



**BIDDING DOCUMENTS FOR ANNUAL CATERING SERVICES FOR THE
FINANCIAL YEAR 2026**

1. FEATURES OF THE BID

Table 1: The following are the silent features of the Bid:

S.N	Particulars	Description
1	Annual Catering Services	
Bid Details		Particulars
2	a. Sale of Tender Documents	31 th March 2025
	b. Cost of documents (Non-refundable)	Nu. 500.00 (Ngultrum five hundred) only
	c. Place of Sale of documents	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	d. Last date for submission	6 th April 2026 during office hours (09:00 AM to 5:00 PM)
	e. Place of submission	T Bank Limited, ADM/HR Department, Head Office, Samtenlam, Thimphu
	f. Bid Opening Venue	Conference Hall, T Bank Limited, ADM/HR Department, Head Office, Samten lam, Thimphu
3	Bid Security (Lump Sum)	Nu.5,000/- (Ngultrum five thousand) only
4	Validity of Bid	One year from the date of bid opening

Table 2: The following are the document checklists for the submission of bids:

S.N	Particulars	Details	Requirement
1	Signed and Stamped Bid Form	a. Marked " Confidential "	Yes
		b. Bid for, Number and Date	Yes
		c. Addressed to: ADM/HR Department, T Bank Ltd, Thimphu	Yes
		d. Written Warning, " Not to be opened before the specified time and date ".	
2	Number of Copies	Two Copies: i. Marked " Original " with seal & bidder's address on the envelope. ii. Marked " Duplicate " with seal & Bidder address on envelope.	Yes

S.N	Particulars	Details	Requirement
3	Valid Trade License		Yes
4	Tax Clearance Certificate (Latest)		Yes

1. INVITATION OF BIDS

T Bank would like to invite sealed bids from the eligible caterers (catering services) for the financial year 2025. Interested caterers may obtain the Tender documents from Procurement Officer, ADM/HR Department, T Bank, Head Office, Thimphu during office hours between 9.00 AM – 5.00 PM. The details are given below for your reference:

S.N	Item Description	Menu Lists	Price per head
Section A: Refreshments			
1	Executive A : Refreshment	Tea	
		Coffee/Green Tea	
		Veg (2 items)	
		Non-veg (1 item)	
		Cake (1 item)	
		snacks	
2	Executive B: Refreshment	Tea	
		Coffee	
		Veg (1 item)	
		Non-veg (1 item)	
		Cake (1 item)	
Section B: Lunch/Dinner			
1	Executive A: Lunch/Dinner	Red Rice/White Rice	
		Nan/Roti	
		Meat (3 items)	
		Veg (3 items)	
		Dhal/Jaju	
		Desert (cake 1 item with fresh fruits)	
		Salad (2 types)	
2	A: Normal working Lunch/Dinner	Red Rice/White Rice	
		Meat (2 items)	
		Veg (2 items)	
		Dhal/Jaju	
		Desert (fruits)	
		Salad/Ezay	
3	B: Normal working Lunch/Dinner	Red Rice/White Rice	
		Meat (1 items)	
		Veg (2 item)	
		Dhal/Jaju	
		Desert (fruits)	
		Salad/Ezay	
Section C: Suggestion Menu Lists			
1	Suggestion menu for VVIP (A)	Tea/Coffee/Green Tea	
		Mushroom patty	

S.N	Item Description	Menu Lists	Price per head
		Apple tart	
		Marble cake	
		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	
2	Suja Desi (B)	Suja with Shamday(Mixed with egg/beef)	
		Suja with Desi	
		Suja with Shamday (veg)	
Section D: Other Items			
1	Suggested menu for Rimdro	Veg Thukpa	
2		Non-Veg Thukpa	
3		Cheese/Datsi Fry	

1. INSTRUCTION TO BIDDERS

3.1 SCOPE OF BID

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

- 3.1.1. The preferred service provider must be prepared to cater all dietary preferences, including but not to limited to religions, culture & vegetarians.
- 3.1.2. 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.
- 3.1.3. The preferred service provider should provide adequate catering equipment's, crockery and cutleries when required.
- 3.1.4. Service provider must price each food category and indicate the price per category in the attached price schedule form.
- 3.1.5. Proposed rates must be valid till 31st March 2027 from the date of submission.

Note: The Menu for all the categories is listed in the attached price schedule form and must be completed by service providers.

The Bidder (S) shall submit the bid in line with the following clauses. If any of the following clauses are not complied with, the bid shall be considered as a nonresponsive bid and the bid shall not be entertained.

- 3.1.6. Bids to be hand delivered, through courier or registered post addressed or through email

with **encrypted password** to the ADM/HR Department, T Bank Ltd., Thimphu”.

- 3.1.7.** Covering envelope to be marked “**Confidential**” marked “**not to be opened before the time and date of bid opening**”.
- 3.1.8.** The second envelopes containing the bid (**Original and Duplicate**) should be with bidder address, sealed and signed.

3.1 Source of Funds

T Bank Limited shall finance the works/supply of goods named in the Invitation to Bid under the contract for which these tender documents are issued.

3.2 Eligibility

The Invitation for Bids is open to all suppliers licensed under the Department of Trade, Ministry of Industry, Commerce and Employment of the Royal Government of Bhutan/ licensed under any country.

3.3 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Bank shall in no case be responsible or liable for those costs.

3.4 Joint Ventures

Bids submitted by a joint venture of two or more companies as partners shall comply with the following requirements:

- 3.4.1** The Bidder (s) in case of successful Bid, the Contract form shall be signed to be legally binding on all partners.
- 3.4.2** One of the partners shall be authorized to be In-charge as the leading partner and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- 3.4.3** The In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture.
- 3.4.4** All the partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and conditions, and a relevant statement to this effect shall be included in the authorization mentioned under clause 3.5.2 above and as well as in the Bid Form and the Form of Agreement (in case of a successful Bid).
- 3.4.5** A copy of the agreement entered into by and between the joint venture partners shall be submitted along with the Bid.

3.5 One Bid per Bidder

Each bidder shall submit only one bid either by itself, or as a partner in a joint venture or as a responsible officer in the management of the company. A bidder who submits or participates in more than one bid will be disqualified.

3.6 Bid Prices

The bidder shall complete the appropriate price schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the goods to be supplied under the contract.

3.7 Submission of Bid

- 3.7.1 Bids to be hand delivered, through courier or registered post addressed or through email with **encrypted password** to the ADM/HR Department, T Bank Ltd., Thimphu”.
- 3.7.2 The sealed bids (Technical/Financial) shall be submitted in one sealed envelope marked as “Confidential”.
- 3.7.3 Covering envelope to be marked “**Confidential**” marked “**not to be opened before the time and date of bid opening**”.
- 3.7.4 The second envelopes containing the bid (**Original and Duplicate**) should be with bidder address, sealed and signed.

3.8 Deadline for submission of Bid

The Bid shall be submitted on 3rd April 2025 or before 5 PM at Procurement, ADM/HR Department, T Bank Ltd, TCC Building, Samtenlam, Thimphu. The Bids received after the deadline shall not be entertained.

3.9 Bid Opening

- 3.9.1 The bid(s) will be opened in the presence of bidders or their representatives who choose to attend the Tender Opening on 7th April 2026 at 3 PM. In case due date of the opening falls on non-working day(s), the opening of bid shall be on next day at the same time.
- 3.9.2 All members of the tender committee including the chairman shall examine the conditions of the envelopes and shall sign on the envelopes. In the event that a bid envelope of original documents is found to have been tampered with or opened, the Tender Committee should decide whether that bids is to be treated as cancelled or rejected, or to proceed with the bid opening.
- 3.9.3 The bids are to be opened in view of all participating parties and the contents are checked by the tender committee against the requirements of bidding documents.
- 3.9.4 The Tender Committee has to publicly announce the name of the bidders, the prices offered, the presence or absence of bid security and its amount, any discount offered, and any modification and withdrawals. In case the bidding documents requires the fulfilment of certain formal requirements such as the existence of a business license or the signature of the bid by proper authority; these requirements should be verified and announced. Initially these details shall be written on a notice board for the public to copy. Any bid price, discount etc. which is not announced and recorder shall not be taken into account in bid evaluation.

- 3.9.5 The bid form including appendices to bid form, bill of quantities, price schedules, bid securities, any discount offered, schedule of supplementary information, drawings and specifications and any important documents shall be initialed by all the members of the Tender Committee.
- 3.9.6 The record of bid opening shall be prepared before the closing of the bid opening session and to be signed by all the members of the Tender Committee.

3.10 Validity of the Bid

The Bid shall be valid for a period of one year from the date of opening of the bid. The place of submission is at ADM/HR Department, T Bank Limited, Head Office, Samten Lam, Thimphu. The Bids received after the deadline shall not be entertained or returned to the bidder.

3.11 General terms and conditions

- 3.11.1 Price quoted should be in Ngultrum/INR, Cost, Insurance, and Freight (CIF), **inclusive of all taxes, service charges, levies and duties.**
- 3.11.2 All prices quoted should be on “Per head” basis and should be valid for one year.
- 3.11.3 Power of Attorney has to be submitted, if a representative is appointed.
- 3.11.4 The entire bid document submitted should have seal and signature of the Authorized personnel or the representative.
- 3.11.5 The bidder should not be under declaration of ineligibility for corrupt practices issued by the Royal Government of Bhutan.
- 3.11.6 T Bank reserves the right to cancel or reject the tender without any explanation.
- 3.11.7 T Bank reserves the right to reject the project if it falls below the required specifications mentioned in the above table.
- 3.11.8 Prospective bidders requiring further information or clarification may notify the procurement officer in writing or by email at the purchaser’s mailing address (jambaywangmo@tbank.bt). The purchaser will respond in writing to any request for information or clarification, which it receives no later than 5 days prior to the deadline for submission of the bid.
- 3.11.9 At any time prior to the deadline for submission of bids, T Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents. The amendment form shall be a part of the bidding document and will be notified in writing to all prospective bidders who had purchased the bidding documents and will be binding on them.
- 3.11.10 The rates (s) should be submitted in the prescribed format provided by T Bank Ltd, as shown in Table.
- 3.11.11 The successful caterer should provide their catering services according to the Bank’s needs and requirements, including weekends if necessary. Failure to do so will result in the cancellation of their bid, and will award to the 2nd lowest bidder.
- 3.11.12 Bid Security of Nu.5,000/- (Ngultrum five thousand) should be enclosed with the bid in the form of a draft/cash warrant/bank guarantee in favor of “**T Bank Limited, Thimphu**”.
- 3.11.13 The bid security of unsuccessful bidder (s) shall be returned on expiry of the bid.

3.11.14 The bid security shall be forfeited if a bid is withdrawn from in the interval between the deadline and the expiration of the period.

3.11.15 T Bank reserves the right to source its requirements outside the catering contract in case of urgency or when catering services are unavailable during an emergency.

3.12 Language of Bids

The Bid, and all correspondence and documents related to the bid shall be in English. Additional documents provided by the bidder related to the bid shall be in English and should be translated in English if the language is foreign.

3.13 Skills, Knowledge and Qualifications

The Service providers should produce the following documents:-

3.13.1 Experience in the food and beverage industry

3.13.2 Valid Certification from health and food authorities

3.14 Bid Security

The bidder shall submit a bid security of Nu. **5,000.00** (Ngultrum Five Thousand) only in the form of a banker's check, cash warrant, bank guarantee, and demand draft in the name of TBank Limited. The bid security will be refunded to the unsuccessful bidder after they are notified that their bid is unsuccessful.

The bid security shall be forfeited in the following situations:

3.14.1 If the bidder withdraws the Bid in between the bid validity period.

3.14.2 If the successful bidder fails to sign the contract or fails to submit the performance security within the specified period.

3.15 Quantity Variation

As per the requirements of the bank.

3.16 Award of Contract

After being evaluated by the evaluation team, the contract will be awarded to the one who has quoted the lowest price which meets the specified specifications and requirements and will be based on quality of the work.

3.17 Liquidation Damage

If the vendor fails to supply the goods in the given time period as specified in the purchase order, and work order, the purchaser will deduct 0.05% per day on the total amount not exceeding more than 10% of the total value.

3.18 Payment Terms

The payment will be made within 45 working days after submitting the invoice.

4. DELIVERY SCHEDULE

The successful caterer should provide their catering services according to the Bank's needs and requirements, including weekends if necessary.

5. PROPOSAL SUBMISSION FORM

To:

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Having examined the RFP Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer “ **Catering Services for the Financial Year 2026-2027**” 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 RFP documents.

We agree to abide by this bid for the period of one year from the RFP 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: