

# STANDARD BIDDING DOCUMENTS

## SUPPLY OF FURNITURE



Samtse College of Education

Samtse, Bhutan

2019



## **Bidding Documents for Supply of Furniture**



Date: 11<sup>th</sup> January 2019

**Invitation for Quotation (IFQ)**

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Contract Ref: 37/SCE/QUOT/2018-2019/02

Dear Sir/Madam,

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

**i). Furniture**

*Information on technical specifications and required quantities are attached*

2. The bidder(s) may quote for the items under this invitation. It will be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item
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 [*insert address of receipt of bids*].

Your quotation in the required format should be addressed and submitted to:

**President  
Royal University of Bhutan  
College of Education  
Samtse, Bhutan.**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is 12.00PM Bhutan time on 11<sup>th</sup> February, 2019 and will be opened on the same day at 2.30PM.



5. The bid shall be accompanied by a bid security of Nu. 7000/-(Seven thousand only) in the form of cash warrant, demand draft or unconditional Bank Guarantee valid till six months. Any bid not accompanied by bid security shall be treated as non-responsive.

6. Quotations by fax or by electronic means are **not** acceptable. 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 is **Samtse College of Education, Samtse, 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.

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 90 days from the deadline for receipt of quotation(s).





7. Further information can be obtained from:

**Procurement Officer**

**The Samtse College of Education, Samtse, Bhutan**

**Phone No. 05-365363**

8. The Samtse College of Education has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods 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 at the specified venue and time.
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.

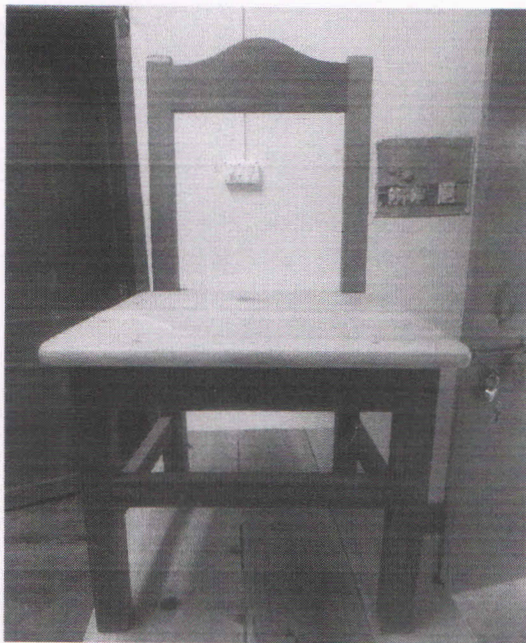




Sample-1



Sample 2.





Sl.No	Particulars	Qty	Size	Rate	Total Amount
1	Table (Hard wood) (As per sample attached)	Per Table	Table Size- 4' *2'*2.5" Leg Size.3"*3" Table Top-1" Thick		
2	Wooden Chair (Hard wood) (As Per Sample Attached)	Per Chair	Size1'6"*1' 5"*1' 5" With Back Rest Leg size-2"*2" Chair top-1" Thick		

Total Amount in Nu. (in words)	
Delivery period	60 Days from the date of Purchase order
Warranty Provided	Months from date of supply or commissioning of the Goods.

	Supplier's Official Stamp.
Name of Supplier	



## **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:**

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License
- (c) A valid Tax Clearance Certificate
- (d) The required bid security
- (e) Technical Specification of the Goods to be supplied; and
- (f) Any other requirements specified in this document

## **Terms and Conditions for the Supply of Goods and Payment.**

1. The rates quoted shall be CIF Samtse College of Education for supply of Class room furniture. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
2. The tender shall be accompanied by an application to the President, Samtse College of Education, Samtse.
3. The Supplier shall be required to submit a performance security of 10% of the quoted price in 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 after the end of warranty period.
4. The supply of the goods shall be completed within 30(*Thirty Days*) from the date of issue of the Purchase Order, or the signing of the contract
5. Goods should be supplied within the validity period of the contract.
6. All equipments supplied must be as per the specification and any fake item noticed shall be rejected, returned at the suppliers cost and shall be dealt as per the clause 13 of the terms and condition.
7. The college reserves the right to reject all or any tender without assigning any reason.
8. Failing to submit the quotation within the submission date line shall be declared as 'late' and rejected. The same would be returned unopened to the supplier.
9. The rules and regulation for establishment and operation of industrial and commercial ventures must be adhered to with regard to establishment of license venture.
10. The rates should be quoted against the specification provided and failing to quote in conformity with the specification shall be disqualified for evaluation.





11. The purchaser shall not be responsible for any damage, loss or any undue incident occurred during the transportation. Supplier will be fully responsible for making them good at his own cost.
12. The college will process the bills for payment only upon complete delivery of the goods to the college.
13. The committee will directly reject the tender if the supplier supplies duplicate/fake or compromised material and the college Administration will terminate the contract without any explanation and supply order will be given to the next evaluated bidder.
14. 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.
15. The Purchaser may, by written notice, terminate the Purchase Order (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 Order, or exceeds the maximum amount of liquidated damages.
  - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
  - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
16. 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 and market price from the security deposit.
17. If in any case, the successful bidder is not able to supply the goods in part or full package specified in purchase order even after the final notification, the purchaser will terminate the purchaser order and forfeit the performance security.
18. Decision taken by the College Management Committee will be final and binding.
19. In addition to the terms and conditions mentioned above, all other relevant regulations of the Procurement Manual 2009, shall apply where specific mention is not made.







