
STANDARD BIDDING DOCUMENT

Procurement of Goods



Royal Government of Bhutan

Dewathang Military Hospital, Samdrup Jongkhar.

MINISTRY OF HEALTH

Name of Work	:	Procurement of Mess Items for the Dewathang Military Hospital, (2021-2022FY)
Period of Completion/Delivery	:	2021-2022FY, based on the supply order.
Procurement/Bid Reference No	:	DMH/ADM/TENDER DOC/2020-2021/684 dated 10th May, 2021.
Date of Issue	:	11th June, 2020 (BBS TV)
Method of Procurement	:	Frame Work Contract(Annual Quotation)
Concerned Division/ Department	:	Dewathang Military Hospital, Samdrup Jongkhar, Ministry of Health.
Bidder's Name & Address	:	

Procurement Section
Dewathang, Hospital.

Document downloads period w.e.f.: 11th May, 2021- 11th June, 2021

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
Telephone no. 00975 2 336962, fax no. 336961

Invitation for Quotation (IFQ)

Request for Quotation

For

Procurement of Mess Items for the Dewathang Military Hospital, (2021-2022FY)

Invitation for Quotation (IFQ)

INVITATION FOR QUOTATION (IFQ)

Project title: **Procurement of Mess Items for the Dewathang Hospital,
(2021-2022FY)**

To:

All Interested & Eligible National Bidders/Firms having valid relevant License

Dear Sir/Madam,

1. You are invited to submit your priced bid for the following ;

Procurement of Mess Items for the Dewathang Hospital, (2021-2022FY) [Information on specifications and required quantities are attached separately]

2. The bidder(s) must quote for all items under this invitation. Price quotations will be evaluated for all the items together and contract will be awarded to the firm (s) offering the lowest evaluated total cost of all the items 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:

**Chief Medical Officer
Dewathang Military Hospital
Samdrup Jongkhar, Bhutan**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is: **11th June, 2021 at 10 AM BST. No bids will be accepted after 10:00AM.**
5. The bid shall be accompanied by a Bid Security with the lump sum amount of **Nu.20,000/- (Twenty Thousand)only** in the form of cash warrant, demand draft or unconditional Bank Guarantee which should normally be valid **28 days** beyond the bid validity in favour of **Chief Medical Officer, Dewathang Hospital, Samdrup Jongkhar.** **Any bid not accompanied by Bid Security including validity shall be treated as non responsive to Invitation for Quotation.**

6. 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/ services are to the **Dewathang Military Hospital, Samdrup Jongkhar, Bhutan.**

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.

(iv) If the lowest evaluated bid price and the samples produced are found to same, the purchaser shall intimate the bidders and coordinate a Lucky Draw method for the final selection of the bidder.

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).

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7. Further information can be obtained from: *Administrative Section, Dewathang Military Hospital, Samdrup Jongkhar, Bhutan.*
 8. The **Ministry of Health** has a budget allocation for the purchase of patient diet 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 Bid Opening. **The Bids shall be opened on the same day (11th June, 2021) at 10:30AM in the ADM Office.**
 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 quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 13. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 14. The payment shall be made to the supplier by the **Finance Section, Dewathang Military Hospital, Samdrup Jongkhar**, upon the verification of the challans and the bills by the concerned officials within **thirty (30) days** after the delivery of goods.
 15. The Supplier shall be required to submit a lump sum performance security of Nu. 50,000/- 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 30 days after the end of the contract period. The Performance Security Deposit should be in favour of **Chief Medical Officer, Dewathang Military Hospital, MoH.**

Note: For clarification, please contact the Administration Section, Dewathang Military Hospital, Samdrup Jongkhar, at telephone number **07260109 during the office hours.**

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

Sl	Item	Unit	Rate per Unit (Nu.)
1. Package A: General & Grocery items.			
1	Rice (Ranjit)	Kg	
2	Refined oil (5 litter jar)	Ltr	
3	Musiri Dal	Kg	
4	Sugar	Kg	
5	Everyday milk powder	Kg	
6	Chana	Kg	
7	Tea leaf (Tata)	Kg	
8	Salt	Kg	
9	Amul Cheese	Kg	
10	Goo Cheese	Kg	
11	Local Cheese	Kg	
12	Amul butter	Kg	
13	Local butter	Kg	
14	Local milk	Ltr	
15	Nutala	Kg	
16	Bread(ordinary)	Bundle	
17	Orange juice	Ltr	
18	Lemon juice	Ltr	
19	Pinapple juice	Ltr	
20	Go milk	Ltr	
18	Paneer (big)	Can	
19	Mangino(300ml)	Bottle	
	Fruit	case	
20	Horlicks Adult(500gm)	Bottle	
21	Horlicks junior(500gm)	Bottle	
22	Ata(flour)	Kg	
23	Maida(flour)	Kg	
24	Liquid Petroleum Gas (LPG)	Number	
25	Soybean sauce	L	

Total Amount: (Nu)			
2. Package B: Spices items.			
1	Haldi (100gm)	Pkt	
2	Vegetable masala (100gm)	Pkt	
3	Meat Masala(100gm)	Pkt	
	Chicken Masala (100gm)	pkt	
4	Chili powder(100gm) local	Pkt	
	Chili powder(100gm) indian	Pkt	
5	Garlic local	Kg	
	Garlic indians	Kg	
6	Ginger	Kg	
7	Coriander	Bundle	
8	Green leak (Spring onion)	Bundle	
9	Papad (200gm)	Pkt	
Total Amount: (Nu)			
3. Package C: Meat items.			
1	Pork local	Kg	
	Pork Indian		
2	Beef local	Kg	
	Beef Indian		
3	Chicken local	Kg	
	Chicken Indian		
4	Wet Fish local	Kg	
	Wet Fish Indian		
5	Egg	Tray	
6	Dry fish	Kg	
	Tin fish	can	
Total Amount: (Nu)			
4. Package D: Fruits.			
1	Pear local	Kg	
	Pear Indian		

2	Apple local	Kg	
	Apple Indian		
3	Orange local	Kg	
	Orange Indian		
4	Water melon local	Kg	
	Water melon Indian		
5	Cucumber local	Kg	
	Cucumber Indian		
6	Pineapple local	Kg	
	Pineapple Indian		
7	Plum local	Kg	
	Plum Indian		
8	Peach local	Kg	
	Peach Indian		
9	Banana local	Dozen	
	Banana Indian		
10	Jack fruit local	Kg	
	Jack fruit Indian		
11	Papaya local	Kg	
	Papaya Indian		
12	Mango local	Kg	
	Mango Indian		
13	Litchi local	Bundle	
	Litchi Indian		
Total Amount: (Nu)			
Package E: Vegetables.			
1	Potato (Indian)	Kg	
2	Potato (local)	Kg	
3	Cauliflower (Indian)	Kg	
4	Cauliflower (local)	Kg	
5	Broccoli (Indian)	Kg	
6	Broccoli (local)	Kg	
7	Green chili (local)	Kg	

8	Dry chili (Indian)	Kg	
9	Dry chili (local)	Kg	
10	Cabbage Indian	Kg	
11	Cabbage (local)	kg	
12	Brinjal (Eggplant)	Kg	
13	Onion	Kg	
14	Tomato	Kg	
15	Bean	Kg	
16	Bitter gourd	Kg	
17	Radish	Kg	
18	Carrot	Kg	
19	Pumpkin	Kg	
20	Squash	Kg	
21	Okra	Kg	
22	Spinach	Bundle	
23	Bottle Gourd	Kg	
24	Pea	Kg	
25	Asparagus	Bundle	
Total Amount: (Nu)			
Package F: Dish Washer.			
1	Exo soap	Pcs	
2	Lifebuooy soap (small)	Pcs	
3	Steel wool	Pcs	
4	Match box	Packet (gum)	
Total Amount: (Nu)			

Delivery period	<i>Within 2021 - 2022FY based on the requirement and supply order.</i>
Delivery Period offered by Bidders	<i>As per the supply order</i>

Signature with date of Supplier	Supplier's Official Stamp
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Name of Supplier	
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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) Dully filled and signed Bidder Information Form & Bid Submission Sheet as attached
- (c) Relevant brochures/catalogues in compliance to the purchaser's specifications
- (d) 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 lump sum performance security of Nu. 50,000/- 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 30 days after the end of the contract period. The Performance Security Deposit should be in favour of Chief Medical Officer, DMH, MoH.
2. The services shall be undertaken as per the issue of the supply Order.

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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 contractor (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/ Work Order, or exceeds the maximum amount of liquidated damages.
 - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order/work order, or
 - c. if the Supplier does not take any remedial action immediately after the issue of work order.
 - d. if the contractor, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks as per the work order.
 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 security deposit.
 10. All the products to be supplied have to be fresh and valid as per the expiry date. No goods will be accepted if found invalid in terms of expiry dates. The supplier will have to replace it immediately.
 11. Repetition of such conducts by the supplier(s) shall be considered non compliance to our terms of contract and will be terminated from the contract period without seeking further clarification.
 12. The termination of contract will lead to the forfeiture of your Bid Security and the purchaser reserves the right to procure the items from the open Market till a new quotation is called.
 13. The bidders are requested to quote the rates for all the items in a particular package. Failing to do so for any of single item in a particular package will lead to disqualification of your bid in the whole package.
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Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

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

Bid No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name:
2. In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information: Name: Address: Telephone/Fax numbers: E-mail Address:
7. Attached are copies of the following original documents: <i>[check the box(es) of the attached original documents]. Other documents should be submitted as per the requirement asked in Bid Data Sheet.</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1 above, in accordance with ITB Sub-Clause 3.1. <input type="checkbox"/> In the case of a JV/C/A, letter of intent to form the JV/C/A, or the JV/C/A agreement, in accordance with ITB Sub-Clause 22.1 (c) (v). <input type="checkbox"/> In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3. <input type="checkbox"/> Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder. <input type="checkbox"/> Valid Trade License <input type="checkbox"/> Valid Tax Clearance Certificate <input type="checkbox"/> Company profile

Bid Submission Sheet

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date of Bid submission]*

Invitation for Bid No.: *[insert number of IFB]*

Alternative No.: *[insert number, if this Bid is for an alternative]*

To:

**Chief Medical Officer
Dewathang Military Hospital
Samdrup Jongkhar,
Bhutan**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.:
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Supply the following Goods and Related Services:
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:
- (d) The discounts offered and the methodology for their application are: **Not Applicable**

Discounts: If our Bid is accepted, the following discounts shall apply:

[Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]

Methodology of Application of the Discounts: The discounts shall be applied using the following methodology:

[Specify in detail the methodology that shall be used to apply the discounts];
.....
.....

- (e) Our Bid shall be valid for a period of **days** from the date fixed for the Bid submission deadline in accordance with Clause 7, Sub-Clause (d), and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 16, of the Invitation for Quotation (IFQ).

(l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.

Signed: **[Insert signature of person whose name and capacity are shown]**

In the capacity of **[Insert legal capacity of person signing the Bid Submission Sheet]**

Name: **[Insert complete name of person signing the Bid Submission Sheet]**

Duly authorized to sign the bid for and on behalf of: **[Insert complete name of Bidder]**

Dated on _____ day of _____ **[insert date of signing]**

Invitation for Quotation (IFQ)