



WCS/ADM-5/2023-2024/583

INVITATION FOR QUOTATION (IFQ)

Project title: Operation of School Canteen Services for Open Tender method 2024-2025 academic year.

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 Framework Contract Basis for 2024 academic Year. [Information on list of menus are attached separately]
2. The quotation must be submitted on or before 9:30 am on June 28, 2024 in sealed envelope marked as Quotation for "Operation of School Canteen for the academic year 2024." Opening of the bids shall be done on the same day at 10:00 am.
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 2019 clause 5.1.7.2, and addressed to and delivered at the following address:

Principal,
Wangbama Central School,
Geney Gewog,
Thimphu, Bhutan.



5. The bid shall be accompanied with a lump sum of Nu. 15,000/- as an Ernest money deposit (EMD) in the form of cash. Any bid not accompanied by including EMD shall be treated as non-responsive to Invitation for Quotation and will be rejected without seeking further explanation.
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 supply schedule. The attached Terms and Conditions for the 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.
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive 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. if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.
 - c) **AWARD OF PURCHASE ORDER:** the award 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 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 only for the period of one contract duration (w.e.f. 15th July 2024 -14th July 2025).



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8. The quotation(s) will be opened in the presence of the school canteen committee.
9. 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.
10. 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).
11. Normal commercial warranty/guarantee shall be applicable to the supplied goods.



Schedule of Items and Priced Quotation (bid form)

[Describe below the items, unit and quantity of the goods required]

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

SL	Description of Goods	Unit	Rate per item/head	Remarks
I	Food Menu			
1	Rice (Red)	Per head/plate		
2	Rice (White)	Per head/plate		
3	Veg. Fried Rice	Per head/plate		
4	Non-Veg. Fried Rice (Pork/Beef/Egg/Chicken)	Per head/plate		
	Sub-Total			
II	Non-Veg. Dishes			
1	Sikam Paa	Per head/plate		
2	Pork Curry	Per head/plate		
3	Pork Chilli	Per head/plate		
4	Ribs	Per head/plate		
5	Kangchung	Per head/plate		
6	Shakam Paa	Per head/plate		
7	Shakam Datshi	Per head/plate		
8	Beef Curry	Per head/plate		
9	Beef Chilli	Per head/plate		
10	Chicken Chilli	Per head/plate		
11	Chicken Curry	Per head/plate		
12	Chicken Maroo	Per head/plate		
13	Fresh Fish Fried	Per Head/plate		



14	Fresh Fish Curry	Per Head/Plate		
	Sub-Total			
III	Vegetables			
1	Mixed Vegetables	Per head/plate		
2	Ema Datsi	Per head/plate		
3	Kewa Datsi	Per head/plate		
4	Shamoo Datsi	Per head/plate		
5	Semchum Datsi	Per head/plate		
	Sub-Total			
IV	Egg Item			
1	Egg Curry	Per head/plate		
2	Omelette	Per head/plate		
3	Egg poach	Per head/plate		
	Sub-Total			
V	Noodles & Others			
1	Veg. Momo (5 pieces)	Per head/plate		
2	Non-Veg. Momo (5 pieces)	Per head/plate		
3	Non -Veg Chowmein	Per head/plate		
4	Veg. Chowmein	Per head/plate		
5	Samosa	Per Piece		
6	Roti (3 pieces) with sabji	Per head/plate		
7	Puri (3 pieces) with Sabji	Per head/plate		
	Sub-Total			
VI	Beverages & Refreshment			
1	Mineral Water (1 Ltr.)	Per Bottle		



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2	Mineral Water (500 ml.)	Per Bottle		
3	Milk Tea (Single)	Per Cup		
4	Milk Coffee (Single)	Per Cup		
5	Black Coffee (Single)	Per Cup		
6	Suja Desi	Per Cup		
7	Suja Shamday	Per Cup		
	Sub-Total			
	Grand Total Amount (Nu) in Figure			
Grand Total Amount (Nu) in words:				

Contract Duration	<i>One academic Year (w.e.f. 15th July 2024 – 14th July 2025)</i>
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Legal stamp with signature of bidder
Name of bidder:
Date

Note: The Evaluation and the comparison of the rates shall be based on the sum total of the whole package. Please you are required to quote the rates for all the items under this package. If you fail to quote for any of the given item (s), your bid shall be considered non-compliance to the bidding instructions and will be rejected without seeking further explanation/information.



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 duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- A valid Trade License
- A valid Tax Clearance Certificate;
- The required bid security as specified in Clause 5, under Invitation for Quotation.
- Copy of valid concern letter from BAFRA
- Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.

Your bid will be considered as non-compliance to the instructions of bidding documents, if failing to provide the above mentioned as a part of quotation. Moreover, your bid will be rejected without seeking further information

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

- [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
- [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:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. 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);
 - d) The Supplier's Bid and original Price Schedules;
 - e) The Purchaser's Notification of Award of Contract;
 - f) The form of Performance Security;
 - g) The form of Bank Guarantee for Advance Payment;
 - h) *[insert here any other document(s) forming part of the Contract]*
3. 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.
4. 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.
5. The Purchaser hereby covenants 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]

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in



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writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]**[insert year]* and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Supplier]



Terms and Conditions

1. The canteen committee shall monitor and carry out necessary follow up pertaining to the proper functioning of the school canteen.
2. The canteen committee shall work as the representative body of the staff and students and provide necessary feedback and recommendation to the canteen owner as and when required.
3. The canteen owner shall, as reflected in the tender terms and conditions, abide by the recommendations given by the canteen committee both verbally and in written form.
4. The rate of the items sold must be displayed on the canteen notice board written legibly for strict adherence. The Canteen owner must not sell any items above Maximum Retail Price (MRP)
5. The canteen visiting timing will be prepared by the committee in consultation with the office.
6. The visiting time for staff and students must be observed very strictly. Therefore, the canteen must be operated within the specified time only
7. The canteen is strictly prohibited to sell the following items:
 - a) Any beverages.
 - b) Any tobacco products.
 - c) Any contraband products.
 - d) Junk food.
 - e) Fizzy drinks.
 - f) Doma, *supari* or any other stimulants.
8. The canteen must cater school's order all the time.
9. The electricity bill and other expenditure that may have to be incurred after handing taking of the canteen must be borne by the canteen owner.
10. Utmost hygiene and sanitation must be maintained in the kitchen and surroundings with proper drainage. Waste must be disposed in designated area only.
11. The canteen owner must take full responsibility and accountability of the waste produced from the canteen.
12. The canteen owner must maintain good relation with school authorities, staff and students and render any type of support and cooperation whenever the school is in need.
13. The canteen owner must seek prior and proper permission to do any sort of alteration to the canteen structure – both within and outside.



14. The canteen owner must make a security deposit amounting to two month's canteen rent within fifteen days of awarding the letter.
15. The security deposit shall be returned at the end of the tender term if damages of any kind are not caused to the canteen.
16. The discretion of providing the credit facilities to students and staff rests with the canteen owner only. Therefore, the canteen committee and the school administration shall not do any kind of interventions arising due to the credit facilities.
17. The canteen owner must not use any property belonging to the school without prior and proper permission.
18. The quality and quantity of the food sold should be consistent throughout the tenure. Inspection of quality and cleanliness of food will be done by the committee as and when felt necessary or upon receiving complaint from the consumers.
19. The canteen owner must not rear animals of any kind in the school compound.
20. All the important items given in the list must be made available at all times.
21. The canteen owner must keep the original valid license displayed in the canteen throughout the term.
22. After establishing the canteen, no people including the hawkers will be allowed to sell any items in the school premises.
23. The canteen committee will conduct term review meeting with the canteen owner to discuss any relevant issues.
24. The canteen owner shall not be allowed to engage any students in carrying out any canteen related works and chores.
25. The canteen rent must be paid for all the months, except for January and half-month of July and December, and unless decided otherwise.
26. The canteen rent must be handed over to the canteen committee on the last date of each month.
27. The canteen owner must adhere to the clause of the terms and conditions, the award letter and other relevant office orders issued thereafter. As such the decision of the committee shall be final and binding.
28. The school shall collect feedback from staff and students regarding quality of canteen services at the end of the canteen tenure. Based on the feedback received, the owner may be barred from participating in the tender in the subsequent bid.



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29. Failure to comply with the terms and condition would lead to termination of contract and forfeiture of security deposit.