

**STANDARD BIDDING DOCUMENT**  
**Procurement of Goods**  
**(Limited Tender)**



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁབ་ལྷན་ཁག།  
Royal Government of Bhutan  
Ministry of Education

**GOMDAR CENTRAL SCHOOL**  
**SAMDRUPJONGKHAR DZONGKHAG**

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<b>Name of Work</b>	:	<b>Supply and installation of networking equipment food buffet and drum sets</b>
<b>Period of Completion/Delivery</b>	:	<b>15 days from the date of issuing supply order.</b>
<b>Procurement/Bid Reference No</b>	:	<b>GCS42/2018/ 7217 dated June 30<sup>th</sup> 2018</b>
<b>Method of Procurement</b>	:	<b>Limited Inquiry (10 days)</b>
<b>Concerned Division</b>	:	<b>Gomdar Central School, Samdrupjongkhar</b>
<b>Bidder's Name &amp; Address</b>	:	

## Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Public Procurement Policy Division  
Ministry of Finance  
Royal Government of Bhutan  
[pppd@mof.gov.bt](mailto:pppd@mof.gov.bt)  
Telephone no. 00975 2 336962, fax no. 336961

## INVITATION FOR QUOTATION (IFQ)

Project title: **Supply and installation of networking equipment for Gomdar Central School, Samdrupjongkhar**

**i. Supply and installation of networking equipment and supply of food buffet and drum sets for Gomdar Central School, Samdrup Jongkhar**  
***[Information on technical specifications and required quantities are attached]***

2. The bidder(s) must quote for all or any items under this invitation. Price quotations will be evaluated for all or any items and contract will be awarded to the firm (s) offering the lowest evaluated total cost under this invitation.
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 2009 clause 5.1.7.2 and addressed to and delivered at the following address:

**The Principal  
Gomdar Central School,  
Samdrupjongkhar Dzongkhag**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated Address is: **10<sup>th</sup> June 2018, at 9:00 AM BST. No bids will be accepted after 9:00AM.**
5. The bid shall be accompanied by a bid security with the lump sum amount of **Nu.10,000/-** in the form of cash warrant, demand draft or unconditional Bank Guarantee which should normally be valid **60 days** beyond the bid validity. **Any bid not accompanied by Bid Security including validity shall be treated as non-responsive to Invitation for Quotation.**
6. Quotation by fax or by electronic means 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 the goods is to **Gomdar Central School, Samdrupjongkhar.**

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 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;

(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 **60 days** from the deadline for receipt of quotation(s).

8. Further information can be obtained from: **Procurement Officer, Gomdar Central School @ 17703128 during office hours.**

9. The **Gomdar Central School** 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.
10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent **(15%)** of the purchase order.
11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
12. 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.
13. 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 in the supply order (sample form attached).
14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
15. The payment shall be made to the supplier by the **Accounts Section, Gomdar Central School, Samdrupjongkhar**, upon the verification of the challans and the bills by the concerned officials within **ten (10) days** after the delivery of goods.
16. The **ten (10) percent** performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any.

**Schedule of Items and Priced Quotation (Bid Form)**  
*[Describe below the items, unit and quantity of the goods required].*

SI	Item	Description & Details ( <i>minimum specifications of goods to be supplied</i> )	Qty	Unit Rate (Nu.)	Total Amount (Nu.)
<b><i>Refer Separate Attachments</i></b>					
<b>Grand Total for Supply of Goods (in Figure)</b>					
<b>Total Amount (in Words)</b>					

Total Amount in Nu. (in words)	
Delivery period	<i>15 days after the issue of the Work Order</i>
<b>Delivery Period offered by Bidders</b>	<b><i>.....days after the issue of Work Order</i></b>
Warranty Provided	<i>180 days from date of supply or commissioning of the Goods.</i>

Signature of Supplier

Supplier's Official Stamp

Name of Supplier

Date

**Note: All supplies must be of genuine quality.** The Supplier may attach copies of relevant brochures/catalogue with your technical specifications for the goods to be supplied, which shall give sufficient information to carry out effective evaluation.

## **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:

### **I. Qualification Documents:**

- (a) A valid Trade License.
- (b) A valid Tax Clearance Certificate issued by RRCO
- (c) The required Bid Security/EMD
- (d) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process

### **II. Other requirements to be furnished and filled along with the Qualification Documents:**

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) The Supplier may attach copies of relevant brochures/catalogue/equivalent technical specifications for the goods to be supplied, which will give sufficient information to carry out effective evaluation.
- (c) Any other requirements specified in this document

***Your bid will be considered as non-compliance to the instructions of bidding documents, if failing to provide the above mentioned as a part of quotation. Moreover, your bid will be rejected without seeking further information***

## **Terms and Conditions for the Supply of Goods and Payment**

The Terms and Conditions hereinafter 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 warranty period and will be returned after the end of warranty period.
2. The supply of the goods shall be completed within **15 days** from the date of issue of the Purchase Order.
3. 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.
4. ***The quoted price shall include all taxes, duties; insurance and any other costs involved till final place of destination and nothing extra shall be paid.***
5. 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.
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 Purchaser may, by written notice, terminate the Purchase 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 Purchase Order, or exceeds the maximum amount of liquidated damages.
  - b. if the Supplier fails to perform any other obligation(s) under the Purchase 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 Purchaser specifying the nature of the default(s), or
  - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase 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 release the difference amount between the quoted price & market price from the security deposit.