
STANDARD BIDDING DOCUMENT

Procurement of Goods

(For value up to Nu. 0.25 million)



**Royal Government of Bhutan
Ministry of Finance**

March 2011

Request for Quotation for Supply of Goods

Bidding Documents for

PROCUREMENT OF:

**SCHOOL MESS ITEMS (VEGETABLES, FRUITS, MEATS,
DAIRYPRODUCTS AND POULTRY ITEMS) FOR THE FISCAL YEAR
2019-2020.**

Procuring Agency:

**PELJORLING HIGHER SECONDARY SCHOOL. TASHICHHOLING
DRUNGKHAG, SAMTSE DZONGKHAG, BHUTAN**

Contact No: 17160886/17161280

Email address: st.peljorlinghss@education.gov.bt

Invitation forQuotation (IFQ)

Project title: Procurement of mess items (vegetables, fruits, and Dairy Products, meats and poultry items) for the fiscal year 2019-2020

Source of Funding: Royal Government of Bhutan

Contract Ref:PHSS/Missc-28/2019/0280 dated: 9/7/2019

To:
Domestic Eligible Bidders
Bhutan

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items;
 - i) Vegetable Items
 - ii) Fruit Items
 - iii) Dairy Products
 - iv) Meat and Poultry Items

NOTE: Price to be quoted in the Price Schedule form which is prepared and attached separately.

2. The bidder(s) may quote for any or all items under this invitation. Each item shall be evaluated and contract will be awarded separately to the firm(s) offering the lowest evaluated price for each item. The evaluation is **ITEM WISE**.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly 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 as required by **PRR 2019** and addressed to and delivered at the following address **[Principal, Peljorling Higher Secondary School, Tashicholing, Samtse Dzongkhag]**.

Your quotation in the required format should be addressed and submitted to:

Principal,
Peljorling Higher Secondary School
SamtseDzongkhag
Telephone: 17160886 /17161280
Email: st.peljorlinghss@education.gov.bt

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on **7th August 2019 on or before 10.00 AM (BST) at Principal's office.** All the bids will be opened on the same day at 10.30 AM in front of bidders.
5. The bid shall be accompanied by a bid security of Nu. **15,000/- [Fifteen Thousand only in lump sum]** in the form of cash warrant, demand draft or unconditional Bank Guarantee. The Bid validity period shall be **90 days** from the date of bid closing. The bid closing date is 7th August 2019. Prepare Bid Security/Security Deposit in favour of Principal, Peljorling Higher Secondary School. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax or by electronic mean **is not acceptable.**
7. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply 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 to the final place of delivery. The final place of delivery of goods is **PELJORLING HIGHER SECONDARY SCHOOL, SAMTSE, BHUTAN.**
 - b) EVALUATION OF QUOTATION: In evaluating the quotations, the procuring agency will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;
 - (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

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- (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
- (iii) If the supplier refuses to accept the correction, this quotation will be rejected and the **bid security shall be forfeited**.
- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of **ONE YEAR** from the deadline for receipt of quotation(s).
8. The **[PELJORLING HSS]** has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
9. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
11. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
12. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid security validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
13. The Supplier shall submit a performance security within fifteen working days after the notice of award but always before the signing of the contract. **The amount of Performance Security shall be ten percent (10%) of the contract amount.** Performance Security should be in a form of cash warrant, demand draft or
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unconditional Bank Guarantee. The winning bidder has to deposit PS before signing the contract agreement. The validity shall be one year.

Price schedule

Package 1 - (Vegetable Items)

SL.No	Item	Unit	Nu. in figure	Nu. In Words
1.	Potato (Red)	Per Kg		
2.	Local Potato (Red)	Per Kg		
3.	Local Saag	Per Kg		
4.	Cabbage	Per Kg		
5.	Local Cauliflower	Per Kg		
6.	Local Beans	Per Kg		
7.	Radish	Per Kg		
8.	Local Pumpkin	Per Kg		
9.	Squash	Per Kg		
10.	Bitter Gourd	Per Kg		
11.	Bottle Gourd	Per kg		
12.	Wet Mushrooms	Per Kg		
13.	Broccoli (Local)	Per kg		
14.	Pea (Motor)	Per kg		
15.	Dry Chili, (Small)	Per Kg		
16.	Dry Chili, (Big)- Local	Per Kg		
17.	Small Green Chili (Local)	Per Kg		
18.	Onion	Per Kg		
19.	Tomato	Per Kg		
20.	Carrot	Per Kg		
21.	Ginger	Per Kg		
22.	Garlic	Per Kg		
23.	Haldi	Per Kg		
24.	Sabji Masala	Per Kg		
25.	Meat Masala	Per 50 gram pkt		
26.	Garam Masala	Per Kg		
27.	Jeera Masala/Powder	Per Kg		
28.	Nutrella (Soya Bean)	Per Kg		
29.	Murai	Per Kg		
30.	Chura (bitten Rice)	Per Kg		
31.	Paneer (Not the tin one)	Per Kg		
32.	Local Green Chilli (Big)	Per Kg		
33.	Fern (Nakey)	Per Kg		
34.	Coriander leaf	Per Kg		

Total amount in words:

Package 2 - (Fruit Items)

SL#	Item	Price	Nu. in figure	Nu. In figure
1.	Mango	Per Kg		
2.	Pine apple	Per Kg		
3.	Apple	Per Kg		
4.	Banana	Per Dozen		
5.	Water Melon	Per Kg		
6.	Cucumber	Per Kg		
7.	Pear	Per Kg		

Total amount in words:

Package 3 - (Dairy Products)

SL#	Item	Price	Nu. in figure	Nu. In figure
1.	Local Cheese	Per Kg		
2.	Local Butter	Per Kg		
3.	Butter Milk	Per Ltr.		
4.	Milk	Per Ltr.		

Total amount in words:

Package 4-(Meat and Poultry Items)

SL#	Item	Price	Nu. in figure	Nu in Words
1	Pork	Per Kg		
2	Chicken	Per Kg		
3	Beef Boneless	Per Kg		
4	Beef with bone			
4	Fish	Per Kg		
6	Egg(Red) Local	Per Carton		
7	Dry Fish	Per Kg		

Total amount in words:

Documents required to be submitted as part of the Quotation

The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced schedule
- (b) A valid Trade License;
- (c) A valid Tax Clearance Certificate;
- (d) The bid security of Nu. 15,000.00

Terms and Conditions for the Supply of Goods and Payment.

The Terms and Conditions hereafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of Contract period and will be returned after the end of contract period.
2. The supply of the goods shall be completed within 7days from the date of issue of the Supply Order.
3. The payment of the Invoice shall be arranged by the procuring agency within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the supply order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. Any goods found non consumable shall be rejected at the time of receiving goods and the supplier has to deliver the same within three days at his/her own cost. Failure to do so may forfeit the PS and procure directly from the market.
6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. The procuring agency may, by written notice, terminate the supply order (or Contract if applicable) in whole or in part at any time for its convenience:
 - a. If the Supplier fails to perform any other Terms and conditions specified with the Supply Order, or exceed the maximum amount of liquidated damages.

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- b. if the Supplier fails to perform any other obligation(s) under the Supply Order, or
 - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Procuring agency specifying the nature of the default(s), or
 - d. if the Supplier, in the judgment of the Procuring agency, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Supply Order; and
8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
9. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the PS deposit.
10. The decisions of the tender committee will be final and binding.