



WCS/ADM-5/2023-2024/

INVITATION FOR LIMITED TENDER ENQUIRY

Project title: Supply of Grocery items for School Mess – 2024-2025 academic year.

Dear Sir/Madam,

1. Sealed quotation is hereby invited for the following as per the terms and conditions specified below:
 - a. Supply of Grocery items for School Mess – 2024-2025 academic year.
2. The quotation must be submitted on or before June 19, 2024 in a sealed envelope marked as Quotation for “Mess Supply for the academic year 2024-2025.” The opening of the bids shall be done on the same day at 10:00 am.
3. The bidder(s) must quote for all items under this invitation. Price quotations will be evaluated for all items together and contract will be awarded to the firm (s) offering the lowest evaluated total cost under this invitation.
4. The bidder(s) shall submit original copy of the priced quotation with the Form of Bid and clearly marked ORIGINAL. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2019 clause 5.1.7.2, and addressed to and delivered at the following address:

**Principal,
Wangbama Central School,
Geney Gewog,
Thimphu, Bhutan.**
5. The bidder is required to submit a lump sum earnest money deposit (EMD) of Nu. 10,000/- in the form of a cash warrant, demand draft, or unconditional Bank Guarantee. Bids submitted without the EMD or with an invalid EMD will be considered non-responsive to the Invitation for Quotation and will be rejected without the need for further explanation.
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 until the end of the contract period.
 - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive 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 EMD 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). However, the rates of the items/menus will be valid only for the period of one contract duration (w.e.f. July 2024- June 30, 2025).
8. The quotation(s) will be opened in the presence of the school mess committee.
9. 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.



10. 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).
11. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

Supply and Price schedule (bid form)

Bidders have to fill up the menu forms in original provided by the school without using extra forms or sheets.

Supply Schedule	Unit	Rate	Remarks
Soya Bean Sauce	1litre		
Soya Chunk (Neutrala)	Kg		
Mushroom (big)	Can		
Paneer (Big)	Can		
Haldi Powder	Pkts		
Chicken Masala	Pkts		
Meat Masala	Pkts		
Sabji Masala	Pkts		
Geera Masala (Grains)	Pkts		
Geera powder	Pkts		
Fins (Long Noodles)	Roll		
Papad (small)	Pkts		
Amul Taza/Go Milk	Cartoon		
Vegetable Soup	Pkts		
Black Pepper	Pkts		
Amul Butter	Kg		
Grand Total Amount(Nu) in Figure:			
Grand Total Amount (Nu) in words:			



Legal stamp with signature of bidder

Name of bidder:

Date

Documents required to be submitted as part of the Quotation

The original quotation submitted by the supplier shall comprise of the following:

- A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- A valid Trade License
- A valid Tax Clearance Certificate
- The required EMD as specified in Clause 5, under Invitation for Quotation
- Evidence of past work experience/certificate
- Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process
- 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



Limited Tender Enquiry Terms and conditions

1. The bid is open to all eligible license holders. Therefore, bidders must present their original licenses during the bid opening.
2. The bid will be awarded to the lowest bidder for different items and the winning bidder is prohibited from transferring the contract to a third party.
3. In the event of any suspicion of misconduct or if the bid winner decides to decline the award, the bid will be awarded to the second lowest bidder. However, re-tendering may be initiated if the second lowest bidder's bid was excessively high.
4. The contract duration will be one year, starting from the date of issuance of the award letter.
5. The award letter will be issued on the same day as the tender opening, and the undertaking must be signed at that time.
6. A non-refundable nominal fee of Nu. 100/- (One hundred) only must be paid to obtain the bid form.
7. The bid winner must provide a copy of their license and CID (Citizenship Identity Card) when signing the undertaking letter.
8. The rate of the items must be strictly based on the quoted rate in the event of the fluctuating market rate.
9. The supplier must adhere to the clause of the terms and conditions, the award letter and other relevant office orders issued.
10. The quality and quantity of the items should be in accordance to the agreed quotation list.
11. The supplier must deposit EMD Nu.10000/- (ten thousand only) within fifteen days of awarding the letter.
12. Failure to comply with the terms and condition would lead to termination of contract and forfeiture of EMD deposit.