



Royal University of Bhutan

རིག་གཞུང་མཐོ་རིམ་སློབ་ཁྲིམས་སློབ་ཆེན་གྱི་སློབ་ཆེན་པོ་

College of Language and Culture Studies Taktse



No.Adm.01/2016-2017/ 1931

Date: 1st. September, 2016.

Invitation for Quotation (IFQ) To: _____

Dear Sir/Madam,

1. You are invited to submit your priced bid for the following items: **Invitation of rates for the supply of Grocery food items.**

[Information on technical specifications and required quantities are attached]

2. The bidder(s) may quote for any or all items under this invitation 1. Each item shall 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

The Administrative Officer
Adm & Finance Division
College of Language and Culture Studies,
Taktse. 16910612, 17791016, 77619459.
Email: Pradhan.CLCS@rub.edu.bt and kesang.clcs@rub.edu.bt

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is: 25th September, 2016, at 1.30 PM BST.

5. The Lowest evaluated bidder is required to deposit lump sum amount of Nu.30,000 (thirty thousand) only as EMD in the form of cash warrant, demand draft or unconditional Bank Guarantee valid not less than 1 (one) year from the date of bid submission. Any bid not accompanied by EMD shall be treated as non responsive.

6. Quotation by fax or by electronic means (are not) acceptable.

7. PRICE: all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties, transportation and other levies to the final place of delivery. The final place of delivery is: The College of Language and Culture Studies, Taktse, Trongsa. The award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. 5 The successful bidder will be notified immediately after the conduct of Award Meeting.






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8. Further information can be obtained from: Administration and Finance Division, AFD, CLCS, Taktse.

9. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.

10. 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.

11. 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.

12. The validity of supply period shall be applicable for one year but purchaser has full right to cancel the supply before the completion of contract depending upon the performance of supplier.

13. If the supplier fails to supply the good on time, the management has full right to deduct the money from his/her security deposit or terminate the contract.

14. The payment for the supply of goods shall be released to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.

15. The successful bidder is also required to sign written agreement with the purchaser.

16. The suppliers should see the expiry date of the goods at the time of supply.

17. The supply of the goods shall be completed within the given period of time from the date of issue of the supply order.

18. The supply of the goods should be carried out only with the issuance of supply order by the purchaser.

18. Any goods found defective should be replaced immediately. If the supplier fails to replace, the purchaser shall deducted from their payment.

Documents required to be submitted as part of the Quotation.

- A duly completed and signed priced quotation as per the Schedule of items and the price Quotation.
- A valid Trade License
- A valid Tax Clearance Certificate
- The required bid security
- Copy of citizenship identity card.



Schedule of items and Priced Quotation (bid form) [describe below the items.

SL. No.	Items	Description & details (minimum specification of goods to be supplied)	Rate (Nu.) per items	Remarks
1	Rice	551		
2	Rice	SK gold		
3	Rice	Nawab/Tibar		
4	Rice	Bhog/Rice King		
5	Dhal	Mansuri		
6	Salt	Everyday		
7	Indian Haldi			
8	Sabji masala			
9	Coriander masala			
10	Kashmire masala			
11	Gram Masala			
12	Chicken Masala			
13	Meat Masala			
14	Gera Gota			
15	Shing Ja			
16	Chili Powder			
17	Fing			
18	Churu/Sea weed			
19	Egg			
20	Bangkok Dry Mushroom			
21	Jeelee Namcho Mushroom			
22	Dry Motor			
23	Panneer			
24	Sugar			
25	Milk Powder	Every Day		
26	Tea Leaf	Red level		
27	Milk Powder	Krematop		
28	Soya Sauce			
29	Tin Pea			
30	Tin Mushroom			
31	Tin Fish	Tuna/Mackerel		
32	Chana			
33	Indian Papad			
34	Vegetarian pickle			
35	Coffee			
36	Kiss miss			
37	Kaju			
38	Guendum			
39	Natural Gold Refine Oil			
40	Amul Cheese			

41	Amul Taaza			
42	Amul Butter			
43	Britannia Cheese			
44	Go Milk			
45	Go Cheese			
46	Chana Masala			
47	Coffee mate			

Signature of Suppliers	Suppliers official stamp
Name of Suppliers	
Date	