



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམས་
ཚོང་རིག་མཐོ་རིམ་སློབ་ཁྲིམས་
དགེ་འདུ་རྒྱལ་ཚོང་ཁག་



Royal University of Bhutan
Gedu College of Business Studies
Gedu: Chukha: Dzongkhag



STANDARD BIDDING DOCUMENT

Project Title: Supply of Meat/Fish/Egg Items



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སྐོབ་མཉེ། དགོ་འདུ་
ཚོང་རིག་མཐོ་རིམ་སྐོབ་ལྷན།
དགོ་འདུ་རྒྱལ་ཚོང་ཁག།



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GEDU COLLEGE OF BUSINESS STUDIES

ROYAL UNIVERSITY OF BHUTAN

Name of Business :

License No :

Contact No :

Email Address :



འབྲུག་རྒྱལ་འཛིན་གཞུང་ལག་སྐོབ་ཐོག་
ཚོང་རིག་མཐོ་རིམ་སློབ་ཁྲིམས་
དགེ་འདུ་རྒྱུ་ཁྲོའི་ལག་



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INVITATION FOR QUOTATION (IFQ)

1. The Gedu College of Business Studies, Chukha invites quotations from the eligible bidders for **“Supply of Meat/Fish/Egg Items”**.
2. Bids must be delivered to Administrative Officer on or before **16/07/2021 [10:00 am]** and will be opened on the same day **16/07/2021 at 10:30 am** in presence of the bidders who wish to attend.
3. The bidder shall submit original copy of the rate quoted Form of Bid and clearly marked **ORIGINAL**
4. The quotation including all documents in the attached format should be sealed in an envelope.
5. The bidder must quote the rate for all the items in the schedule of form.
6. Your quotation in the required format should be addressed to:

The President

Gedu College of Business Studies

Royal University of Bhutan

Gedu, Chukha, Bhutan.

7. Bears the words **“Supply of Meat/Egg/Fish Items”** bears the words **“DO NOT OPEN BEFORE 10.30 am on 16th July 2021.**
8. The bid shall be accompanied by a bid security of Nu: 10,000/- (Ten Thousand) only in the form of cash warrant/demand draft in favour of President, Gedu College of Business Studies.
9. A bid not accompanied by bid security shall be treated as non responsive and rejected.
10. Quotation by fax or other electronic means are NOT acceptable.
11. The quotation should be submitted as per the instructions and in accordance with the attached contract.



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ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ།
དགེ་འདུ་རྒྱ་ཁ་རྫོང་ཁག།



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12. All rates shall be quoted in Ngultrum. The quoted rate shall be inclusive of all related costs including taxes, duties and other related costs.
13. **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the terms and conditions will be evaluated.
14. . In evaluating the quotations, the college will determine for each quotation the evaluated rate by adjusting the rates quoted 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) If the bidder refuses the correction, this quotation will be rejected and the bid security shall be forfeited.
15. **AWARD OF CONTRACT:** The award will be made to the bidder who is offering the lowest evaluated rate. The successful bidder will sign a contract as per the attached form of contract terms and conditions.
16. **VALIDITY OF CONTRACT:** The quotation shall be valid for a period of one (one) year.
17. The quotations will be opened in presence of bidders or their representatives who choose to attend on 16/07/2021 at 10.30 am in the college conference hall.
18. The college reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
19. The bidder whose bid is accepted will be notified of the award of contract by the college.
20. The bidders shall quote one rate per item only.
21. If the bidder fails to quote the rate for any of the item(s), bids shall be rejected.



འབྲུག་རྒྱལ་འཛིན་ལུགས་ལག་སྐྱོབ་མཉེ
ཚོང་རིག་མཐོ་རིམ་སྐྱོབ་གྲྭ
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| | |
|---------------------|--|
| Signature of bidder | |
| Name of bidder | |
| Date | |
| Contact No. | |
| E-mail Address | |

22. The following documents are required to be submitted along with the quotation:

- i) A duly completed and signed rate quotation as per the price schedule form.
- ii) A valid Business License
- iii) A valid Tax Clearance Certificate
- iv) The required bid security
- v) Copy of the CID card



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 དགོ་འདུ་རྒྱུ་ཁྲོད་ཁག་



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AGREEMENT

This agreement is executed between **Gedu College of Business Studies** herein referred to as Employer and Mr/Mrs.....bearing CID No:.....herein referred to as Supplier on.....2021.

Where it is agreed as follows:

- | | |
|----------------------------|--|
| 1. Name of Contract | : Supply of Meat/Egg/Fish Items |
| 2. Duration of Contract | : 1 year |
| 3. Purpose | : Student Services |
| 4. Contract Effective From | : 01-08-2021 |

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The general terms & conditions incorporated is an integral part of the contract agreement.
2. The contract shall be awarded for a period of one (1) year.
3. The successful bidder shall deposit a sum of Nu: 30,000/- only as performance security.
4. The college shall refund the security deposit after the expiry of the contract term.
5. The college shall have the right to terminate the contract agreement in case of violation of the terms & conditions.
6. The rates quoted shall be valid till the contract period.



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IN WITNESS WHEREOF THE parties hereby rest their hands for the days and years of contract mentioned above:

(SIGNED BY)

For and on behalf of the Employer :

In the presence of :

For and on behalf of the Contractor :

In presence of :



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམས་
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Declaration

I, _____ bearing CID No: _____
authorized signatory of the Supplier/Contractor mentioned above is competent to sign this
declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them.
2. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
3. I have not been black listed by any employers in the past.

Date : _____ Signature of authorized person: _____ (affix legal stamp)

Place: _____

Full Name: _____



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ཚོང་རིག་མཐོ་རིམ་སྐོབ་གྲུ།
དགེ་འདུ་རྒྱ་ཁ་རྫོང་ཁག།



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General Terms & Conditions of the Contract:

1. The party intending to terminate the contract before expiry of the term shall notify before one month.
2. The members of the College Mess Management Committee shall have the authority to inspect the items from time to time.
3. The items must be delivered within three days from the date of supply order to the student mess (boys & girls).
4. The contractor shall abide by all college rules & regulations.



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Price Schedule Form

Title: Supply of Meat/Egg/Fish Items

| Sl.No | Items | Unit | Rate |
|-------|----------------|-------------|------|
| 1 | Pork | Per Kg | |
| 2 | Beef | Per Kg | |
| 3 | Chicken | Per Kg | |
| 4 | Shikam (dry) | Per Kg | |
| 5 | Shakam (dry) | Per Kg | |
| 6 | Wet Fish | Per Kg | |
| 7 | Dry Fish (big) | Per Kg | |
| 8 | Egg | Per cartoon | |
| 9 | TOTAL | | |

Signature of Supplier: _____

Name of Supplier: _____