



**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF AGRICULTURE AND FORESTS
DEPARTMENT OF LIVESTOCK
NATIONAL CENTRE FOR AQUACULTURE
GELEPHU: SARPANG**

***“BIDDING DOCUMENTS FOR THE SUPPLY OF COMMERCIAL FISH FEED (CARP FEED) AND LOCALLY AVILABLE FISH FEED
INGREDIENTS FOR FINANCIAL YEAR 2016-2017”***

BIDDING GUIDE

<i>Sl. No.</i>	<i>Activity/Item/Provision Name</i>	<i>Description of Item/Activity/ Provision</i>
1.	Bidding Guide Details	This is the bidding guide for the <i>“SUPPLY OF FISH FEED (CARP FEED) AND LOCALLY AVAILABLE FISH FEED INGREDIENTS AT NATIONAL CENTRE FOR AQUACULTURE (NCA), GELEPHU”</i> .
2.	Address of Bid	Please address your bids to <i>“The Program Director, National Centre for Aquaculture, Gelephu”</i> . Also please label your bid envelope clearly as <i>“Confidential: Bids for “SUPPLY OF FISH FEED (CARP FEED) AND LOCALLY AVAILABLE FISH FEED INGREDIENTS AT NATIONAL CENTRE FOR AQUACULTURE (NCA), GELEPHU”</i> .
3.	Place of Supply of Goods	<i>1. National Centre for Aquaculture, Gelephu; Sarpang.</i>
4.	Good’s Supplying Agency	Successful firm.
5.	Firm’s Eligibility to Participate in the Invitation for Bids (IFB)	Any national firm with a valid registration for the specified goods with Department of Trade, Ministry of Economic Affairs, Bhutan. The Bidder must submit with their bid a copy of certificate of firm’s registration with the competent authority, <i>idest</i> Trade license, etc. A bid unaccompanied by such documents may have high probability of being rejected.
6.	Last Date of Bid Submission	13th June, 2016.
7.	Bid Validity period	The bid should be valid for 45 days from the last date of bid submission.
8.	Earnest Money Deposit (EMD) cum Performance Security	A minimum of an amount equaling to Nu. 49,000.00 in form of bank demand draft/cash warrant should be deposited with NCA, which shall be considered as EMD cum Performance Security and must be valid for 1 year. This should be submitted during submission of bids.
9.	Bid Submission Conformity	Please ensure that your bid conform to the following list: <i>(i) the bids are filled in the Bid Form and Price Schedules format, (ii) the bids are accompanied with Earnest Money Deposit cum Performance Security 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.</i>
10.	Bid Form & Price Schedules (<i>Annex A and B</i>)	Please fill up the necessary spaces in <i>“Annex A and B: Bid Form and Price Schedule”</i> with your bids and other details.
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 NCA tender committee as and when necessary. The invitation to the opening session does not automatically translate into an invitation into evaluation session.
		The price offer by the bidder shall be only of the criteria for evaluation of bids. In addition to the price, the bids shall be evaluated on basis of: (i) The origin of goods (Goods of Bhutanese origin shall receive preferential treatment to maximum of 1 score point).

12.	Bid Evaluation Criteria	<p>(ii). Duration of delivery of goods (The NCA will consider 45 days as base period for “Good Delivery”. Hence, commitments to supply goods, every one day less shall receive an additional score point of 0.25).</p> <p>(iii) Quality and technical merits of goods being offered (Protein content shall be major criteria to be considered for evaluating the quality and technical merits of goods. The minimum protein required is 30%. Further if minimum protein content of any category of fish feeds falls below 30%, then it will not be considered for evaluation. As per the protein content offered by the participating firms, firm offering highest average protein content shall receive points equivalent to number of participating firms, second highest shall receive one point less and so on).</p> <p>(iii) Presence of samples, catalogues, vouchers etc of the goods being offered with the bid.</p> <p>(iv) Quoted rate (As per the rate quoted by the participating firms, lowest bidder shall receive points equivalent to number of participating firm, second lowest bidder shall receive one point less then lowest bidder and so on).</p>
13.	Rejection of Bids	Any or all bid(s) may be rejected by the NCA without the liability to offer any explanation if <i>(i) the bid(s) is not found responsive in accordance with the Bid Submission Conformity, (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 cum Performance Security and other requested documents, & (v) the bid(s) deviate seriously from the provisions of this Bidding Guide.</i>
14.	Contract Agreement	The bidder must submit their bid with the Contract Agreement (Annex C) included in the Bid Document signed. Later, if the bidder turns out to be the successful one, the chairman of the NCA tender committee shall also put their signature in the agreement, and then only the two parties shall have legally entered into a contract concerning the supply of the good in question.
15.	Contract Validity Period (Price Validity Period)	The contract validity period shall be 1 year from award of contract. The quoted price must remain unchanged for duration of 1 year regardless of fluctuating market rates for raw materials or any other input required in the process of production, transportation and supply of goods.
16.	Goods Delivery Period	The bidder must specify in the bid the goods delivery time after the issue of a supply order. Failure to do so shall be interpreted as the bidder agreeing to supply the goods within 45 days from the date of issue of the supply order.
17.	Advance Payment	NONE
18.	Payment for Goods Supplied	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 and will be in accordance to clause 20 and clause 26 of the Bidding Guide.
19.	Late delivery penalty	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 even after maximum delay shall result in the <i>(i) Forfeit of the Earnest Money Deposit cum Performance Security, and (ii) Termination of the contract with the supplier, the NCA may then explore other ways of acquiring the goods, including awarding the contract to the next promising /lowest bidder or through retendering depending upon convenience of NCA.</i>
20.	Specification of Goods Being Sought	Refer " Annex D " for Specification of goods being sought.
21.	Specification of Goods being Offered	The bidders can provide in separate sheet the specifications of goods that they will be offering with sign and seal of

		authorized personnel. Similarly, necessary catalogues, brochures etc. indicating the specifications and technical merits of goods they intend to offer can be provided with sign and seal of authorized personnel, if bidder is offering goods with different specifications as indicated in clause 21 of this document.
22.	Sample of Goods Being Offered	The bidders are advised to submit samples of the goods that they are offering. Presence of such samples may enhance the likelihood of a bid being considered the most promising one.
23.	Presentation of Goods being Offered	The feed should have a pleasant flavor, good texture and high acceptability to animals. The feeds should be supplied/presented with good protective; moisture/damp free, without micro nutrient loss, and transport/handling damages proof quality bags with proper stitching and with levels specified such as type of feeds, date and batch of manufacture, quality control certificates, etc. The grower and finisher commercial fish feed must be in extruded/ pelleted from without which the goods supplied may get rejected at the bidder own cost. NCA at all cost shall not entertain the grower and finisher commercial fish feed in minute/ powdered/ grinded from.
24.	Cost of Goods being Offered	The bidder MUST bear <i>(i) the full cost of transporting the good from its own location till the procuring agency that had issued the supply order, (ii) all applicable taxes and (iii) any other miscellaneous costs incurred for supply of feed's which are not stipulated within Bidding Guide.</i> Therefore, the bidder is advised to quote the price for the good INCLUSIVE of <i>(i) the estimated transportation cost, (ii) all applicable taxes and (iii) any other miscellaneous costs incurred for supply of feed's which are not stipulated within Bidding Guide.</i> <i>“Under no circumstances shall the procuring agency bear the cost of transportation, the applicable taxes on the goods and any other miscellaneous cost incurred for supply of feed's which are not stipulated within Biding Guide”.</i>
25.	Deviation in Nutritional Content	Nutrient contents of the feed should be in accordance with the standard composition being set and offered by the purchaser/bidder. Any deviation with regards to crude protein content shall be strictly penalized. A normal range of ± 1 % deviation from the standard value is acceptable without any penalty. However deviation exceeds more than ± 1 %, then the supplied feed will be accepted with penalty provided that the deviation does not exceed more than ± 5 %. Deviation of 2 %, 3 %, 4 % and 5 % from the standard value shall be penalized by imposing penalty of 5 %, 6 %, 7 % and 8 % respectively. The penalty shall be collected from the supplier by deducting 5 %, 6 %, 7 %, and 8 % of total cost of the feed from the bill. Deviation above 5 % shall be rejected at the supplier cost.
26.	Quantity of Goods per Supply Order	In the interest of both the parties, The feed purchaser shall place supply order for minimum of 5 MT in one supply with required feed type combination and feed suppliers should be able to supply as per the supply order. The purchaser shall place their order for different category of feed in one supply, however, order should not be less than 0.5MT in each category and the supplier should be able to supply accordingly as per the supply order. <i>“The consignment spoiled during transportation will not be accepted by the purchaser and the same will be return back through same transporting vehicle to the supplier in their own cost”.</i> In case on placement of supply order only for 5 MT, the consignment should be transported in suitable mode of transport vehicle (DCM) to avoid contamination and not by combining them with any other goods in bigger trucks.
27.	Required Documents/Formalities	All the required documents/formalities like BAFRA permit, Clearances from various agencies etc., regarding manufacturing/import/transportation etc. of the goods should be arranged by supplier at his cost.

28.	Clarification on the Bidding Document	Please direct any valid queries regarding the bid document to the Procurement Officer @ 06-251200. However, please be advised that queries with the motive to entice any employee of the NCA into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bid process.
29.	Settlement of Disputes	For whatsoever reason if the NCA and the supplier get into dispute regarding the contract for the supply of the goods in question, the same shall be forwarded to Court of Law for arbitration.

“Annex A: Bid Form and Price Schedule” for Commercial Fish Feed.

<i>Sl. No.</i>	<i>Category of Carp Feed</i>	<i>NCA's Goods Specification</i>	<i>Bidders Specification</i>	<i>Unit of Measure</i>	<i>Quoted Rate for (Nu.)</i>	<i>Bidder's Stipulated Delivery Period (For both Agencies)</i>
					<i>National Centre for Aquaculture, Gelephu</i>	
1	<i>Fry Feed</i>	<i>Please Refer "Annex C" for further Details.</i>	<i>Please Indicate as per your Specification.</i>			
2	<i>Fingerling Feed</i>					
3	<i>Grower</i>					
4	<i>Finisher</i>					

	<i>(Broodstock)</i>					
5	<i>Aquarium Floating feed</i>					

“Annex B: Bid Form and Price Schedule” for Locally Available Fish Feed Ingredient.

<i>Sl. No.</i>	<i>Category of Fish Feed Ingredients</i>	<i>Unit of Measure</i>	<i>Quoted Rate for (Nu.)</i>	<i>Bidder’s Stipulated Delivery Period (For both Agencies)</i>
			<i>National Centre for Aquaculture, Gelephu</i>	
1	<i>Mustard Oil Cake</i>			
2	<i>Soya Bean</i>			
3	<i>Fish Meal</i>			
4	<i>Wheat</i>			

5.	<i>Rice Bran</i>			

Annex C: CONTRACT AGREEMENT

We have fully understood the stipulation/provisions/terms and conditions in the bidding guide, and have done our best to make our bids conform to them. If we are selected to supply any of the goods for which we have offered our best bids in the Bid form & price schedule. I, on behalf of the 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 has 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 above puts their signature to it. However, once the procuring agency puts their signature to this document below, my firm shall have automatically entered into a formal contract with the procuring agency 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 Guide.

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

(Please affix a legal stamp and put your name, signature, & Seal (if available) in the Space)

(For Procuring Agency's Use)

In awarding the contract to supply the goods in the contracted Good's list attached herewith , 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 title "Bidding Guide Details "of the Bidding Guide. On the basis of the firm's authorized signatory sing above, the.....shall hereafter hold the firm above responsible to honor their obligation by executing the contract activity as described in provision #1 of the Bidding Guide in complete adherence to the stipulations/provisions/terms and condition of the Bidding guide.

On behalf of the.....

(PROGRAM DIRECTOR)

"Annex D: Specifications of Goods Sought"

<i>Category of Carp Feed</i>	<i>Feed Presentation</i>	<i>Size (in Diameter)</i>	<i>Required Nutritional Composition</i>					
			<i>Protein % (Minimum)</i>	<i>Lipid % (Minimum)</i>	<i>Fiber % (Maximum)</i>	<i>Moisture % (Maximum)</i>	<i>Carbohydrate % (Maximum)</i>	<i>Mineral Vitamin Premix (Max)</i>
<i>Fry Feed</i>	<i>Crumbled Pellets</i>	<i>0.5 mm</i>	<i>35</i>	<i>8</i>	<i>4</i>	<i>12</i>	<i>30</i>	<i>2</i>
<i>Fingerling Feed</i>	<i>Pellets</i>	<i>1.5 mm</i>	<i>35</i>	<i>8</i>	<i>5</i>	<i>12</i>	<i>30</i>	<i>2</i>
<i>Grower</i>	<i>Pellets</i>	<i>3.0 mm</i>	<i>30</i>	<i>5</i>	<i>6</i>	<i>12</i>	<i>30</i>	<i>2</i>
<i>Brood Fish</i>	<i>Pellets</i>	<i>3.0 mm</i>	<i>35</i>	<i>5</i>	<i>6</i>	<i>12</i>	<i>30</i>	<i>2</i>

--	--	--	--	--	--	--	--	--

