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# STANDARD BIDDING DOCUMENT

## Operation of Hospital Canteen



**Royal Government of Bhutan  
Tsirang Hospital  
Tsirang**

**Administrative Officer  
Tsirang Hospital  
Tsirang: Bhutan  
Telephone# +975-6-471203**

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**Request for Quotation:**

**Package Identification- Operation of  
Hospital Canteen**

**For the year 2021-2022**

**Procuring Agency:**

**TSIRANG HOSPITAL**

**TSIRANG**

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**TD/Hosp-37/2021-2022/**

Date: 15/07/2021

To all Interested and Eligible bidders  
Tsirang Dzongkhag

**Sub: Invitation for Operation of Hospital Canteen**

Sir/Madam,

Tsirang Hospital Administration is pleased to announce that the operation of Hospital Canteen for the FY 2021-22 is open. Interested entities with valid Trade License and valid Tax Clearance Certificate may download the documents from Tsirang Dzongkhag website [www.tsirang.gov.bt](http://www.tsirang.gov.bt) and submit the bid on or before 21 July, 2021 at 11:00 AM. The bids shall be opened on the same day at 11:30 AM.

For further queries contact Administrative Officer at 06-471203 during office hours.

Thanking You

Faithfully yours

**(Dr. Tshering Penjor)**  
**Chief Medical Officer**

Copy:

1. Sr. DHO, Tsirang Dzongkhag Administration for information.
2. Office copy.

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15<sup>th</sup> July, 2021

**Invitation for Quotation (IFQ)**

Project title: **Operation of Hospital Canteen**

Contract Ref: TD/Hosp-37/2021-2022/

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:  
**Operation of Hospital Canteen**
2. Your quotation in the required format should be addressed and submitted to:  
**Chairperson  
Hospital Management Committee  
Tsirang Hospital**
3. You are requested to read the following instructions carefully and in accordance with the attached Contract. The attached Terms of Reference for the Operation of Canteen 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.
    - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern
  - b) **VALIDITY OF THE OFFERS:** Your quotation(s) shall be valid for a period of one month from the deadline for receipt of quotation(s) for the purpose of evaluation. However, the rates will be valid till the contract end.
  - c) **ELIGIBILITY CRITERIA:** Bidders with valid Trade License and valid Tax Clearance Certificate
4. Further information can be obtained from: **Administration Office, Tsirang Hospital.**
5. The lump sum amount of Nu. 20,000/- (Twenty Thousand only) shall be deposited as security deposit with the Tsirang Hospital and paid at the end of the contract period. The validity of security deposit should be one year.

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## **Terms of Reference**

1. The document for the quotation will be made available at Tsirang Dzongkhag Website.
2. The quotation rates shall be applicable for Tsirang Hospital within the contract period.
3. The bidder shall quote the rate for the canteen services against each item listed in the “Quote Your Rate” section of the Bid Documents.
4. Quoting unrealistic rates shall be subjected to scrutinization by the Hospital Management Committee (HMC).
5. Maximum lowest will be the criteria for evaluation.
6. The bidders shall submit the sealed and signed documents in a single envelop along with a copy of valid Trade License registered under the Kingdom of Bhutan and a copy of valid Tax Clearance Certificate.
7. The envelop shall be marked “Confidential” warning not to open before the specified time, addressed to Chief Medical Officer (CMO), Tsirang Hospital.
8. A Bid Security of Nu. 5,000/- (Five Thousand only) shall be deposited along with the Bid Documents in favour of CMO, Tsirang Hospital in the form of Cash Warrant/Demand Draft/Bank Guarantee which shall be refunded after 60 days.
9. Any interrelation, erasures, over writing shall be valid only if they are signed or initialed by the person signing the bid.
10. The successful bidder shall have to deposit Nu. 20,000/- (Twenty Thousand only) in the form of Cash Warrant/Demand Draft/Bank Guarantee as a Performance Security before signing the agreement.
11. The lowest evaluated bidder shall cater the canteen for one year (August 1, 2021 to July 31, 2022) and shall provide the services as and when required by the Hospital.
12. The successful bidder shall not be allowed to sublet or give on lease to the second party.
13. The successful bidder shall have to provide Canteen services 24 hours on premise round the clock (24x7) including weekends and Government Holidays (GHs) at the designated venue.
14. The successful bidder shall ensure adequate number of employees with no less than three.
15. The successful bidder shall have to produce valid BAFRA food handler certificate of his/her employees.
16. Service quality monitoring shall be done by HMC at the scheduled frequencies.
17. The Performance Security deposit shall be forfeited and quotation will be re-called in case the supplier fails to meet the required quality or if discontinues before his/her contract period.
18. The conduct pertaining to Hospital Canteen Services shall be answerable to the HMC.
19. Proper hygiene should be maintained for the food items as per BAFRA Act and proper dress code must be observed by the Service providers.
20. Besides the listed items, order will be placed as per the requirement and should be sold at MRP or the market price.

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21. The bidder does not have the authority to raise the price of items. It shall be informed to the HMC beforehand or otherwise the contract shall be terminated.
  22. Other necessary cookeries and services for catering shall be arranged by the caterer as and when required.
  23. The Canteen Proprietor shall have to arrange the necessary amenities, furniture and utensils at his/her own cost. The Hospital shall not be responsible for providing these items.
  24. The rental charge for Hospital Canteen is Nu. 3,190/- (Three Thousand One Hundred and Ninety only) exclusive of utility charges.
  25. Rental charge should be submitted latest by 7<sup>th</sup> of subsequent month to the Hospital Administration which shall be deposited to Dzongkhag Revenue.
  26. All the utility bills pertaining to electricity, water, sewerage, telephone charges, and etc. shall be borne by the Canteen Proprietor.
  27. A copy of Terms of Reference (ToR) duly signed must be enclosed as the acceptance to the terms and conditions given above.
  28. Waste management and cleanliness shall be responsible by Canteen service provider.
  29. The service provider has to arrange furniture and utensils at his/her own cost. The Hospital shall not be responsible for providing furniture items.
  30. The wastes should be managed responsibly as degradable and non-degradable wastes.
  31. Sale of **ALCOHOL, TOBACCO** and any other form of **PSYCHOTROPIC SUBSTANCES** is strictly prohibited in the Hospital Canteen.
  32. Serving outside of Canteen shall not be allowed unless required for Official purpose.
  33. Laminated Menu list with price shall have to be displayed in the Canteen and one copy in the Hospital Notice Board.
  34. The HMC reserves the right to terminate the contract after one month of notice if the contract terms are breached.
  35. The items which are quoted during the bid should be available at any time in the Canteen.
  36. Any facility damage within the contract period is liable to the Proprietor which if not Performance Security shall be forfeited.
  37. The Lessee shall maintain and vacate the premises un-tampered after the contract period.

Menu list			
Sl. No.	Items	Unit	Quote your price (Nu.)
1	Rice	Per plate	
2	Boiled rice	Per plate	
3	Fried rice (Veg)	Per plate	
4	Fried rice (Egg)	Per plate	
5	Fried rice (Non veg)	Per plate	
6	Porridge (Veg)	Per plate	
7	Porridge (Non veg)	Per plate	
8	Soup (Veg)	Per plate	
9	Soup (Non veg)	Per plate	
10	Pork curry	Per phop	
11	Beef curry	Per phop	
12	Chicken curry	Per phop	
13	Fish curry	Per phop	
14	Dry fish curry	Per phop	
15	Egg boiled & fried	Per number	
16	Egg boiled & peeled	Per number	
17	Omlette/pouch	Per number	
18	Sikam paa (3 pieces)	Per phop	
19	Shakam paa (3 pieces)	Per phop	
20	Ema datshi	Per phop	
21	Shamu datshi	Per phop	
22	Kewa datshi	Per phop	
23	Cheese fried	Per phop	
24	Mix vegetable curry	Per phop	
25	Dal/Jaju	Per phop	
26	Papad	Per piece	
27	Momo (Veg)	Per plate	
28	Momo (Non veg)	Per plate	
29	Tingmo (2 pieces)	Per plate	
30	Koka (Plain)	Per plate	
31	Koka (Egg)	Per plate	
32	Bathup (Veg)	Per plate	

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33	Bathup (Non veg)	Per plate	
34	Sukha roti (4 pieces)	Per plate	
35	Puri (4 pieces)	Per plate	
36	Samosa (2 pieces)	Per plate	
37	Channa	Per plate	
38	Chilli chop (2 pieces)	Per plate	
39	Pakora (4 pieces)	Per plate	
40	Alu dham	Per plate	
41	Desi/Shamdrey	Per phop	
42	Suja	Per cup	
43	Milk tea	Per cup	
44	Milk coffee	Per cup	
45	Black coffee	Per cup	
46	Zaw	Per pkt.	
47	Local Khabzey	Per pkt.	
48	Cream Cracker biscuit	Per pkt.	
49	Goodday biscuit	Per pkt.	
50	Appy/Jumpy/Frooti juice	Per pkt.	
51	Mineral water (500 ml)0	Per bottle	
52	Mineral water (1000 ml)	Per bottle	
53	Sanitary pad	Per number	
54	Maternity pad	Per number	
55	Baby napkin (Cloth)	Per number	
56	Baby napkin (Plastic/waterproof)	Per number	
57	Baby wipe	Per pkt.	
58	Diaper (New born)	Per pack	
59	Diaper (Adult)	Per pack	
60	Lactogen	Per pkt.	
61	Horlicks (500 g)	Per pet jar	
62	Tissue paper	Per roll	



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## Contract Agreement (Sample)

THIS CONTRACT AGREEMENT made on the ..... day of .....month, .....year

BETWEEN

(1) Tsirang Hospital, a Royal Government of Bhutan, and having its principal place of business at Tsirang (hereinafter called “the Purchaser”), and

(2) [.....],

*address of Operator*..... (hereinafter called “the Operator”).

WHEREAS the Purchaser invited Bids/interest for **Operation of Hospital Canteen** and has accepted a Bid by the Operator in the sum of [.....] (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) The Original Operator’s undertaking
- (g) The form of Performance Security;
- (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

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:.....  
in the capacity of.....Chief Medical Officer.....

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in the presence of .....  
*in the capacity of*.....

For and on behalf of the Operator

Signed: .....  
in the capacity of.....

in the presence of.....  
*Witness*.....