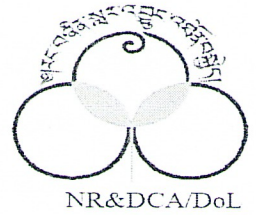




དཔལ་ལྷན་འགྲུག་གཞུང་།
 སོ་ནམ་དང་ནགས་ཚལ་རྩོམ་ཁག། ལྷོ་ལོ་ལས་ཁུངས།
 རྒྱལ་ཡོངས་རྒྱུ་གནས་ཞིབ་འཇོལ་དང་གོང་འཕེལ་སྡེ་བ།
 དགེ་ལེགས་སྤྲུལ།



National Research & Development Centre for Aquaculture
 Department of Livestock
 Ministry of Agriculture & Forests
 Royal Government of Bhutan
 Gelephu

**BIDDING DOCUMENT FOR SUPPLY OF COMMERCIAL FISH FEEDS AND
 LOCALLY AVAILABLE FEED INGREDIENTS**

THE FINANCIAL YEAR 2022-2023

NAME OF THE CONTRACT:

CONTACT NO.:

LICENCE NO.:

E-MAIL ADDRESS:



BIDDING GUIDELINES

Sl. No	Item/Activity/Provision Name	Description of Item/Activity/ Provision Name
1	Contract Title	This is the Bidding Guide for the supply of “COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS.”
2	Address of Bid	Please address your bids to “The Program Director, National Research & Development Centre for Aquaculture (NR&DCA), Gelephu.” Also, please label your bid envelope clearly as “Confidential Bids for the SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS.” The goods in question are hereinafter referred to as SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS.
3	Place of Supply of Goods	The SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS should be supplied to/ reached to the NR&DCA in Gelephu, Sarpang, and Regional Centre for Aquaculture (RCA), Phuntshothang, Samdrupjongkhar, Bhutan.
4	Goods Supplying Agency	The Successful firm.
5	Eligibility to Participate in the Invitation for Bids (IFB)	Any national firm with valid registration for the specified goods with the Department of Trade (DoT), Ministry of Economic Affairs, Bhutan, is eligible to participate in this IFB. The bidder must submit with their bid a copy of the certificate of their firm’s registration with the DoT, i.e, Valid Trade license, Tax Clearance Certificate, etc. A bid unaccompanied by such documents has a high probability of being rejected.
6	Last Date of Bid Submission	10 AM of 8th August, 2022 ; The bids shall be opened on the same day at 2.00 PM in the conference hall of NR&DCA.
7	Bid Validity Period	30 days from the last date of bid submission.
8	Earnest Money Deposit (EMD)	Earnest Money Deposit of Nu. 75,600/- (Ngultrum Seventy Five thousand six hundred) only in the form of bank demand draft/cash warrant/ Unconditional Bank Guarantee drawn in favour of “The Program Director, NR&DCA, Gelephu” must be enclosed along with the Bid.
9	Bid Submission Conformity List	Please ensure that your bid conforms to the following list: (i) the bids are filled in the Bid Form and Price Schedules Format, (Annexure: A) , (ii) the bids are accompanied by Earnest Money Deposit and other requested documents, (iii) the bids are signed properly by the rightful authority, (iv) the Contract Agreement form is signed by the bidder, (v) the bids are presented in a sealed and signed envelope, & (vi) the bids conform to any other criterion specified in the Bidding Guide.



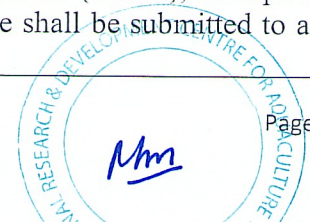
Sl. No	Item/Activity/Provision Name	Description of Item/Activity/ Provision Name
10	Bid Form & Price Schedules Form	Please fill up the necessary spaces in “Annexure: A” with your bids (rates) and other details. Also, the “Unit of Measure in Bid Form and Price Schedules Form” means the unit of the goods for which you have quoted. The unit could be anything depending on how you intend to bid. For example, if you are quoting for the goods in pieces, please put “Pieces” as the unit of measure and in the “Price/Unit of Measure” column, fill up your bid (rate). Suppose you fill up 2000 in “Price/Unit of Measure,” we will understand that you are offering to supply the particular good in pieces and that you wish to charge us Nu.2000 for 1 Piece of the good. The quoted price MUST include all taxes, duties, insurance and any other costs involved. If you are confused, please call us on Telephone No. at 06251200 during office hours.
11	Bid Opening	Every bidder is invited to join the bid opening session at the specified date and time. However, whether or not to allow the participation of the bidders in the actual bid evaluation session shall be decided by the NR&DCA Tender Committee as and when necessary. The invitation to the opening session does not automatically translate into an invitation to an evaluation session.
12	Bid Evaluation Criteria	The price offered (rate quoted) by the bidder shall be only one of the criteria for the evaluation of bids. In addition to the price, the bids shall also be evaluated based on (i) the origin of goods (Goods of Bhutanese origin shall receive a preferential treatment of 1 score point added to the total cumulative score during bid evaluation), (ii) date of delivery of goods (The NR&DCA will consider 30 days as the base period for ‘Good Delivery’. Hence, offered delivery period which is +1 or -1 of the base period set by the NR&DCA shall WIN or LOSE +0.25 or -0.25 points on/ from the total cumulative bid score during the bid evaluation respectively, (iii) After sales service and technical assistance, (iv) Quality and technical merits of the goods being offered (as evidenced by the presence of catalogues/brochures/etc. of the goods being offered, and (v) any other criterion that the NR&DCA tender evaluation committee deems fit for use to evaluate the bids.
13	Rejection of Bids	Any or all bid(s) may be rejected by the NR&DCA Tender Committee without the liability to offer any explanation if (i) the bid(s) is not found responsive under the Bid Submission Conformity List, (ii) the bid(s) is abnormally high, (iii) the bid(s) is abnormally low, (iv) the bid(s) is not accompanied by the Earnest Money Deposit and other requested documents, & (v) the bid(s) deviate seriously from the provision of this Bidding Guide.



Sl. No	Item/Activity/Provision Name	Description of Item/Activity/ Provision Name
14	Contract Agreement	The bidder must submit their bid along with the Contract Agreement (Annexure: B) duly signed. Later, if the bidder turns out to be the successful one, the chairman of the NR&DCA tender awarding committee shall also put their signature on the agreement, and then only the two parties (NR&DCA and Successful Bidder) shall have legally entered into a contract concerning the supply of COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS .
15	Contract Validity Period	Exactly One (1) year from the award of the contract.
16	Performance Security	When requested, the successful bidder MUST deposit with NR&DCA performance security equaling 10% of the total value of the contract which will be determined/ estimated by NR&DCA. Until the performance security is deposited, the NR&DCA shall not sign the contract agreement and will not issue any supply order for the SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS . A total failure to deposit the performance security within seven (7) working days from the time of being informed shall result in (i) the forfeit of EMD and (ii) rejection of the successful bidders' bid. Thereafter, NR&DCA will explore other alternatives to procure SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS either by awarding the contracting to the next successful bidder or by re-tendering, whichever is convenient to NR&DCA. Furthermore, the Performance Security should have a minimum validity of one year.
17	Goods Delivery Period	The successful bidder must specify in the bid the good's delivery time. Failure to do so shall be interpreted as the bidder agreeing to SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS within 30 days from the date of issue of the supply order.
18	Advance Payment	The NR&DCA will not entertain any request for advance payments under any circumstances.
19	Payment for Goods Supplied	The payment for SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS supplied shall be made to the supplier in full within 30 days from the date of receipt of the said goods in full.



Sl. No	Item/Activity/Provision Name	Description of Item/Activity/ Provision Name
20	Late Delivery Penalty	Every additional /extra day from the agreed/ contract Goods Delivery Period taken by the successful bidder to supply the SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS shall invite a late penalty (Liquidated damages) at the rate of 0.1% of the order value for every 1-day delay, subject to a maximum delay of 14 days (equivalent to liquidated damage of 1.4 % of order value). Failure to SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS even after the lapse of maximum acceptable delay of 14 days shall result in the (i) forfeit of Performance Security, and (ii) Termination of the contract with the supplier, and the NR&DCA may then explore another way of acquiring the good in question, including awarding the contract to the next promising/ lowest bidder or retendering, depending on whichever method suits the NR&DCA's needs.
21	Sample of Goods being sought	Where necessary, and toward ensuring that the bidding process is efficient, all eligible bidders are invited to NR&DCA to inspect the samples of goods being sought.
22	Costs of transportation and other incidental costs associated with the contract.	As already specified (Refer to clause number 3), SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS are to be supplied/ delivered to the NR&DCA, Gelephu. The cost of transporting said goods from their origin to the NR&DCA MUST be borne by the supplier. As such, the bidders are advised to include any costs associated with transportation in their rates/ quotes for SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS Further, any incidental costs associated with the contract- for example, rejection and return of defective SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS must be borne by the supplier.
23	Clarification on the Bidding Document	Please direct any valid queries regarding the bid document to the Procurement Officer @ 06251200. However, please be advised that queries with the motive to entice any employee of the NR&DCA into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bid process.
24	Settlement of Disputes	For whatsoever reason if the NR&DCA and the supplier get into dispute regarding the contract for the SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS , the same shall be first submitted to the Department of Livestock (DoL), Ministry of Agriculture and Forests (MoAF), Royal Government of Bhutan (RGoB), Thimphu for resolution. Should this fail, the dispute shall be submitted to a Court of Law for arbitration.



ANNEXURE A: Bid Form & Price Schedules Form

Sl. No.	Items	NRDCA's Specification	The rate for NR&DCA, Gelephu				The rate for RCA, Phuntshothang			
			Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days	Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days
1	Fish Fry Feed	Feed presentation: Powdered form. Size (Diameter): 0.5 mm. Protein %, (minimum): 30%. Lipid % (minimum): 7%. Carbohydrate % (minimum): 40%. Fibre % (maximum): 10%, Moisture % (maximum): 12% Mineral/ Vitamin premix % (maximum): 1%								
2	Fish Fingerling Feed	Feed presentation: Extruded pellets. Size (Diameter): 1.5 mm. Protein %, (minimum): 30%. Lipid % (minimum): 7%. Carbohydrate % (minimum): 40%. Fibre % (maximum): 10%, Moisture % (maximum): 12% Mineral/ Vitamin premix % (maximum): 1%								



Sl. No.	Items	NRDCA's Specification	The rate for NR&DCA, Gelephu				The rate for RCA, Phuntshothang			
			Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days	Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days
3	Fish Grower Feed	Feed presentation: Extruded pellets. Size (Diameter): 3.0 mm. Protein %, (minimum): 25%. Lipid % (minimum): 7%. Carbohydrate % (minimum): 40%. Fibre % (maximum): 15%, Moisture % (maximum): 12% Mineral/ Vitamin premix % (maximum): 1%								
4	Fish Brooder Feed	Feed presentation: Extruded pellets. Size (Diameter): 3.5 mm. Protein %, (minimum): 25%. Lipid % (minimum): 7%. Carbohydrate % (minimum): 40%. Fibre % (maximum): 15%, Moisture % (maximum): 12% Mineral/ Vitamin premix % (maximum): 1%								



Sl. No.	Items	NRDCA's Specification	The rate for NR&DCA, Gelephu				The rate for RCA, Phuntshothang				
			Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days	Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days	
5	Aquarium fish feed	Presentation: Grain									
6	Raw soyabean	Presentation: Good quality Soyabean grains Note: Soyabean chunks/meal maker or Neutrala shall NOT be accepted.									
7	Mustard oil cake	Presentation: Cake; Good quality with minimum moisture content.									
8	Rice bran	Good quality with optimum protein content.									
9	Maize crush	Good quality with optimum protein content.									
10	Wheat bran	Good quality with optimum protein content.									
11	Wheat grain	Presentation: Grain, good quality with optimum protein content.									
12	Fish Meal	Presentation: Powdered meal; Good quality with minimum									



Sl. No.	Items	NRDCA's Specification	The rate for NR&DCA, Gelephu				The rate for RCA, Phuntshothang					
			Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days	Bidder's Specifications	Unit	Rate (Nu.)	Delivery Days		
13	Vitamins & minerals premixes for Fish Feed	moisture content (40% crude protein).										

Note:

* Bidders are advised to thoroughly observe the samples of **SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS** at NR&DCA and provide samples of goods you are offering. The bidders can visit the NR&DCA anytime to observe samples.

*Bidders are requested to attach/ present the certificate proving the approximate crude protein content for all types of the SUPPLY OF COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS.



Annexure B: Contract Agreement Form

CONTRACT AGREEMENT

We have fully understood the stipulation/provisions/terms and conditions in the **BIDDING GUIDELINES**, and have done our best to make our bids conform to them. If we are selected to supply **COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS** to the National Research and Development Centre for Aquaculture (NR&DCA), Gelephu for which we have offered our best bids in the Bid form & Price Schedule Form, I, on behalf of the bidding firm, hereby undertake to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the **AGREEMENT** once the **NR&DCA's Tender Award Committee Chairman** puts their signature on it. I also understand that in putting my signature on this document, I am only expressing the willingness of my firm to enter into a contract for the supply of **COMMERCIAL FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS** and that this document **SHALL NOT** become a **CONTRACT AGREEMENT** until the **NR&DCA's Tender Award Committee Chairman** put their signature to it. However, once the **NR&DCA's Tender Award Committee Chairman** puts their signature on this document below, my firm shall have automatically entered into a formal contract with the procuring agency, the NR&DCA, on the strength of my signature put below, and shall be obligated to execute the contract activity within the confines of the stipulations/provision/terms and conditions of the Bidding Guidelines and its annexure.

On behalf of(bidding firm's name and address), I

put my signature on this document hereunder on this date.....

Supplier's/ Bidder's name: _____

Supplier's/ Bidder's signature: _____

(Affix Legal Stamp)

Supplier's/ Bidder's witness name: _____

Supplier's/ Bidder's Witness Signature: _____

Witness Citizenship Identity Card Number (please provide a copy of the

CID): _____



(For Procuring Agency's Use)

In awarding the contract to as per the Bid Form & Price Schedule Form, I, on behalf of **NR&DCA** hereby put my signature to this document. Having done so, the **NR&DCA** and the firm above have now formally entered into a contract for the activity described in provision #1 titled "Contract Title" of the **BIDDING GUIDELINES**. Based on the firm's authorized signatory's sign above, the **NR&DCA** shall hereafter hold the firm above responsible to honor their obligation by executing the contract activities as described in/ and with complete adherence to the provisions of the **BIDDING GUIDELINES**.

This contract for the supply of **COMMERCIAL FISH FEEDS AND LOCALLY AVAILABLE FEED INGREDIENTS** between and the **NR&DCA** comes into effect on..... and is valid till

On behalf of the **NR&DCA**,

PROGRAM DIRECTOR

