



ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture and Forests
Department of Livestock

Bidding Document for **“Supply of Chemicals and Fish Hormones for Financial Year 2016-2017”** at National Research Centre for Aquaculture (NRCA), Gelegphu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF).

National Research Centre for Aquaculture
Gelegphu: Sarpang
2016-2017

BIDDING GUIDELINES

Sl.#	Provisions	Description of Item/Activity/ Provision
1	Contract Title	This is the guidelines which potential bidders are required to understand toward offering competitive offers/ bids for the contract for "Supply of Chemicals and Fish Hormones" at National Research Centre for Aquaculture (NRCA), Gelephu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF)
G	Addressing of the Bid	<ul style="list-style-type: none"> i. Please address your bids to "The Program Director, National Research Centre for Aquaculture (NRCA), P.O. Box 242, Gelephu, Sarpang". ii. Please label your bid envelope clearly as "Confidential: Bids for the "Supply of Chemicals and Fish Hormones" at National Research Centre for Aquaculture (NRCA), Gelephu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF).
3	Location for "Supply of commercial aquariums with complete installation of accessories	"National Research Centre for Aquaculture (NRCA), Gelephu" under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF).
4	Good Supplying Agency	The Successful bidder as will be determined through the current competitive procedure.
5	Eligibility to participate in the Invitation for Bids (IFB)	<ul style="list-style-type: none"> i. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process if they: <ul style="list-style-type: none"> (a) are associated, or have been associated in the past, with a firm or any of its affiliates which has been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications and/or other documents to be used for the procurement of the Goods to be purchased pursuant to these Bidding Documents, or (b) Submit more than one Bid in this bidding process; however, this does not limit the participation of subcontractors in more than one Bid. (c) employ or otherwise engage, either directly or through any of their affiliates, a spouse, dependent or close relative of a public servant of the RGoB who either is employed by the NRCA or has an authority over it. For the purposes of this Sub-Clause a close relative is defined as immediate family which includes father, mother, brother, sister, spouse and own children.

		<ul style="list-style-type: none"> ii. Government-owned enterprises in Bhutan shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency (directly or indirectly) of the NRCA. iii. Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser as the Purchaser shall reasonably request. iv. All national firms deemed/ certified eligible for supply of goods by a competent agency of the Royal Government of Bhutan (RGoB). v. The bidder is to provide with their bid proof of eligibility, such as valid Trade License, etc. vi. A bid unaccompanied by any such eligibility document(s) may be rejected by the Tender Opening Committee (TOC) at the time of Bid Opening.
6	Last date to submit Bid	The last date of bid submission is on 7th December, 2016 at or before 1:00 PM local time and will be opened the same day at 2:00 PM in the conference hall of NRCA .
7	Address for Bid Submission	Please submit bids at National Research Centre for Aquaculture, PO Box 242, Gelegphu, Sarpang .
8	Bid Validity Period	45 days from the last date of bid submission.
9	Earnest Money Deposit (Bid Security)	<ul style="list-style-type: none"> i. The bidder must provide with their bid an Earnest Money Deposit (EMD)/ Bid Security equaling to Nu. 5000 (Five thousand) only in the form of the followings <ul style="list-style-type: none"> (i) an Unconditional Bank Guarantee; or (ii) a Banker's Certified Cheque /Cash Warrant; or (iii) a Demand Draft. Be issued by a financial institution in Bhutan acceptable to the NRCA. ii. All matters related to the EMD will be executed as deemed permissible by procurement rules and regulations of the RGoB. For example, a bidder withdrawing their bid before the expiration of the bid validity period expires will lead to the forfeiture of their EMD.

10	Bid Conformity Checklist	<p>The bidder must ensure that their bids are :</p> <ul style="list-style-type: none"> i. Made in the Bid Form (BF) and Price Schedules Format (PSF); ii. Accompanied with the specified EMD; iii. Tax clearance certificate iv. Signed by the rightful authority of the bidding firm; v. Accompanied by the Contract Agreement Form (CAF) duly signed by the rightful authority of the bidding firm; vi. Submitted to the NRCA in a sealed and signed envelope; and vii. Conform to any other criterion specified in the Bidding Guidelines.
11	Bid Submission Procedure	<p>Bids are to be submitted in duplicates and shall be delivered by hand, courier or registered post. The Bidder shall seal both the original and the duplicate copies of the Bid (hereinafter referred to as inner envelopes) and submit them packaged inside a single large envelope (hereinafter referred to as outer envelope). All envelopes shall be sealed with adhesive or other sealant to prevent reopening.</p> <ul style="list-style-type: none"> i. The inner envelopes shall: <ul style="list-style-type: none"> (a) be signed across their seals by the person authorized to sign the Bid on behalf of the Bidder; and (b) Be marked "ORIGINAL", and "COPIES." ii. The outer envelope shall: <ul style="list-style-type: none"> (a) be marked "Confidential"; (b) be addressed to the NRCA at the address provided in the Bidding Guide; (c) bear the name of the Contract as defined in the Bidding Guidelines; and (d) Provide a warning not to open before the specified time and date for Bid Opening. iii. In addition to the identification required, the inner envelopes shall indicate the name and address of the Bidder, to enable the Bid to be returned unopened in case it is declared late. iv. If the outer envelope is not sealed and marked as above, the NRCA shall assume no responsibility for the misplacement or premature opening of the Bid.
12	Bid Form & Price Schedules Format	<ul style="list-style-type: none"> i. Please fill up the necessary spaces in "Annexure: A" with yours bids and other details. ii. Please indicate your bid/ offer for the supply of the specified items in all spaces in the BF and PSF provided along with this document as Annexure A. iii. Bids are to be made in Bhutanese currency, i.e, Ngultrum. iv. Any bid made without indicating currency will be deemed to have been made in Ngultrum. For example, if a bid is made as 1000 or 1000/-, the Tender Evaluation Committee (TEC) will interpret it as "Ngultrum" 1000 only. v. Also the "Unit of measure "in Bid Form and Price Schedule Format mean the unit of the goods for which you have quoted. The unit could be anything depending on how you intent to bid. For example, if you are quoting for the goods in vial, please put "vial (10 ml)" as unit of

		<p>measure indicating the quantity in brackets and the "Price/Unit of Measure "fill up your bid. If, the goods are in Jar, please put "Jar (250 gram)" as unit of measure.</p> <p>vi. Suppose you fill up 2000 in "Price/Unit of Measure", we will understand that you are offering to supply that particular good as per our requirement and that you wish to charge us Nu.2000 for the particular good. If you are confused, please call us at Tel No. 06251200.</p> <p>vii. The supplied goods should have expiry validity period of at least of 2 years from date of supply to NRCA.</p>
13	Opening of Bids	<p>i. All bids received will be opened at the specified time and place. Changes if any shall be communicated to all bidders in advance.</p> <p>ii. All bidders are invited to the bid opening session at the specified time and place.</p> <p>iii. Bidders, their representatives and other attendees at the Bid Opening shall not be permitted to approach any members of the Bid Opening Committee or any RGoB officials.</p> <p>iv. The invitation to the bid opening session does not automatically translate into an invitation to the bid evaluation session.</p>
14	Bid Evaluation Criteria	<p>i. The price offered by the bidder shall be only one of the criteria for evaluation of bids.</p>
15	Reject of Bids	<p>i. Any or all bid(s) may be rejected by the NRCA without the liability to offer any explanation if (i) the bid(s) is not found responsive in accordance with the Bid Submission 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 (EMD) and other requested documents, & (v) the bid(s) deviated seriously from the provision of this Bidding Guide.</p>
16	Annulment of Bids	<p>i. National Research Centre for Aquaculture Research (NRCA), Department of Livestock (DoL), Ministry of Agriculture and Forests (MoAF), Royal Government of Bhutan (RGoB) reserves the right to annul the entire bidding procedure and float a renewed IFB without incurring the liability to offer any explanation to anyone.</p>
17	Amendment of Bidding Guidelines (Issue of addendum)	<p>i. At any time up to 1 week before Bid Submission deadline, the NRCA may issue addendum to the Bidding Guidelines.</p> <p>ii. This may be done either on the NRCA's own initiative or in response to a clarification request from a prospective Bidder.</p> <p>iii. Any addendum thus issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the NRCA. Such addendum shall be binding on the prospective Bidders, and shall require that prospective Bidders confirm receipt of it before the time established for the opening of Bids;</p> <p>iv. The NRCA may, at its discretion, extend the deadline for submission of Bids to allow prospective Bidders reasonable time in which to take the addendum into account in preparation of their Bids.</p>
18	Contract Agreement Form	<p>i. The bidder must submit their bid with the Contract Agreement Form (CAF) "Annexure B" duly sealed and signed by the rightful authority of the bidding firm.</p> <p>ii. After the bid evaluation is complete, upon the recommendations of the TEC, the Chairman of</p>

		<p>Tender Awarding Committee (TAC) shall also put their signature to the signed CAF of the successful bidder.</p> <p>iii. Only after the steps i and ii above are complete shall it be considered that the NRCA, DoL, MoAF, RGoB and the successful bidder have legally entered into a contract for the “Supply of Chemicals and Fish Hormones” at National Research Centre for Aquaculture (NRCA), Gelegphu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF)</p>
19	Contract Validity Period	<p>i. The contract for the “Supply of Chemicals and Fish Hormones” at National Research Centre for Aquaculture (NRCA), Gelegphu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF) will be for 12 months (1 year).</p>
20	Performance Security Deposit	<p>i. Before the issuance of a supply order, the successful bidder will be required to deposit a Performance Security Deposit (PSD) of an amount calculated approximately to be 10 % of the value of the supply order.</p> <p>ii. Failure by the successful bidder to deposit the PSD within the stipulated time will result in the forfeiture of their EMD and the annulment of their contract with the NRCA.</p> <p>iii. If the EMD of the successful bidder happens to be greater than the calculated PSD, a PSD will not have to be deposited. The EMD will be retained with the NRCA in lieu of the PSD until the completion of work.</p> <p>iv. In this document, the successful bidder is being referred to as successful contractor only after they have successfully deposited the PSD.</p>
21	Goods Delivery Period	<p>The successful bidder must specify in the bid the goods delivery time. Failure to do so shall be interpreted as the bidder agreeing to supply and install the goods within 45 days from the date of issue of the supply order.</p>
22	Advance Payment	<p>No Advance Payment will be made to the successful bidder</p>
23	Payment for Goods Supplied	<p>The payment for goods supplied shall be made to the supplier in full within 30 days from the date of receipt of the goods in full.</p>
24	Late delivery penalty	<p>Every additional /extra day from the Goods Delivery Period taken by the successful bidder to supply the goods shall invite a late penalty equaling $\{(1/45) * \text{total supply order value}\} * 0.14$ to be deducted from the final payment due to the supplier, subject to a maximum delay of 14 days. Failure to still supply the goods shall result in the (i) forfeit of the Performance Security, and (ii) Termination of the contract with the supplier, and the NRCA may then explore other way of acquiring the goods, including which may be through awarding the contract to the next promising/ lowest bidder or retendering depending upon the convenience of NRCA.</p>
25	Transportation cost for delivery of goods	<p>If the bidder is based in a place other than Gelegphu, they must provide free transportation for the goods later on.</p>

26	Clarification on the Bidding Document	<ul style="list-style-type: none"> i. Please direct any valid queries regarding the Bidding Guidelines to: <ul style="list-style-type: none"> a) Mr. Gopal Prasad Khanal, Livestock Production Officer of the NRCA @ 06251200 or 17334742; or b) Mrs. Kinga Wangmo, Administrative Assistant, of the NRCA @ 06251200 or 17622002. i. Please be advised that queries with the motive to entice any employee of the NRCA into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bidding process.
27	Settlement of Disputes	<ul style="list-style-type: none"> i. For whatsoever reason if the NRCA and the bidder/ successful bidder get into a dispute regarding the contract "Supply of Chemicals and Fish Hormones" at National Research Centre for Aquaculture (NRCA), Gelegphu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF), the same shall be treated as follows for arbitration: <ul style="list-style-type: none"> a) An attempt to resolve disputes shall first be made by the NRCA management and the bidder/ successful bidder/ successful contractor; b) If the dispute cannot be solved in (a) above, it shall then be submitted to the DoL, MoAF, for arbitration; c) If the dispute still remains unresolved after (b), it shall be submitted to a Royal Court of Justice for arbitration.

Annexure A: Bid Form and Price Schedule Format

Sl. No.	Chemicals and Hormones	NRCA's Requirement/Purpose	Bidders Specification	Unit of Measure	Price/Unit of Measure	Good Delivery Period (Days)	Remarks
1	Tricaine methane-sulfonate (MS-222)	Fish Anesthetic					Jar (100 g)
2	Ethyl-p-amino benzoate (Benzocaine)	Fish Anesthetic					Jar (100 g)
3	Sodium bi carbonate (NaHCO ₃)	As buffer for Tricaine methane-sulfonate (MS-222)					Jar (500 g)
4	Ethanol (99.5 %)	To dissolve Benzocaine					Bottle (500 ml)
5	2 Phenoxy ethanol	Fish anesthetic					Bottle (500 ml)
6	Acriflavine	Fish antiseptic					Jar (5 gm)
7	Potassium permanganate	Fish antiseptic					Jar (500 gm)
8	Formaldehyde Solution (37%)	Fish Preservation					Bottle (500 ml)
9	Chloramine T hydrate (95%)	Fish Anti bacterial bath					Jar (500 g)
10	Sodium chloride cyst pure (99%)	Fish antiseptic					Jar (500 g)
11	Ovaprim	Fish breeding hormone					Vial (10 ml)
12	Ovatide	Fish breeding hormone					Vial (10 ml)

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 of Chemical and Fish Hormones” at National Research Centre for Aquaculture (NRCA), Geleghpu under Department of Livestock (DoL) of Ministry of Agriculture and Forests (MoAF)** for which we have offered our best bids in the Bid form & Price Schedules Format, I, on behalf of the bidding firm, hereby vow to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the agreement once the procuring agency, National Research Centre for Aquaculture (NRCA), put 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.....and that this document **SHALL NOT** become a **CONTRACT AGREEMENT** until the procuring agency, the NRCA put their signature to it. However, once the procuring agency, the NRCA, puts their signature to this document below, my firm shall have automatically entered into a formal contract with the procuring agency, the NRCA, 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 annexures.

On behalf of(bidding firm’s name and address), I put my signature on this document hereunder on this date.....

Firm’s name: _____ **Authorized signature:**_____

(Affix Legal Stamp)

Firm’s witness name: _____ **Witness signature:**_____

Witness Citizenship Identity Card Number (please provide a copy of the CID):_____

(For Procuring Agency’s Use)

In awarding the contract to **“Supply of Chemicals and Fish Hormones”** as per the Bid Form & Price Schedules Format, I, on behalf of, hereby put my signature to this document. Having done so, the.....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. On the basis of the firm’s authorized signatory’s sign above, the.....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.

On behalf of the

PROGRAM DIRECTOR