

Kabesa Central School, Punakha

STANDARD BIDDING DOCUMENTS

[Bidding Documents for the **Supply of Mess Items**]



Procuring Agency [**Kabesa Central School, Punakha**]

NB: This Document has been prepared by Kabesa Central School to be used for the Procurement of Vegetables, fruits and meats (financial year 2019-2020) for students' mess through National Competition.

It has been prepared based on the SBD prepared by the Ministry of Finance as per the Procurement Rules and Regulations for procuring goods.

For further clarifications, if any, the bidder may contact: **Kabesa Central School, Punakha at 17509412.**

Notice to the Bidders:

1. *The last date to receive bidding document is on Thursday 1th August 2019 and will be opened at 3:00 PM on the same day.*
2. *The quotation including all documents as reflected in the list should be sealed in an envelope as required by PRR clause 5.1.7.2 and deliver it at the following Address.(Principal, Kabesa central school; Punakha).*
3. *Bidders failing to submit complete documents would result in rejection*
4. *Quotation sent through fax and other electronic means will not be entertained.*
5. *There should not be any over writing particularly your rate against the items listed*

Terms and conditions:

1. *The Tender is open to all business license holders actively carrying business as per the business norms of the country.*
2. *The quotation should be valid for one financial year(2019-2020)*
3. *The purchaser is not bound to accept the lowest bid without adhering to tender norms. Purchaser will also not reserve the right to reject any or all the bids without any reasons*
4. *The bidder(s) may quote prices for any package or the entire package under this invitation. Each item in the package shall be evaluated and awarded the contract separately to the firm(s) offering the lowest evaluated price for each package.*
5. *The contract will be awarded to the lowest bidders as per the financial norms*
6. *The bid will be rejected right away in the event bidder failed to reflect the price against any of the listed item or in the existence of over writing.*
7. *The school will place supply order as per the requirement and deliveries should be made on weekly basis.*
8. *The supply should be done strictly based on supply order.*
9. *Any items found damaged during transportation will not be accepted and supplier must replace damaged items immediately otherwise the cost of such items shall be deducted from the bill amount.*
10. *The school reserves the right to buy SAP and local produce at the rate less or equal to lowest quoted rate to provide organic vegetable.*
11. *The local cheese and butter would be purchased from sale point of cooperative farmers' group of the Gewog.*
12. *The purchaser may procure any of the items from the open market and meet the price differences through his/her performance security in case the supplier fails to supply the goods within the stipulated time and realize the difference amount between the quoted price and market price from the security deposit.*
13. *The valid bidder will be notified of the award of the contract by the school prior to expiry of quotation validity period. The terms of accepted offer shall incorporate in the supply order.*
14. *The winning bidder must submit 10% performance security within 15 working days after the notice of award and sign the agreement before supply begins.*

15. *The Supplier shall be required to submit **Nu.10, 000.00/-** in the form of demand draft as EMD along with filled tender documents.*
16. *The payment of the invoice shall be arranged by the purchaser within 30 days upon the submission of original invoice and TPN number against the actual supplied quantities of goods as listed in supply order.*
17. *The unloading charge @ Nu 200 per Bolero, Nu 500 per DCM and Nu 800 per Truck will be paid by the supplier at the end of every month.*
18. *No advance payment will be made at any cost.*
19. *Failing to agree/adhere to the terms and conditions, the contract will be awarded to the next lowest bidder.*
20. *Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.*
21. *Information on technical specifications are attached.*
22. *Contract shall be awarded package wise depending upon the situation and nature of the contract by the committee.*
23. *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 is at **(school Kitchen i.e Kabesa Central School, Punakha)**.*
24. *The decision made by the tender committee shall be final and binding.*
25. *The winning bidder must accept any change happening due to change in government policy.*

PACKAGE A : (VEGETABLE, GROCERY AND FRUITS).

SL NO	ITEMS	UNITS	RATE	REMARKS
1	POTATOES	KG		
2	ONION	KG		
3	TOMATOES	KG		
4	PUMPKIN	KG		
5	EGG PLANT	KG		
6	LOWKA	KG		
7	GREEN CHILLI(BHUTANESE)	KG		
8	RADDISH	KG		
9	CARROT	KG		
10	BEANS	KG		
11	CAULIFLOWER	KG		
12	SAG	KG		
13	SQUASH	KG		
14	VENDI	KG		
15	CABBAGE	KG		
16	BROCCOLI	KG		
17	GINGER	KG		
18	GARLIC	KG		
19	CUCUMBER	KG		
20	BANANA (JAZI GHEW KOLA)	DORZEN		
21	BANANA (LOCAL ZHAPARI)	DORZEN		
22	APPLE	KG		
23	MANGO	KG		
24	PEARS	KG		
25	WATER MELLON	KG		
26	SOYA CHUNK	kg		
27	SABJI MASALA(50g)	pkt		
28	ZEERA POWDER(100g)	pkt		
29	MEAT MASALA(50g)	pkt		
30	BHUTANESE TEA(500 gm)	pkt		
31	MIXED MASALA	100gm		
32	EGG	Per/carton		

Total Amount (In words)

PACKAGE B: (Meat Items).

SL NO	ITEMS	SPECIFICATION	UNIT	RATE
1	CHICKEN	LOCAL	KG	
2	CHICKEN	FROZEN	KG	
3	BEEF	WITH BONE	KG	
4	BEEF	BONELESS	KG	
5	PORK	LOCAL	KG	
6	PORK	IMPORTED	KG	
7	FISH	RHUI	KG	
8	FISH	PUNKSH	KG	

Total Amount (In words).....

Technical Specification of the Goods Required		
Sl.No	Item	Specification
1	Potato	Local during season time (September to December)
2	Onion	Indian
3	Tomatoes	Indian
4	Pumpkin	Local during season and Indian during off season
5	Egg Plant	Local during season and Indian during off season
6	Lowka	Indian
7	GreenChilli	Bhutanese Chilli
8	Raddish	Local during season and Indian during off season
9	Carrot	Local during season and Indian during off season
10	Beans	Local during season and Indian during off season
11	Cauliflower	Local during season and Indian during off season
12	Sag	Local during season and Indian during off season
13	Squash	Local during season and Indian during off season
14	Vendi	Indian
15	Cabbage	Local during season and Indian during off season
16	Dry chilli	Indian chilli big
17	Ginger	Local during season and Indian during off season
18	Garlic	Local during season and Indian during off season
19	Cucumber	Local during season and Indian during off season
20	Banana (jazighew kola)	Local during season and Indian during off season
21	Banana (local zhapari	Local during season and Indian during off season

22	Apple	Local during season and Indian during off season
23	Mango	Local during season and Indian during off season
24	Pears	Local during season and Indian during off season
25	Water mellon	Local during season and Indian during off season
26	Gava	Local during season and Indian during off season
27	Orange	Local during season and Indian during off season
28	Coriander	Local during season and Indian during off season
29	Broccoli	Local during season and Indian during off season

Documents to be submitted:

The duly completed and signed priced quotation as per the schedule of items

1. *Copy of the recently renewed valid trade license*
2. *Copy of valid Tax Clearance Certificate*
3. *Photocopy of the CID of bidder*
4. *Demand Draft amounting to Nu 10,000(Ten Thousand) as bid security in favor of Principal, Kabesa Central School, Punakha.*

Submitted By:

Name of Bidder:.....

CID No:.....

License No:.....

Place of operating Business:.....

Signature & date
with legal Stamp:

Contact No:.....

Contract Agreement.

THIS CONTRACT AGREEMENT made the [insert number]..... day of [insert month],..... [Insert year], BETWEEN

(1) [Insert complete name of Purchaser],..... a [insert description of type of legal entity, for example, an agency of the Ministry of 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

(2) [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”).....

WHERE AS the Purchaser invited Bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency/ies] (Hereinafter called “the Contract Price”).....

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 (10% of the contract amount).
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.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the

Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

Signed: [insert signature of authorized representative(s) of the Supplier]

In the capacity of [insert title or other appropriate designation].....

In the presence of [insert signature].....

[Insert identification of official witness].....

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) in 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],⁴ 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 name and 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 date5]. 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]