

Standard Bidding Document for FITI Catering Services,
Cafeteria, and Management of Dining Hall.

FY 2025-2026



Procuring Agency:

Financial Institutions Training Institute Ltd

Ref: IFQ No: 20/Quotation/FITI/2025/185

26 April 2025

Notice Inviting Tender (NIT)

Financial Institution Training Institute (FITI) invites sealed bids from eligible and qualified National Bidders for the following tender:

1. Catering Services, Cafeteria & Management of Dining Hall at FITI.

This bid is for bidders interested in providing catering services and having a trade license. The bid must be delivered to the address mentioned in the bidding documents.



**Terms and Conditions for Catering Services and Cafeteria and Dining Hall Management
at the Financial Institutions Training Institute Ltd. (FITI)**

1. FITI is pleased to invite for catering services and cafeteria, and dining hall management in the Institute building.
2. The Bidder (s) shall submit one original of the priced quotation with a form of Bid and marked ORIGINAL. In addition, the bidder (s) should also submit one copy marked as COPY. The quotation, including all documents in the attached format, should be sealed in an envelope and addressed to and delivered at the following address:

Head, Hr., & Admin
Financial Institutions Training Institute Ltd,
Changeney, Thimphu, Bhutan
3. FITI office now invites sealed bids from eligible bidders for the operation of catering services, and cafeteria and dining hall management at a lease rate of **Nu 15,000.00 (Fifteen Thousand)** only per month. The lease rate has been set marginally low to ensure that the quoted food rates are competitively reasonable.
4. The bid security and the performance security should be furnished in the name of the **Chief Executive Officer, FITI**, Thimphu, Bhutan.
5. All bids must be accompanied by **bid security** in the form of a demand draft for the lump sum amount of **Nu. 5,000.00 (Five Thousand)** only. This security must be delivered along with the bid at the office on or **before 11:00 a.m on 17 May 2025**, and will be opened on the same day **at 11:30 a.m.**
6. The bid security shall be valid for a minimum of ninety (90) working days. Any bid not secured with the bid security will be rejected as non-responsive. The unsuccessful bidders' bid security will be discharged/returned as promptly as possible upon finalization of the award of the

bid, but in any event not later than thirty (30) working days after the expiry of the period of bid validity prescribed by the FITI. The successful bidder's bid security will be discharged/returned upon the bidder's signing of the Agreement and furnishing of the performance security.

7. The Agreement shall be for an initial period of **one (1) year, and operation shall commence from 1 June 2025**. However, if FITI Management is not satisfied with the service provided by the awardee, the Institute may issue a written notice to terminate the Agreement at any time before the expiry of the award validity. Similarly, if the awardee is not interested in continuing to provide the service, they may issue a written notice for the termination of the Agreement. Either party wishing to issue a written notice shall provide at least **two months'** notice period.

8. The bid security may be forfeited if a bidder withdraws its bid during the period of bid validity as specified in the tender document, or in the case of a successful bidder, if the bidder fails to sign the agreement as specified in the bid document or to furnish the performance security.

9. The FITI shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

10. **Clarification of Bidding Document** - Prospective bidders requiring any further information or clarification on the bidding documents may notify the FITI office in writing at the mailing address indicated herein. The FITI office will respond in writing to any request for information or clarification of the bidding documents that it receives no later than seven (7) days before the deadline for the submission of bids as prescribed in the bid document, provided that the clarification sought is reasonable for the FITI.

11. **Amendments of Bidding Document** – At any time before the deadline for submission of bids, the FITI may, for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment will be notified in writing to all prospective bidders who have received/purchased

the bidding documents and shall be binding on them. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, the lessor may, at its discretion, extend the deadline for submission of bids. The bidders are required to acknowledge receipt of any such amendment to the bidding documents, and all such amendments shall be submitted along with the bid.

12. Documents comprising the bid- the bid prepared by the bidder shall comprise the following components. A bid form completed in accordance with the bid form and price clause; documentary evidence **(License) & Tax clearance** establishing the bidder providing the services. Bid security furnished in accordance with the requirements of the bidding document.

14. Price adjustment- No price adjustment on labor, materials, services, or any other component pertaining to the performance of the agreement shall be entertained. The rate of the item quoted by the bidder will remain fixed and valid for one year from the date of signing of the contract (item list provided in Appendices 1 & 2). The proposal for the revision of the rates/price on the items or any new item with rates/price, if any, by the awardee will be studied by the FITI Management Team at the Institute, and new rates or new items with rates will be fixed and approved. The market rates of the consumable commodities, affecting the cafeteria menu, prevailing at the time of lease agreement and at the time proposed for the revision of the rates will be studied before approval of the revised rates. The cafeteria operator, Awardee, shall not have the right to revise the rates of items that are offered in the bid without the consent/approval of the FITI Management. Accordingly, the price for the new commodity/item, which are not included in the list of the items in the BoQ/menu list at the time of bidding, will be jointly agreed and fixed by the FITI Management and the Cafeteria Management/Awardee.

15. Period of Bid Validity –Bids shall remain valid for sixty (60) days after the date of bid opening prescribed by the FITI, pursuant to the Deadline for Submission of Bids Clause. A bid valid for a shorter period may be rejected as non-responsive.

16. The Bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections.

17. The bid must be addressed to the FITI, bear the bid no. *20/Quotation/FITI/2025/* and the words **“DO NOT OPEN BEFORE 17 May 2025”**, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”. The bid(s) shall be accompanied by a forwarding letter, and the bidder’s terms and conditions if deviated from that prescribed in the bid document.

18. If the outer envelope is not sealed and marked as required by the above Para, the FITI will assume no responsibility for the Bids’ misplacement or premature opening.

20. **Opening of the Bid-** The FITI will open bids, in the presence of bidders’ representative who chooses to attend, at the Date, Time, and Location identified for the bid submission. The bidders’ representatives who are present shall sign a register evidencing their attendance. The leaser shall inform the bidders in writing if the Date, time or Location of the opening of the Bids is changed.

22. **Right to accept any bid and to reject any or all bids-** The awardee reserves the right to accept or reject any bid without assigning any reason and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for the leasers action.

23. **Award of contract-** The FITI will determine to its satisfaction whether the bidder selected as having submitted a responsive bid is qualified to satisfactorily perform the contract. The determination will take into account the bidder’s financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder’s qualification submitted by the bidder as well as such other information as the FITI deems necessary and appropriate, in

addition to the monthly rent amount and the discount rates of the items offered by the bidder in its offer.

24. **Signing of contract-** At the time of notification of award, the FITI will send the successful bidder the Agreement Form, provided in the bidding documents, incorporating all agreements between the parties. Within ten (10) days of receipt of the Agreement Form/notice of award, the successful bidder shall sign and date the contract/Agreement and return it to the FITI, which shall be kept in the custody of the Institute.

25. The Catering should be made operational from **1 June 2025**.

28. The successful bidder will be required to furnish a security deposit of a sum of **Nu 15,000.00 (Fifteen Thousand)** as performance security. The proceeds of the performance security shall be payable to the FITI as compensation for any loss resulting from the awardee's failure to perform its contract satisfactorily. The performance security shall be valid for a period not less than 12 months from the date of signing the contract.

30. The awardee shall be responsible for the payment of the **cleaning & electricity bill** of the cafeteria building and will not claim any reimbursement of the expenses on the account.

31. Minor maintenance and replacement of utilities of the cafeteria and its premises should be borne by the awardee.

37. The awardee will make sure all official serving personnel will be done in formal dress (Gho/Kira) or proper uniform as approved by the authority. During the catering service, a minimum of two helpers need to be present in every location.

38. Inspection and test – the awardee will permit the Awarder/Concerned Authority (like BAFRA) to enter the cafeteria store/kitchen at any time and check the quality of food items being served or being processed for preparation. The awardee will be required to maintain very

high level of hygiene within the cafeteria premises; failure to do so will be subject to serious action and may lead to the cancellation of the Agreement.

40. Stale food should not be served. If served and leads to sickness/illness, the operator shall be subject to BAFRA regulation.

42. **Furniture and Utensils-** The furniture will be provided during the contract signing. The awardee will have to arrange his or her own utensils and cookware required during catering.

43. The bidder may propose their terms and conditions if deviate from the terms and conditions stated herein. The bid evaluation will take into account the conditions proposed by the bidder.

45. The decision taken by the FITI management shall be final and binding at any course of time.

47. The bidders shall propose a list of items with rates in two parts: Appendix 1 & 2

48. The rates shall be inclusive of all charges and taxes.

49. Non-availability of the item in the market should be informed in advance to the FITI Management in order to avoid misunderstanding.

50. The purchaser is not bound to accept the lowest bid and reserves the right to accept rate offer without assigning any reason whatsoever.

51. Any other terms and conditions not expressly stated herein shall be deemed to have been incorporated into this Agreement.

52. The award will be made in the package.

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Appendix-1

Lunch/Dinner

1. Lunch & Dinner Executive (Menu-A)

SL. No.	Particular/Items	Amount (Per Head)	Remarks
1	2 types of Salad		
	Red Rice/White Rice		
	Nan/Rooti		
	Meat 3 items		
	Veg. 3 items		
	Dhal/Jaju		
	Desert Cake 1 item with Fresh Fruits		

2. Lunch & Dinner Executive (Menu-B)

SL. No.	Particular/Items	Amount (Per Head)	Remarks
2	Salad/Ezay		
	Red Rice/White Rice		
	Noodle/Putu		
	Meat 2 items		
	Veg. 2 items		
	Dhal/Jaju		
	Desert Cake 1 item with Fresh Fruits		

3. Normal Working Lunch & Dinner (Menu-A)

SL. No.	Particular/Items	Amount (Per Head)	Remarks
3	Salad/Ezay		
	Red Rice/Kharang		
	Meat 1 items		
	Veg. 2 items		
	Dhal/Jaju		
	Desert Assorted Fruits		

4. Normal Working Lunch & Dinner (Menu-B)

SL. No.	Particular/Items	Amount (Per Head)	Remarks
4	Salad/Ezay		
	Red Rice/Kharang		
	Meat 2 items		
	Veg. 1 items		
	Dhal/Jaju		
	Desert Assorted Fruits		

5. Sub Working Lunch & Dinner

SL. No.	Particular/Items	Amount (Per Head)	Remarks
5	Salad/Ezay		
	Rice		
	Meat 1 item		
	Veg. 1 item		
	Dhal/Jaju		

6. Suja Desi

SL. No.	Particular	Amount (Per Head)	Remarks
6	Suja with Shamdray (Mixed with egg, beef, ginger, yoesey graps)		
	Suja with Dasi		
	Suja with Shamdray (Veg)		

SUGGESTION MENU FOR VVIP (A)

SL. No.	Particular/Items	Amount (Per Head)	Remarks
5	Tea/coffee/Tsheringma Tea/Cordceps		
	Mushroom Patties		
	Apple tart		
	Marble cake		
	Spring roll veg. /Non. veg.		
	Croissant stuffed with veg-mayonnaise sauc		
	Fruit cake		
	Chicken drum stick		
	Pork wrap with cheese		
	Meat ball with crispy rice		
	Assorted fresh cut fruits		
	Note: Assorted juice per glass		

Appendix-2

TEA AND REFRESHMENTS

1. HI Tea Refreshment

SL. No.	Particular/Items	Amount (Per Head)	Remarks
1	Tea		
	Coffee (Black/Ready- Made)		
	Green Tea		
	Veg. 2 items		
	2 non.veg. items		
	2 varieties of cake		

2. Refreshment Executive A

SL. No.	Particular/Items	Amount (Per Head)	Remarks
2	Tea		Coffee as per the demand /Request of the client
	Coffee (Black/Ready Made)		
	Veg. 2 items		
	1 non. Veg. item		
	1 item Cake		



3. Refreshment Executive B

SL. No.	Particular/Items	Amount (Per Head)	Remarks
3	Tea		Coffee as per the demand/ request of the client
	Coffee (Black/Ready Made)		
	Snacks 3 items (1 non-veg.1 Veg. & 1 item Cake)		

4. Refreshment Executive

Sl. No	Particular/Items	Amount (Per Head)	Remarks
4	Tea/ Coffee (Black/Ready Made)		Coffee as per the demand/ request of the client
	2.items of Snack (1 Veg. & 1 Non. Veg.)		

5. Refreshment Normal

SL. No.	Particular/Items	Amount (Per Head)	Remarks
5	Tea/ Coffee (Black/Ready Made)		Coffee as per the demand/ request of the client
	1 item of Snack		

6. Tea/Coffee Biscuits

SL. No.	Particular/Items	Amount (Per Head)	Remarks
6	Tea & Biscuit only		

7. Plain Tea/Coffee/Black Tea/Black Coffee/Green Tea

SL. No.	Particular/Items	Amount (Per Head)	Remarks
7	Plain Tea/Coffee/Black Tea/Black Coffee/Green Tea		

8. Mineral Water:

SL. No.	Particular/Items	Amount (Per Head)	Remarks
8	Mineral water (Small)		
9	Mineral water (Big)		

