



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམས་  
ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ།  
དགེ་འདུ་རྒྱ་ཁ་རྫོང་ཁག།



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



# STANDARD BIDDING DOCUMENT

**Project Title: Supply of Grocery Items**



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



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



## **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་གྲྭ།  
དགེ་འདུ་ལྷན་རྒྱུ་རྒྱུ་རྒྱུ་



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



## INVITATION FOR QUOTATION (IFQ)

1. The Gedu College of Business Studies, Chukha invites quotations from the eligible bidders for **“Supply of Grocery 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 Groceries”** 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.



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམས་  
ཚོང་རིག་མཐོ་རིམ་སློབ་ཁྲུང་།  
དགེ་འདུ་རྒྱལ་ཚོང་ལག་



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



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 (1) 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 for all the items listed.
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་མཉམས་སྲུང་གི་  
ཚོང་རིག་མཐོ་རིམ་སྐྱོབ་གྲྭ།  
དགེ་འདུ་རྒྱ་ཁ་རྫོང་ཁག།



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



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.
- ii) A valid Business License
- iii) A valid Tax Clearance Certificate
- iv) The required bid security
- v) Copy of the CID card



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



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



## 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 Grocery 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 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.



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སྐོབ་མེ། དགོ་འདུ་  
 ཚོང་རིག་མཐོ་རིམ་སྐོབ་ལ།  
 དགོ་འདུ་རྒྱ་ཁ་རྫོང་ཁག།



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



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



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



## 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: \_\_\_\_\_





འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སྐོབ་མཉམས་  
ཚོང་རིག་མཐོ་རིམ་སྐོབ་གྲྭ།  
དགེ་འདུ་རྒྱ་ཁ་རྫོང་ཁག།



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



## **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.



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམས་  
ཚོང་རྒྱུ་མཚོ་རིམ་སློབ་ལྟེ་  
དགོ་འདུ་རྒྱུ་རྫོང་ཁག་



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



Sl.No	Items	Unit	Rate
1	Rice -25 kg (SK Gold)	Per bag	
2	Rice-25 kg (Basmati)	Per bag	
3	Moosori Dal	Per Kg	
4	Chana Dal	Per Kg	
5	Refined Oil	5 litre jar	
6	Milk Powder/Everyday	Per Kg	
7	Cheese(Amul/Britannia)	Per Pkt	
8	Chana	Per Kg	
9	Salt	Per Kg	
10	Sugar	Per Kg	
11	Tea leaf (Loose)	Per Kg	
12	Tea leaf ( Red Label)	Per pkt(half Kg)	
13	Amul Butter	Per Pkt (500gms)	
14	Surf	Per Pkt ( 1 Kg)	
15	Exo soap	Per Pkt	
16	Steel Scrub	Per roll	
17	Suja Pati	Per Kg(loose)	
18	Fins	Per pkt	
19	Soya chunk	Per Kg	
20	Chilli Sauce	Per bottle (1 litre)	



འབྲུག་རྒྱལ་འཛིན་གཞུང་ལག་ཁྲིམས་ལྷན་ཁག་གི་  
ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ།  
དགེ་འདུ་རྒྱུ་ལྗོངས་ལག་



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



21	Soya Sauce	Per bottle (1 litre)	
22	Bara Masala	Per Kg (loose)	
23	Haldi	Per Kg (loose)	
24	Gerra Gota	Per Kg	
25	Sabji Masala	Per Pkt (250 gms)	
26	Green Powder	Per Pkt (250 gms)	
27	Chicken Masala	Per Pkt (250 gms)	
28	Meat Masala	Per Pkt (250 gms)	
<b>29</b>	<b>TOTAL</b>		

**Signature of Bidder**\_\_\_\_\_

**Name of Bidder:**\_\_\_\_\_