

Quotation for Catering Services

The Electricity Regulatory Authority (ERA) Secretariat would like to invite rates from the interested Hotels/Restaurant/Caterers holding Valid Trade License for providing catering services for the fiscal year 2023-2024 subject to the following instructions to bidders (ITB):

I. Instruction To Bidders:

1. The following documents to be submitted along with your bid:
 - a. Valid Trade License;
 - b. Bid Security of Ngultrum Two Thousand (Nu. 2,000) only to be submitted along with your bid in the form of Demand Draft/Cash Warrant/Bank Guarantee issued by any local banks acceptable to ERA **in favor of Chief Executive Officer, ERA;**
2. The sealed bid shall be addressed to **Chief, Administration and Accounts Division, ERA, Thimphu;**
3. The bids shall remain valid for sixty (60) days from the date of bid opening;
4. Rate shall be quoted as per the Bill of Quantity (BoQ) provided in clause II of this document;
5. Bid shall be awarded to the best evaluated bidder, total amount reached by summing up all the items in each package;
6. The bid security of the unsuccessful bidder (s) shall be returned once the bid is finalized and successful EMD shall be returned upon submission of performance security on the day of signing of contract agreement. The performance security of 10% of the estimated total bills for the year or lump-sum amount which shall be decided by ERA;
7. The rates quoted by the bidder shall remain fixed for a period of one (1) year from the date of award of contract or may continue until next fiscal year contract is completed. During this period successful bidder shall cater the same at the quoted rate;
8. No advance payment shall be made.
9. **If the service is not delivered up to the expectation of ERA in terms of quality, quantity, time and non-supply of items mentioned in the supply order, the contract shall be terminated and performance security be forfeited;**
10. The bidders shall quote against all the items reflected in BoQ;
11. The ERA shall place order to successful bidder one (1) day prior to actual catering service and you shall cater accordingly;

12. Payment shall be made within a months from the date of the receipt of the bill/invoice;
13. The original bid must be submitted to address specified in clause 2, not **later than 11:00 hours on September 12, 2023** and the bid shall be opened on the same day at **11:30 hours in the ERA conference hall in the presence of bidder's representative who choose to attend;**
14. The successful bidder shall sign contract agreement with the ERA within five (5) days from the receipt of contract award;
15. No quotation through fax /electronic is accepted;
16. The ERA reserves the rights to reject any or all offer without assigning any reasons.
17. For any clarification contact at the telephone No. 02-327317/329952 during office hours.

(Administration & Accounts Division)

II. Bill of Quantity (BoQ)**Package I.**

Menu	Rates (Nu.) per head	Remarks
Mineral Water (500ml)		
Tea/Coffee with 1 veg and non-veg each		
Rice, noodle/nun/roti, 3 non-veg, 3 veg, dal/soup salad and dessert		
Total (Nu.)		

Package II.

Menu	Rates (Nu.) per head	Remarks
Mineral Water (500ml)		
Tea/Coffee with 1 veg or non-veg		
Rice, noodle/nun/roti, 2 non-veg, 2 veg, dal/soup and salad		
Total (Nu.)		

Package III.

Menu	Rate (Nu.) per head	Remarks
Mineral Water (500ml)		
Tea/Coffee with 1 veg or non-veg		
Rice, 1 non-veg, 1 veg, dal/soup and salad		
Total (Nu.)		

Package IV.

Menu	Rate (Nu.) per head	Remarks
Suja and Desi/Shamdey		
Total (Nu.)		

III. Contract Agreement

ERA/ADM/TENDER/2023-24/

Date:

Contract Agreement

THIS CONTRACT was made on the _____ day of _____ 2023, between Bhutan Electricity Authority, Thimphu (hereinafter "the Purchaser") of the one part and _____ (Name of the firm) (hereinafter "the supplier") of the other part.

WHEREAS the Purchaser is desirous that certain goods be provided by the Supplier, viz., (catering services for the fiscal year 2023-2024) (*hereinafter "the Goods") and has accepted a Bid by the Supplier for the provision of those Goods in the sum of (Ngultrum _____) only (hereinafter "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the terms and conditions referred to.
 - (a) Notification of Award/Contract Award;
 - (b) This Contract Agreement;
 - (d) The Bid Document/Instruction to Bidder submitted by bidder.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws on the day, month and year indicated above.

For and on behalf of the purchaser

Signature of Purchaser

In the presence of _____

For and on behalf of the supplier

Signature of Supplier

In the presence of _____