



**Bidding Document For
Annual Catering Services Quotations
For the Financial Year 2024**

Signature and seal of Authorized Signatory



An invitation to tender for Annual Catering Services Quotations - 2024

TBL/HO/ADM & HR/F-01/2024

20th March 2024

Quotation for Catering Services

To: All the interested Service Providers

T Bank would like to invite sealed bids from the eligible caterers (catering services) for the financial year 2024. Interested catering services may obtain the Tender Form from the ADM/HR Department, T Bank, Head Office, and Thimphu during office hours between 9.00 am – 5.00 pm.

Proposal must be submitted on or before 3:00 PM 05th May, 2024.

Attn: ADM/HR Department

Head Office | Thimphu

Tel: 77199199/77103077

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1. Note to the bidders

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process.

- All prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all costs including taxes, service charges and other levies
- Proposal should be presented to the T Bank marked **Proposal for Annual Catering Services**.
- T Bank will not be liable to reimburse any costs incurred by the bidders during the tender process.
- Evaluation of tenders will be carried out by a bid Evaluation Committee. The Evaluators will, if necessary, contact bidders to seek clarification of any aspect of the proposal.
- Bidder should identify any work they are currently carrying of competing which could cause a conflict of interest.

2. Payment Terms

T Bank undertakes to make full payment as per valid invoice within 30 days from the date of delivery of services to its satisfaction.

3. Contract Duration

The Contract for the Catering Services shall be valid till 31st March, 2025 and the supplier/caterers should provide services in the venue specified by T Bank.

4. Quality Assurance Reviews of the Service

The Successful bidder shall ensure that all services conform to hygiene and quality as per the agreement to be signed.

5. Disclaimer

T Bank reserves the right not to appoint a service provider and is also not obliged to provide reason for the rejection of any proposal. T bank reserve right to:

- Award the full catering contract or any part thereof to one or more service providers.
- Reject all bids.
- Decline to consider any bids that do not conform to any aspect of the bidding process.

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- Request further information from any service provider after the closing date for any purpose.
- Cancel the proposal or any part thereof at any time.

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Terms of Reference

1. Purpose

T Bank is requesting quotation for the purpose of securing a contract agreement with a potential caterers and food service providers during the official functions/meetings for the Financial Year 2024. The specification and requirements of the service and meals sought are outlines in the following request for quotation.

2. Scope of Work

T Bank wishes to execute contract for annual catering services with the caterer as per the following terms: -

- The preferred service provider must be prepared to cater lot all dietary preferences, including but not to limited to religions, culture & vegetarians.
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygiene manner in accordance with all health and safety regulations.
- The preferred service providers should provide adequate catering equipment's, crockery and cutleries when required.
- Service provider must price each food category and indicate the price per category in the attached price schedule form.
- Proposed rates must be valid till 31st March 2025 from the date of submission.
- The Menu for all the categories is listed in the attached price schedule form and must be completed by service providers.

3. Skills, Knowledge and Qualifications

The Service providers should produce the following documents:-

- Experience in the food and beverage industry
- Valid Certification from health and food authorities

4. Competency, Expertise and Experiences Requirements

For basic competencies and expertise, a minimum of 2 year experience is required and a proof

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that the service provider has performed such similar services.

5. General Requirements

- Bidders must provide all the information requested in the Term of Reference.
- T Bank reserves the right to procure its requirement elsewhere outside the catering contract, in the case of urgency and non-availability of catering services during emergency.
- Valid Trade License
- Updated Tax Clearance Certificate.

6. Bid Security & Performance Guarantee

- The Bid shall be accompanied by the bid security of **Nu. 5,000/- (Ngultrum Five Thousand only)** in form of cash warrant/demand draft or security deposit with T Bank Ltd. Thimphu. The bid must be submitted physically to ADM/HR Department, T Bank, Head Office, and Thimphu before the bid submission dateline. Any bid without a bid security deposit shall be treated as non-responsive.
- The Bid Security of the successful bidder will be retained as performance Security Deposit and will be refunded after the completion of the catering services contract.
- Bid Security of the unsuccessful bidder shall be refunded after the declaration of the evaluation results.

7. Proposal submissions and deadline

The quotation and Price Bids (**Rates shall be inclusive of all related cost including taxes, service charges and other levies**) must be submitted in sealed quotation by the supplier in the hard copy addressed to Head, ADM/HR Department, T Bank, Head Office , Thimphu.

The deadline for receipt of your quotation should reach on or before 3:00 PM of 30th March 2024, and opened on the same date at 3:15 PM in the Conference Hall of T Bank.

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8. Evaluation process for proposal received

- The entire proposal received will be examined to determine the compliance with the bidding requirements and conditions. Bids with obvious deviations from the requirement/conditions will be disqualified from the evaluation process.
- The Bidder(s) must quote for all the items under invitation. Price Quotation will be evaluated for all the items together and contract shall be awarded to the firm offering the best services irrespective of the rate.

9. Termination of Contract

T Bank shall straight away terminate the contract and forfeit the performance security deposit if caterer fails to adhere by the obligations, terms and conditions of the contract.

10. Disputes

In case of any dispute, it shall be dealt as per the T Bank Procurement Manual and existing law of the kingdom of Bhutan.

11. Enquiries/Clarification

Any enquiries/clarification regarding the RFQ may call @ 975-77199199/Ext. No.753 during office hours (9.00 am-5.00 PM).

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Price Schedule Form (Bid Form)

Rate for catering services		FY-2024-2025
Refreshment Executives A		
Sl.no.	Particulars/Items	Amount (per head)
1	Tea	
	Coffee	
	Veg (2 items)	
	Non-veg (1 item)	
	Cake (1 item)	
Refreshment Executive B		
2	Tea	
	Coffee	
	Veg (1 item)	
	Non-veg (1 item)	
	Cake (1 item)	
Refreshment Executive C		
3	Tea	
	Coffee	
	Veg (1 item)	
	Non-veg (1 item)	
Refreshment Normal		
4	Tea	
	Coffee	
	1 item of snacks	
Plain Tea/Coffee Black Tea/Green Tea		
5	Plain Tea/Coffee Black Tea/Green Tea	
Mineral water		
6	Mineral water (small)	
	Mineral water (big)	

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Lunch/Dinner

Lunch/Dinner Executives A		
7	Red Rice/White Rice	
	Nan/Roti	
	Meat (3 items)	
	Veg (3 items)	
	Dhal/Jaju	
	Desert (cake 1 item with fresh fruits)	
	Salad (2 types)	
Lunch/Dinner Executives B		
8	Red Rice/White Rice	
	Nan/Roti	
	Meat (2 items)	
	Veg (2 items)	
	Dhal/Jaju	
	Desert (cake 1 item with fresh fruits)	
	Salad/ezay	
Normal working Lunch (Menu-A)		
9	Red Rice/White Rice	
	Meat (1 items)	
	Veg (2 items)	
	Dhal/Jaju	
	Desert (fruits)	
	Salad/Ezay	
Normal working Lunch (Menu-B)		
10	Red Rice/White Rice	
	Meat (2 items)	
	Veg (1 item)	
	Dhal/Jaju	
	Desert (fruits)	
	Salad/Ezay	
Normal working Lunch (Menu-B)		
11	Red Rice/White Rice	
	Meat (1 items)	
	Veg (1 item)	
	Dhal/Jaju	
	Salad/Ezay	
Suggestion menu for VVIP		
12	Tea/Coffee/Green Tea	
	Mushroom Patties	
	Apple tart	
	Marble cake	

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	Spring roll (Veg)	
	Croissant stuffed with mayonnaise	
	fruit Cake	
	Chicken Drum Stick	
	Pork Warp with cheese	
	Meat ball with crispy rice	
	Red Rice/White Rice	
	Nan/Roti	
	Assorted fresh fruits	
	Assorted Juice	
Suja Desi		
	Suja with Shamday(Mixed with egg/beef)	
	Suja with Desi	
	Suja with Shamday (veg)	
Tea and refreshment		
Hi-Tea		
	Tea	
	Coffee	
	Green tea	
	Veg (2 Items)	
	Non Veg (2 Items)	
	Cake (2 varieties)	

Note: Above rate shall be inclusive of all related costs including Taxes, service charges and other levies.

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1. Proposal Submission Form

To:

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Having examined the RFQ Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer **“Annual Catering Services Quotations for the Financial Year 2024”** in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the price schedule attached hereto and made part of this bid.

We undertake, if bid is accepted, to deliver the services as per terms and conditions of the bidding documents in accordance with the delivery schedule specified in the RFQ documents.

We agree to abide by this bid for the period of 1 year from the RFQ fixed date, and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a final official document is prepared and executed, this bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

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

(Signature and Seal)

Name:

Title:

Address:

Contact No.:

Email ID:

Dated Day of

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