

STANDARD BIDDING DOCUMENT



**Gyalpozhing College of Information Technology, Kabjisa,
Thimphu**

May 2024

Quotation for Procurement of Groceries, vegetables, and meat

Invitation for Quotation (IFQ)

Project title: Procurement of groceries, vegetable, and meat for GCIT, Kabjisa,

Source of Funding: **Royal Government of Bhutan**

Contract Ref:

To

The bidder
Thimphu, Bhutan

Subject: Procurement of groceries, vegetables, and meats for annual quotation

Dear Sir/Madam,

The College Administration, GCIT would like to invite your good business entity in submitting the competitive rates for the following items.

The Price Schedules for groceries, vegetables, and meats are tabulated below:

A. GROCERY ITEMS

Sl. No	Particulars	Specification	Unit	Rate(Nu.)	Remarks
1	Rice				
	Fortified Rice	Bag of 50 Kg	Bag		
	SK GOLD	Bag of 50 Kg (Pure SK Gold)	Bag		
2	Block Cheese				
		Amul cheese	Kg		
		Britinia Cheese	Kg		
3	Oil				
		Refined oil	5 Litres		
		Refined oil	3 Litres		
4	Dal	Masoor Dhal	Kg		
5	Milk Powder				
		Krematop Nestle	Kg		

		Nestle, Everyday	Kg		
		Amul, Milk Powder	Kg		
		Amul Taza	Ltr		
6	Chana		Kg		
7	Fin		Piece		
8	Sugar	Bag of 50 kg	Bag		
8	Soya Sauce		Ltr		
9	Soyabean (Newtrala)		Kg		
10	Salt		Kg		
11	Tea leaf				
		Suja pati in pkt (250 gram)	Pkt		
		Jasmine Tea Leaf	Kg		
12	Steel Juice	Set of 12 nos	Set		
13	Haldi		Kg		
14	Chilli Powder		Kg		
15	Dish washing soap	Black soap dish Wash	Piece		
16	Sabji Masala	Pack of 50g	Pkt		
17	Geera Powder	Pack of 50g	Pkt		
18	Chicken Masala	Pack of 50g	Pkt		
19	Meat masala	Pack of 50g	Pkt		

20	Paneer	Big Tin (Uttam Paneer)	Tin		
21	Egg		Tray		
22	Dry Mushroom	Shiitake	Kg		
		Black Jeeli Namcho Mushroom	Kg		
23	Amul Butter	Amul	Kg		
24	Soft broom		Piece		
25	Hard broom		Piece		
26	Dry Fish		Kg		
27	Curd		L		
28	Surf		Kg		
29	Indian Dry Chili		Kg		
30	Bhutanese Dry Chili		Kg		
31	Red Rice		Kg		
			Total		

B. VEGETABLE ITEMS

Sl.no	Items	Qty.	Unit	Rate(Nu.)	Remarks
1	Green Chili	1	Kg		
2	Potato	1	Kg		
3	Cauliflower	1	Kg		
4	Broccoli	1	Kg		
5	Beans	1	Kg		
6	Onion	1	Kg		
7	Tomato	1	Kg		
8	Carrot	1	Kg		
9	Asparagus	1	Kg		
10	Cabbage	1	Kg		
11	Brinjal	1	Kg		
12	Ginger	1	Kg		
13	Garlic	1	Kg		
14	Saag/Spanish	1	Kg		
15	Fern	1	Kg		
16	Garlic leaf	1	Bundl e		
17	Wet Mushroom	1	Kg		
18	Local Cheese	1	Kg		
19	Local Butter	1	Kg		
20	Pumpkin	1	Kg		
21	Radish	1	Kg		
22	Peas	1	Kg		

23	Apple	1	Kg		
24	Banana	1	dozen		
25	Watermelon	1	Kg		
26	Oranges	1	Kg		
27	Cucumber	1	Kg		
28	Pear	1	Kg		
29	Peach	1	Kg		
30	Pineapple	1	Kg		
Total					

C. MEAT ITEMS

Sl.No.	Items	Qty.	Units	Rate(Nu.)	Remarks
1	Chicken	1	Kg		
2	Local Chicken	1	Kg		
3	Beef	1	Kg		
4	Local beef	1	Kg		
5	Pork	1	Kg		
6	Local pork	1	Kg		
7	Fish (Ruhai)	1	Kg		
8	Fish (Pangkash)	1	Kg		
Total					

Tender Terms and Conditions:

1. The bidder has to submit a copy of a valid trade licence, copy of tax clearance certificate, and duly filled up price schedules.
2. The bidder(s) should have a physical shop to participate in this tender.
3. The bidder(s) may quote for any or Lots under this invitation. Each lot shall be evaluated and the contract will be awarded separately to the firm(s) offering the best-evaluated price for each item.
4. The bidder(s) shall submit duly filled-up priced quotations without any changes. You are required to submit two documents- Original & Copy.
5. The quotation including all documents in the attached format should be sealed in an envelope as required by Procurement Rules & Regulations 2019. You may submit the documents addressed to the following details.

President

Gyalpozhing College of Information Technology, Kabjisa, Thimphu

6. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **10th June 2024 on or before 10.00 AM** at Admin Office. All the bids will be opened on the same day at **10.30 AM** in front of bidders if they choose to attend.
7. All the prices shall be quoted in Ngultrum. The quoted price shall include all related costs including taxes, duties, and other levies to the final place of delivery. Cost variation/escalation of prices other than the quoted rate will not be accepted.
8. The evaluation will be done a lot-wise.
9. The winning bidder(s) has to furnish the Performance Security of **Nu. 30,000 (Ngultrum: Thirty Thousand)** only for all suppliers. The Performance security should be in Draft/Cash Warrant in favour of the President, Gyalpozhing College of Information Technology, Kabjisa, Thimphu.
10. The supply of groceries, vegetables, and meats shall be coordinated by the Mess In-charge from the Buyer's side, who will first find out the types of groceries, vegetables, and meats available from the Seller and place a purchase order. The vegetables, meats, and groceries items shall be delivered to the College within Three days from the time of purchase order. The Mess In-charge will contact the Focal person from the seller's side with the following contact details.
 - i) Name, Contact #
 - ii) Name, Contact #
11. The Seller shall meet all the required quality and quantity of the Buyer and supply fresh vegetables, and meat. Products should not be pest infested, fibrous, or rotten. The Buyer reserves the right to reject items that do not meet the quality requirement of the Buyer.
12. Payment for the vegetables, groceries, and Meat items shall be made by the Buyer within two weeks from the time of delivery of goods to college mess vide Cheque.
13. Unloading of groceries, vegetables, and meats items shall be the sole responsibility of Suppliers at the time of delivery.
14. The award will be made to the bidder who is offering the best-evaluated price that meets the specifications. The successful bidder will sign a contract agreement with the agency.
15. Your quotation shall be valid until the **30th of June 2025** from the deadline for receipt of the quotation.

16. The winning bidders have to keep enough stock to enable smooth supply even during an emergency.
17. For further clarification on the specification, please contact us at during office hours.
18. This Contractual Agreement shall be terminated through mutual consent; failure to provide required qualities and quantities of vegetables, meat, and groceries to the Buyer; or failure to pay on time to the Seller. The defaulting party shall be dealt with in line with the laws of the Kingdom of Bhutan.
19. In case, the supplier fails to deliver the goods at time specified, the Buyer reserves the right to deduct 2% from the total purchase order quantities.-