

DRUK GREEN POWER CORPORATION LIMITED



Bidding Document for “Running of Canteen at THP Powerhouse, Tabji”.

NIT No. THP0018/2023 Date 03.10.2023



SCOPE OF WORK

The Canteen will be located adjacent to the Tala Power house, Tabji which is about 35 kms away from Gedu, and about 5kms beyond Arekha/Sinchekha Colony. The Operation of the Canteen shall be in accordance with the terms and conditions of the bidding document which includes serving up to 150 people during normal working hours and up to 25 people during shift hours.

TERMS & CONDITIONS

1. Tala Hydropower Plant on behalf of Druk Green Power Corporation Limited invites sealed quotations from eligible Bhutanese Bidders for **“Running of THP Canteen at Tala Power House, Tabji”**
2. Bid Documents shall be available from **03.10.2023** to **18.10.2023**. Bids shall be received up to **1300Hrs** on or before **18.10.2023** and shall be opened on the same date at 1430hrs.
3. The bidding Documents can be downloaded from Druk Green website (www.drukgreen.bt) free of charge. Bidders downloading the Bidding Documents from the website should register themselves by intimating the nodal officer of Druk Green, before the deadline for submission of Bid, its intention to submit the Bid on the basis of downloaded documents. No request for sending the Bidding Documents by post or by Courier Service shall be entertained.
4. The bid shall be valid for a minimum period of **60 (sixty) days** from the date of opening i.e. **17.12.2023**, within which period the bidder cannot withdraw the offer or increase the rates.
5. The Bid Security is to be submitted in a separate sealed envelope. Any Bid not accompanied by Bid Security of adequate value and validity shall be rejected by DGPC as non-responsive. The Bid security must be of Nu. **10,000.00** (Ngultrum ten thousand) only in the form of cash warrant/demand draft in favor of **Associate Director, Tala Hydropower Plant, Rinchentse** and shall be valid till **16.01.2024**.
6. The bid security shall be forfeited:
 - a. If the firm withdraws its bid during the period of bid validity.
 - b. If the firm does not accept the arithmetical correction of the quoted price.
 - c. If the successful firm fails to accept the supply order.
 - d. If the successful firm fails to submit performance security within the given time.



7. The bid security of the unsuccessful bidder will be returned upon submission of the performance security by the winning bidder and the bid security of the successful bidder will be returned upon signing the contract agreement.
8. Experience of having successfully run the catering services during the last three years and having not less than 150 persons on its dining strength.
9. The bidders should enclose a copy of valid restaurant/catering license along with bid document.
10. The bidders should enclose Tax Clearance Certificate for the current year/immediate preceding year.
11. A letter of undertaking as given in Annexure-A for submission of performance security for running of canteen for 12 months in Tala Hydropower Plant, Tabji shall be also enclosed at the time of submission of bid.
12. The bid price shall be net, firm and for THP Power House Canteen, Tabji inclusive of all the miscellaneous charges, taxes & duties as levied by Royal Government of Bhutan.
13. Druk Green reserves the right to accept or reject any Bid partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no Bidder/ Intending Bidder shall have any claim arising out of such action of Druk Green.
14. TDS @ 2%, as levied by Royal Government of Bhutan shall be deducted from the total value of every payment from the Bhutanese Trade License holders. THP shall furnish the necessary tax deducted certificate, issued by Department of Revenue & Customs, RGoB. Any other taxes and duties as applicable shall be paid extra.
15. Canteen space measuring approximately 80m² including kitchen/pantry/service shelves is located on 1st floor of the Service Building outside the Main Entrance Tunnel to the underground Power House. Canteen space will not be charged any rent.
16. Water and power/electricity supply will be provided free of cost.
17. Canteen shall be leased out for an initial period of 1 (one) year from the date of award of the contract and the price offered shall be valid for the same period.



18. The Service Provider shall be renewable for a further period of one year provided the running of the canteen by the Service Provider is found satisfactory by the Canteen Committee. The decision of the Canteen Committee, THP shall be final and binding on the Service Provider.
19. The Service Provider shall have to deposit a sum of Nu. 100,000.00 (Ngultrum one hundred thousand) only as performance security with the Finance & Accounts Division, THP, DGPC, Rinchentse before issue of work order.
20. If the Service Provider fails to perform as per the terms and conditions of the Contract, Performance Security will be forfeited.
21. The Service Provider shall not charge on its services above the price agreed by the committee to the employees of Druk Green. Violation of this clause will result to a penalty of Nu. 1000.00 (Ngultrum one thousand) only on every written complaint received from the employees and if found true, upon review by the Canteen Committee.
22. The Service Provider shall ensure that the canteen is effectively managed and run even in times of crisis and emergencies like road blockade to power house of during any natural disaster when motor able communication to power house is crippled or rendered helpless. The contractor at his own cost shall arrange to stock enough ration as deemed appropriated to counter such disaster.
23. The Service Provider will deploy adequate manpower for work at all times, even during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of THP.
24. The Service Provider at his own cost shall arrange adequate utensils (Rice cooker, pots, frying pans, plates, soup bowls, tea cups, spoons, etc.), LPG connection etc. to run the canteen efficiently. Such items should be of best quality (melaware/ stainless steel/ ISI mark). THP shall however provide Stainless steel drinking water jug and cups, food serving system (Bain- Marie), hot cases and flask which should be maintained properly.



25. Transportation facility for canteen staff/workers and for bringing raw material/food items etc., from the market for proper running of the canteen shall have to be arranged by the Service Provider.
26. Enough furnishing items like sitting chairs, tables, refrigerator, hot-case, etc., shall be supplied by THP, DGPC which shall be deemed to be in the safe custody of the Service Provider and therefore, shall be handed over to THP, DGPC in good shape & condition at the time of termination/completion of the Contract. Any damage/loss of equipment/furniture (fixtures and fittings included) shall have to be replaced by the Service Provider or if not then an equal amount after depreciation for whatever damage/loss shall be deducted from performance security.
27. The Service Provider shall engage Bhutanese manpower who shall remain properly dressed during catering hours. The Service Provider will not employ minors as workers in the Canteen. Sufficient sets of Uniforms (aprons, gloves, shoes and head covers included) shall be provided to his/her employees and shall ensure that they wear them at all times. Violation of this clause will result to a penalty of Nu. 1000.00 (Ngultrum one thousand) only on every written complaint received from the employees and found true upon review by the committee.
28. The Service Provider must ensure that workers engaged by him/her in the canteen do not carry any infectious, communicable or contagious disease. Failure to comply with this condition will result in the termination of the contract and forfeiture of performance security. The Service Provider will, prior to the commencement of the operation of contract, make available to this office the particulars of all the employees who will be deployed at the Plant's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, Citizenship ID card and medical certificate of the employees.
29. The Service Provider shall ensure proper discipline among his/her workers and ensure that they do not indulge in any unlawful activity.
30. The facilities in the canteen will not be used for personal/private purposes in any case including residing inside the canteen, except during the office hours.
31. The Service Provider shall maintain highest standards of cleanliness and hygiene while cooking and serving. The Service Provider shall also ensure that toilets and



surrounding are kept clean. Failure to comply with this condition will result in the termination of the contract and forfeiture of performance security.

32. The Service Provider shall ensure good quality food during its contract period. This will be periodically monitored by the committee and if any decline in the quality of food is observed, notice shall be served for improvement. However, if no improvement is observed despite issuance of notice, it will result in the termination of the contract and forfeiture of performance security.
33. The Service Provider shall maintain its stock/ration in clean and dry area and keep all eatable in fly-proof and dust proof containers.
34. The Service Provider shall use only good quality raw materials in preparation of eatables in the approved list. Oil, Ghee, Cereals etc. must be of brands with ISI or Agmark Label or certified by BAFRA, where applicable.
35. Items mentioned in the menu (refer Annexure-B) shall be available as per the contract rates which shall be prominently displayed in the canteen premises.
36. Price revision, if necessary and found to be justified, shall be discussed between the committee and the Service Provider at the request of either party. Once agreed, the price shall be valid for mutually agreed period of time.
37. Rates for new items of food to be introduced will be decided by the committee and the Service Provider.
38. The Service Provider is liable to all kind of taxes as per the government rules.
39. Canteen shall remain open on all days of the week (including Sundays and holidays) as per following timings:
 - i. Breakfast : 0630Hrs to 0900Hrs
 - ii. Lunch : 1230Hrs to 1400Hrs
 - iii. Dinner : 1700Hrs to 2100Hrs
40. The sale of alcohol, alcohol related drinks and tobacco products shall not be allowed in the canteen. Failure to comply with this provision will result in the termination of the contract and forfeiture of performance security.



41. Canteen shall not be leased out to third party.
42. Canteen Service Provider has to make his own arrangement for residence of his/her staff.
43. Strength of persons working in the Power House shall be around 150 people during normal working hours and around 25 people during morning and night shift duties.
44. The Service Provider shall serve items at the specified rates. For additional items, if any, the Service Provider may approach the Canteen Committee for fixing the rates. Except for breakfast, no particular meal menu should be repeated within a period of 7 days.
45. The effective date for running the canteen shall be from the date of award of the Contract.
46. Suitable subsidy on items of menu as decided by the THP, DGPC management shall be provided to THP employees working at Tala Hydropower Plant which will be regulated through the system of subsidy coupons.
47. No responsibility will be taken by the THP for credit sale, losses or pilferage.
48. Should any dispute arise, decision of THP Canteen Committee shall be final and binding on the Service Provider and the Service Provider shall have no claim in this regard.
49. The Service Provider shall maintain a suggestion book for recording of suggestions for improvement by the staff. The suggestion book must be freely accessible to record suggestions/ complaints etc. The suggestion book should be kept open for the inspection by the Canteen Committee.
50. The bid will be evaluated based on the following criteria:
 - i. Validity of License (Restaurant and catering)
 - ii. Submission of bid security
 - iii. Quoted Price
 - iv. Experience in canteen/ catering/ restaurant services.



Letter of Undertaking for submission of Performance Security

I, (name of bidder)....., bidder for running of THP canteen at Tala Power House, Tabji for 12 months contract agrees to pay to the Tala Hydropower Plant **Nu. 100,000.00** (Ngultrum one hundred thousand) only as a Performance Guarantee for total period of 12 months before signing the Contract Agreement.

The rates for the contract duly accepted by me are also enclosed. The terms and conditions as per the NIT are acceptable.

Affix
Legal
Stamp

Signature of the bidder
Name of the bidder
Address (photocopy of ID to be attached)

Signature of Witness
Name of Witness:
CID No. of Witness:

Encl.: Terms and conditions of the contract signed by me
Rate list is signed by me and is duly accepted.

(The portion, below the line shall be signed by the bidder and Head, TSU, THP after completion of all the formalities by successful bidder)



Date of acceptance of award of contract
Signature of bidder

Head
(Contract & Procurement Division)
THP, DGPC, Rinchentse



Menu and Rates of Item

Annexure-B

Sl. No.	Description of Item	Quality/ Make of Material to be used	Unit	Weightage Factor	Rate (Nu.)	Rate X Weightage Factor
1.	Tea	Tata tea gold	Cup(150ml)	7		
2.	Milk Tea	Everyday/ Amul	Cup(150ml)	7		
3.	Suja	Amul/Local	Cup(150ml)	7		
4.	Milk Coffee	Nescafe	Cup(150ml)	5		
5.	Black coffee	Nescafe	Cup(150ml)	5		
6.	Cold Drinks	Sprite/Pepsi/ Coca Cola/ Mirinda/ Fanta	Bottle (500ml)	7		
7.	Cold Drinks	Sprite/Pepsi/ Coca Cola/ Mirinda/ Fanta	Bottle (300ml)	7		
8.	Vegetable Momo	Amrit Bhog	Plate (5 Pcs)	6		
9.	Egg Roll	Amrit Bhog	Pcs	6		
10.	Vegetable Roll	Amrit Bhog	Pcs	6		
11.	Vegetable chowmein	Maggi/Local Product	Plates	6		
12.	Boiled egg	Local Firm Product	Pcs	2		
13.	Fried Egg Omlette	Local Firm Product	Plate (1 egg)	5		
14.	Puri (4 Piece) with Sabji	Amrit Bhog	Plate	6		
15.	Tingmo with veg curry	Amrit Bhog	Plate (2 Pcs)	6		



16.	Roti (4 Piece) with vegetable Sabji, Dal, Ezzay	Amrit Bhog	Plate	6		
17.	Rice with vegetable Curry & Dal	Basmati rice, Mussori/ Mong/Arhar/ Chana Dal/Amul Cheese	Plate	8		
18.	Rice with Ema Datsi & Dal		Plate	8		
19.	Rice with Kewa Datsi & Dal		Plate	8		
20.	Rice with mushroom datsi & Dal		Plate	8		
21.	Rice with Dal		Plate	6		
22.	Plain Rice	Basmati rice	Plate	6		
23.	Vegetable Fried Rice	Basmati rice	Plate	6		
24.	Egg Fried Rice	Basmati rice	Plate	6		
25.	Rice with chicken curry & dhal	Basmati rice, Mussori/ Mong/Arhar/ Chana Dal/Amul Cheese	Plate	8		
26.	Rice with Fish fry/curry (2 pieces)		Plate	8		
27.	Rice with Pork/Beef curry & Dal		Plate	8		
28.	Rice with Chilli Pork/ Chilli Chicken/Chilli Beef & Dal		Plate	8		
29.	Mineral Water (Reputed Brands)		Bottle (1 Litre)	4		



30.	Mineral Water (Reputed Brands)		Bottle 500 ml)	4		
31.	Maggi Wai Wai Noodles		Packet	2		
32.	Maggi Wai Wai chowmein		Packet	2		
33.	Kaka Noodles		Packet	2		
34.	Kaka chowmein		Packet	2		
35.	Fruit Juice	Druk/Appy/ Frooti/Zimdra	Packet	2		

Note:

1. Rate shall be quoted in multiple of one Ngultrum.
2. Weightage factors given against item of menu above are based on the general consumption pattern of the items. The bids will be evaluated based on the rates quoted by the bidders multiplied by weightage factor. In case of any tie, final decision shall be taken by the Canteen Committee.

Name:
Address:
Phone No.:
Signature

