

B I D D I N G D O C U M E N T



**Royal Government of Bhutan
Ministry of Finance**

Dzongkhag Administration

Name of the bidding document: **School Uniform for Needy Students at Darla Middle Secondary School, Chhukha for the academic 2021**

Supplier's Name:

Telephone No:

Mobile No:

Fax No:

E-mail Address:

(Signature of Supplier)



**ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
PROCUREMENT SECTION
Chhukha: Ngoedruptse**



Invitation for Quotation (IFQ)

Project title:

1. School Uniform for Needy Students

Source of funding:

Contract Ref:-

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items
 - **Supply of school uniform for 165 needy students at Darla Middle Secondary School**
2. The bidder(s) must quote for all items under this invitation. Each item shall be evaluated and the contract will be awarded to the firm offering the lowest evaluated price (sum of all the prices). Failing to quote for all items shall be treated as non-responsive.
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 shall submit a copy of bid, marked "COPY". The quotation including all documents should be sealed in an envelope as required by PRR 2015 clause 5.1.7.2. In the event of any discrepancy between original and copy, the original shall prevail. Your quotation in the required format should be addressed and submitted to:

**The,
Chairman,
School Tender Committee,**

4. The deadline for submission of your quotation(s) by the purchaser at the indicated address is **on 15th May 2021 latest by 10:00AM** and will be opened on the same day by 11:00AM in the School conference hall.
5. The bid shall be accompanied by a bid security of Nu. **10,000.00 (Nu. Ten Thousand)** in the form of cash warrant, demand draft or unconditional Bank Guarantee in favour of **Chairman School Tender committee**, which should be valid for the period of **6 month**. Any bid not accompanied by bid security shall be treated as non-responsive.
6. Quotation by fax **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. (Bhutanese currency) 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 is as per supply order.
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced 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;
 - (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.

AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the lowest sum of evaluated price. The successful bidder will sign a contract as per attached form of contract terms and conditions of supply.

VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 1 month (30 days) from the deadline for receipt of quotation(s).

Further information can be obtained from: School procurement section on any working days.

The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.

The Evaluation shall be done within 3 working days from the date of opening

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.

The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

The terms of the accepted offer shall be incorporated as follows:

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 quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License;
- (c) A valid Tax Clearance Certificate;
- (d) Technical Specification of the Goods to be supplied; and
- (e) Any other requirements specified in this document

Terms and Conditions for the Supply of Goods and Payment..

- a. The successful bidder has to deposit a sum of **Nu 10,000/- (Nu. Ten thousand)** only 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 warranty period and will be returned after the end of warranty period after adjustment of dues if any.

- b. The supply of the goods shall be completed within 20 days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- c. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
- d. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
- e. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the purchaser shall do it at the cost of the supplier.
- f. 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.
- g. The Purchaser may, by written notice, terminate the Purchase Order in part at any time for its convenience:
- h. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages
- i. If the Supplier fails to perform any other Terms and conditions specified with the supply Order or if the Supplier fails to perform any other obligation(s) under the supply Order, or
- j. If the Supplier, in the judgment of the Purchaser (School Administration), has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this supply Order

Schedule of Items and Priced Quotation (Bid Form)

Sl	Item	Description & Details(<i>minimum specifications of goods to be supplied</i>)	Unit	Unit Rate (Nu.)	Total Amount (Nu.)
1	Gho with Lagay	Terry cotton thread with plain jaa 36''	Nos.		
		Terry cotton thread with plain jaa 38''	Nos.		
		Terry cotton thread with plain jaa 40''	Nos.		
		Terry cotton thread with plain jaa 42''	Nos.		
		Terry cotton thread with plain jaa 44''	Nos.		
		Terry cotton thread with plain jaa 46''	Nos.		
2	Kira with Tego and Wongu	Terry cotton thread with plain kira, cotton tego and nylon wongu for 36''	Set		
		Terry cotton thread with plain for kira, cotton tego and nylon wongu for 38''	Set		
		Terry cotton thread for kira, cotton tego and nylon wongu for 40''	Set		
		Terry cotton thread for kira, cotton tego and nylon wongu for 42''	Set		
		Terry cotton thread for kira, cotton tego and nylon wongu for 44''	Set		
		Terry cotton thread for kira, cotton tego and nylon wongu for 46''	Set		
3	School black leather shoes with lace for boys	Number 4	Pair		
		Number 5	Pair		
		Number 6	Pair		
		Number 7	Pair		
4	School black leather shoes with buckle for girls.	Number 3	Pair		
		Number 4	Pair		
		Number 5	Pair		
		Number 6	Pair		
5	School socks for boys	Full, Black and cotton made. Medium size	Pair		
		Full, black and cotton made. Large size	Pair		
6	School socks for girls	Half, Black and cotton made. Medium size	Pair		
		Half, Black and cotton made. Large size	Pair		

Total Amount in Nu. (in words)	
Delivery period	<i>20 days from the date of issue of the Purchase order by</i>
Warranty Provided	<i>3 Months from date of supply or commissioning of the Goods.</i>

Signature of Supplier	Supplier's Official Stamp
Name of Supplier	
Date	

[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]

Technical Specification of the Goods Required

Sl	Item	Specification
1	Gho	Terry cotton thread with plain jaa
2	Kira	Terry cotton thread with plain jaa
3	Lagay	White cotton
4	Tego	Cotton tego
5	Wonju	Cotton
6	Shoe (boys)	Red bird
7	Shoe (girls)	Red bird
8	Socks	Nylon black

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

Award of Contract

1. The Purchaser will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid; per package basis is qualified to perform the Contract satisfactorily.
2. The determination will take in account the bidders financial, and manpower. It will be based upon an examination of the documentary evidence of the bidders qualification submitted by the bidder.
3. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the bidder's Bid.
4. The Purchaser will award the Contract to the Bidder whose bid has been determined to be the lowest evaluated responsive Bid.

Signature of Supplier	Supplier's Official Stamp
Name of Supplier	
Date	

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*,.....*[insert year]* 2021

BETWEEN

[Insert complete name of Purchaser],..... a*[insert description of type of legal entity, f or example, an agency of the Ministry of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”),and *[insert name of Supplier]*,..... a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).....

WHEREAS the Purchaser invited Bids for *school uniform for needy students and rendering catering services* has accepted a Bid by the Supplier for the contract of one month, May 2021.

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 Supplier’s Bid and original Price Schedules;
 - (d) The Purchaser’s Notification of Award of Contract;
 - (e) The form of Performance Security (**Nu.20,000/-**);
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: *[insert signature]*in the capacity of *[insert title or other appropriate designation]*

In the presence of *[insert signature]*

[insert identification of official witness]

For and on behalf of the Supplier

Signature:
.....

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[Insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding*[insert amount(s)]¹in figures and words* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed*[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Supplier]

Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid submission]*
IFB No. and title: *[insert number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete nameand address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No.*[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of..... *[insert amount(s)]*
.....*in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier in its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date³]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signature of authorized representative(s) of the bank]
