bids. In addition to the price, the bids shall also be evaluated on the basis of: i. The origin of goods (Goods of Bhutanese origin shall

		receive preferential treatment to a maximum of 1 score point), ii. Date of delivery of goods (The BCCI will consider 45 days as base period for 'Good Delivery'. Hence, commitment to supply goods, every days less from base period shall receive an additional score point0.25) iii. Quoted Rate (As per the rate quoted by the participating firms, lowest bidder shall receive point equivalent to number of participating firm, second lowest bidder shall receive 1 point less then lowest bidder and so on.), iv. Presence of catalogues/brochures/samples etc of the goods being offered with the bid.
13	Rejection of Bids	Any or all bid (s) may be rejected by the BCCI without the liability to offer any explanation if: (i) the bid(s) is not found responsive in accordance with the Bid submission conformity, (ii) the bid(s) is abnormally high,(iii) the bid(s) is abnormally low,(iv) the bid(s) is not accompanied by the earnest money Deposit cum Performance Security and other requested documents, & (v) the bid(s) deviated seriously from the provision for this Bidding Guide.
14	Contract Agreement	The bidder must submit their bid with the contract Agreement (Annex B) included in the Bid Document signed, later, if the bidder turns out to be the successful one, the chairman of the BCCI tender committee shall also put their signature in the agreement, and then only the two parties shall have legally entered into concerning the supply of the good in question.
15	Contract Validity Period (price validity period)	The price of goods should have validity of 1 year from award of contract. The quoted price must remain unchanged for duration of 1 year.
16	Advance Payment	**NONE**
17	Payment For goods Delivery	The payment for goods shall be made to the firm in full within 30 days from the date of exhibition end in full.
18	Late delivery penalty	Every additional/extra day from the Goods Delivery period taken by the successful bidder to supply the goods shall invite a late penalty equaling to (**Total value*0.1*Number of days [late]) to be deducted from the final payment**. Failure to still supply the goods shall result in the (i) forfeit of the Performance Security, and (ii) Termination of the contract with the supplier, and the BCCI may then explore other way of acquiring the goods, including which may be through awarding the contract to the next promising/ lowest bidder or retendering depending upon the convenience of BCCI.
19	Sample of goods Being Sought & Price Schedules	Refers "**Annexure 1**" for specification of goods & Price Schedule which is being sought by the procuring agency.
20	Transportation and Taxes	For every work order, the bidder MUST bear (i) the full cost of transporting the structure from its own location till the procuring agency that had issued the work order and (ii) all applicable taxes. Therefore, the bidder is advised to quote the price for the good INCLUSIVE of (i) the estimated

		transportation cost and (ii) all applicable taxes. Under no circumstances shall be procuring agency bear the cost of transportation or the applicable taxes on the goods.
21	Require Documents/Formalities	All the required documents/formalities regarding manufacturing/import/transportation of the specified goods should be arranged by supplier.
22	Clarification on the Bidding Document	Please direct any valid queries regarding the bid document to the procurement officer @02-324254. However, please be advised that queries with the motive to entice any employee of the BCCI into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bid process.
23	Settlement of Disputes	For whatsoever reason if the BCCI and the supplier get into dispute regarding the contract for the supply of the goods in question, the same shall be forwarded to court of law for arbitration.

ANNEX: A

BID FORM

Name of Contract: *OPERATION OF BCCI CANTEEN*.

The Dy. Secretary General,
Bhutan Chamber of Commerce & Industry,
Thimphu.

1. Having examined the bidding documents for the above contract, including the specification, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply office stationaries & toiletries items in conformity with the said Bidding Documents.

2. We undertake, if our Bid is accepted, TO ***OPERATION OF BCCI CANTEEN*** shall be completed as specified in the contract agreement and deliver the same.

3. If the Bid is accepted, we will provide the performance security as instructed in the tender document.

4. Until and unless a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest price or any bid you may receive.

Dated this……day of…….2021.

In witness whereof, the parties have caused this agreement to be executed in accordance with the law of Kingdom of Bhutan on the day and year written above.

Signature with Seal……	Signature of Witness……
Name of Bidder……	Name of ……
Address……	Address……
Citizenship ID card No……	Citizenship ID card No……
Telephone No……	Telephone No……..

ANNEX: B

CONTRACT AGREEMENT

We have fully understood the stipulation/provisions/terms and conditions in the bidding guide, and have done our best to make our bids conform to them. If we are selected to supply any of the goods for which we have offered our best bids in the Bid form & Price Schedule. I, on behalf of the firm, hereby vow to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the agreement once the procuring agency has put their signature on it. I also understand that putting my signature on this document, I am only expressing the willingness of my firm to enter into a contract for the……. ……..and that this document SHALL NOT become a CONTRACT AGREEMENT until the procuring agency above puts their signature to it. However, once the procuring agency puts their signature to this document below, my firms shall have automatically entered into a formal contract with the procuring agency on the strength of my signature put below, and shall be obliged of executed the contract activity within the confines of the stipulations/provision/terms and conditions of the Bidding Guide.

On behalf of……

(Bidding firms name and address), I put my signature on this document hereunder on this date…….

(Please affix a legal stamp and put your name, signature, & seal (if available) in the space)

(For Procuring Agency's Use)

In awarding the contract to supply the goods in the contracted Good's list attached herewith, i, on behalf of……. hereby put my signature to this document. Having done so, the ……and the firm above have now formally entered into contract for the activity described in provision# I titled "Bidding Guide Details" of the Bidding Guide. On the basis of the firm's authorized signatory's sign above, the ……..shall hereafter hold the firm above responsible to honor their obligation by executing the contract activity as described in provision #1 of the Bidding Guide in the complete adherence to the stipulations/provision/terms and condition of the Bidding guide.

On behalf of the ……

Head, Administrative & Finance Division

ANNEX 1: Catering Service Items

Sl.No	Items/Item	Unit	Rates Quoted
	Starter		
	Mixed Veg. Soup		
	Chicken Soup		
	Mushroom Soup		
	Breakfast		
	Non- Vegetarian		
	Omelet Egg		
	Boiled egg		
	Egg Scramble		
	Chicken Fried Rice		
	Beef Fried Rice		
	Egg Fried Rice		
	Vegetarian		
	Veg. Fired Rice		
	Rice Porridge		
	Puri (4 pcs)		
	Ema Dasti		
	Mushroom Dasti		
	Kewa Dasti		
	Mashed Potatoes/Alu Dum		
	Lunch		
	Rice		
	Roti (4 pcs)		
	Puri (4 pcs)		
	Curry Non-vegetarian		
	Beef Paa		
	Beef Curry		
	Beef Chilly		
	Beef Datsi		
	Chicken Paa		
	Chicken Curry		
	Chicken Chilly		
	Pork Paa/ Bayzam		
	Pork Curry		
	Pork Chilly		
	Sikam Paa		
	Sikam Datsi		
	Shakam Paa/Shakam Datsi		
	Curry Vegetarian		
	Butter Mixed Veg		
	Mixed Veg. Curry		

	Panner Butter Masala		
	Shukam Datsi		
	Red & Dried Ema Datsi		
	Green Ema Datsi		
	Mushroom Datsi		
	Potato/Kewa Datsi		
	Chilly Butter fry		
	Pumpkin Curry/Soup		
	Dal Special		
Snacks			
	Non- Vegetarian		
	Pork Chilly		
	Chicken Chilly		
	Beef Chilly		
	Vegetarian		
	French Fires		
	Wai Wai Chat		
	Stream Mix Veg.		
Beverages			
	Milk Tea		
	Butter Tea/ Suja (Mug)		
	Milk Coffee		
	Black Tea		
	Black Coffee		
	Green Tea		
	Ginger Honey Tea		
	Bhutan Cordycep Tea		
	Lemon Tea		
Beverages: Soft Drinks			
	Coke		
	Pepsi		
	Apple Juice		
	Mango Juice		
	Orange Juice		
	Lipton Ice Tea		
	Fanta		
	Mineral Water Big		
	Mineral Water Small		
	Sprite		

Sl#	Menu	Unit	Remarks
1.	Red Rice / White Rice		
2.	One Veg		
3.	One Non-Veg		
4.	Dal / Jaju		
5.	Eazy		
6.	Green Salad		

Sl#	Menu	Unit	Remarks
1.	Red Rice / White Rice		
2.	Two Veg		
3.	Two Non-Veg		
4.	Dal / Jaju		
5.	Eazy		
6.	Green Salad		

Sl#	Menu	Unit	Remarks
1.	Red Rice / White Rice		
2.	Three Veg		
3.	Three Non-Veg		
4.	Dal / Jaju		
5.	Eazy		
6.	Green Salad		

Sl#	Menu	Unit	Remarks
1.	Red Rice / White Rice		
2.	Four Veg		
3.	Four Non-Veg		
4.	Dal / Jaju		
5.	Eazy		
6.	Green Salad		