



དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF EDUCATION AND SKILL DEVELOPMENT
DRUKJEGANG CENTRAL SCHOOL
DAGANA



DgCS/ADM-14/2024-25/ 9129

25th November 2024

The
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.....

Sub:- Invitation for bidding

Sir/Mam,

The Drukjegang Central School, Dagana, cordially invites your firm to submit bids for the supply of the following items,

1. School tracksuits
2. School T-shirts

The period of supply shall be valid for Three Academic years (2025-2027).

- 1) Bidding will be conducted through the **Open Competitive** bidding procedures specified in the RGoB Procurement Rules and Regulations, and are open to all Bhutanese interested national Bidders.
- 2) Documents required to be submitted as part of the Quotation shall comprise the following:
 - (a) *A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation in Original set.*
 - (b) *A valid Trade License.*
 - (c) *A valid Tax Clearance Certificate from RRCO.*
 - (d) *The required bid security.*
 - (e) *Photocopy of the CID of the bidder.*
 - (f) *Sample of the items*
 - (g) *Any affirmative documents*

Contact- Official Number: 17151781
Email address: dg.drukjegangcs@education.gov.bt



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3) A complete set of Bidding Documents in **English** may be downloaded from the School website: **www.drukjeganghss.bt**. The bidding documents will be available w.e.f 25th November 2024.

4) Bids must be delivered with samples of items to the address below **on 13th December 2024 on or before 10:00AM**.

Electronic bidding "**shall not**" be permitted. Late Bids will be rejected. Bids will be opened physically **at 10:30 am on the same date** in the presence of the Bidders' representatives who choose to attend in person or on-line at the address below (Sl. No.6).

5) All Bids shall be accompanied by a Bid Security lump sum of **Nu. 20,000 (Twenty Thousand)** only in the form of Bank Draft/Cash Warrant and Bank Guarantee as per the prescribed format in favor of the **Principal, Drukjegang Central School, Dagana**.

6). The address referred to above is: **Principal, Drukjegang Central School, Dagana Bhutan**.

For further information please contact Tel. No.17151781(Principal) or Store Assistant # 17579651 during office hours.

Sincerely yours,

Principal
Principal
Drukjegang CS
Dagana, Bhutan

Copy to:

1. Chairman, SMB, Gewog Thrizin, Drukjegang Gewog, Dagana for kind information and support.
2. Chief DEO, Education Sector, Dzongkhag Administration, Dagana for kind information.
3. Office file.

Contact- Official Number: 17151781
Email address: dg.drukjegangcs@education.gov.bt



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25th November 2024

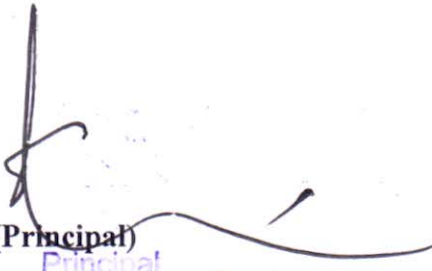
NOTICE INVITING TENDER

Drukjegang Central School, Dagana is pleased to invite seal bids from interested and eligible Bhutanese nationals holding valid trade license to participate in the supply of school "Tracksuit and T Shirts" for three academic year (i.e 2025-2027)

Name of Contract	Last date and time of bid submission	Date and time of bid opening
Supply of School Track Suits and T-shirts	13th December 2024 before 10:00 AM	13th December 2024 at 10.30 AM in conference room

The bidding documents can be downloaded from school website: www.drukjeganghss.bt and duly filled and completed documents with samples of items must be submitted to the address mentioned in the bidding documents. The last date for the submission of bid is on 13th December 2024 before 10:00 AM and shall be opened on the same day at 10.30 Am .

For further information kindly contact # 17151781(Principal) or Store Assistant # 17579651 during office hours.


(Principal)
Principal
Drukjegang CS
Dagana : Bhutan

Copy to:

1. School file

Contact- Official Number: 17151781
Email address: dg.drukjegangcs@education.gov.bt

**DRUKJEGANG CENTRAL SCHOOL
DAGANA DZONGKHAG
DRUKJEGANG GEWOG**

***[Bidding Documents: Supply of
Track Suit and T-Shirt for 2025]***



Procuring Agency [DRUKJEGANG CENTRAL SCHOOL]

NB: This Document has been prepared by Drukjegang Central School to be used for the Procurement of School Tracksuit and T-shirt (academic year 2025) for students' Facilities through Open- Competition.

It has been prepared based on the SBD prepared by the Ministry of Finance as per the Procurement Rules and Regulations for procuring goods.

For further clarifications, if any, the bidder may contact: Drukjegang Central School, Dagana at, Official Number: 17151781, Email address: dg.drukjegangcs@education.gov.bt

Invitation for Quotation for Eligible bidder

Project Title: Supply of School Tracksuit set (Jacket and Pants) and T-shirt

Source of funding: Personal (Student Collection)

Contract Ref: - Drukjegang Central School, Dagana Dzongkhag

Dear Sir/Madam,

1. You are invited to submit your priced bid for the supply of the following items: Government Central schools (Drukjegang Central School) "Tracksuit and T Shirt".

2. The bidder(s) may quote the price under this invitation. The item shall be evaluated, and the contract awarded separately to the firm(s) offering the lowest evaluated price, however the goods should meet the quality.

3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. 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.

Your quotation in the required format should be addressed and submitted to: **Principal, Drukjegang Central School, Dagana, Dzongkhag.**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is on 13th December 2024, on or before 10.00 AM.

5. The bid shall be accompanied by a bid security of Nu: 20,000/. (**Twenty Thousand**) only in the form of cash warrant, demand draft or unconditional Bank Guarantee in favor of the **Principal, Drukjegang Central School, Dagana** which should be valid for the period of 6 months. Any bid not accompanied by bid security shall be treated as non-responsive.

6. Quotation by electronic means (are NOT) acceptable.

7. 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 (Bhutanese currency). A single rate for both Track suit and T-Shirt are to be quoted irrespective of the sizes.

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 attached with BOQ.

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 price 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 rates, 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 given to the bidder who is offering the lowest evaluated price that meets the specifications (quality of goods). The successful bidder will sign a contract as per the attached form of contract and terms and conditions of supply.

The award of supply shall be given to the lowest evaluated bidder as a single package ie. Supply of both Track suit & T-shirt as one package.

d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of 3 years (365x3 years) from the deadline for receipt of quotation(s), should you fulfill all the requirements of the purchaser.

8. Depending on the final requirement, the purchaser may increase or decrease the quantities by twenty percent (20%) of the purchase order from the second year onwards till the third year.

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 (i.e. Conference room at 10:30 AM) with the committee member chaired by the chairperson, SMB.

10. The Evaluation shall be done on the same day of bid opening by the Evaluation Committee.

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.

13. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

14. The successful bidder must deposit a contract amount of **Nu. 20,000/- (Twenty thousand)** only 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 the warranty period and will be returned after the end of warranty period after adjustment of dues if any.

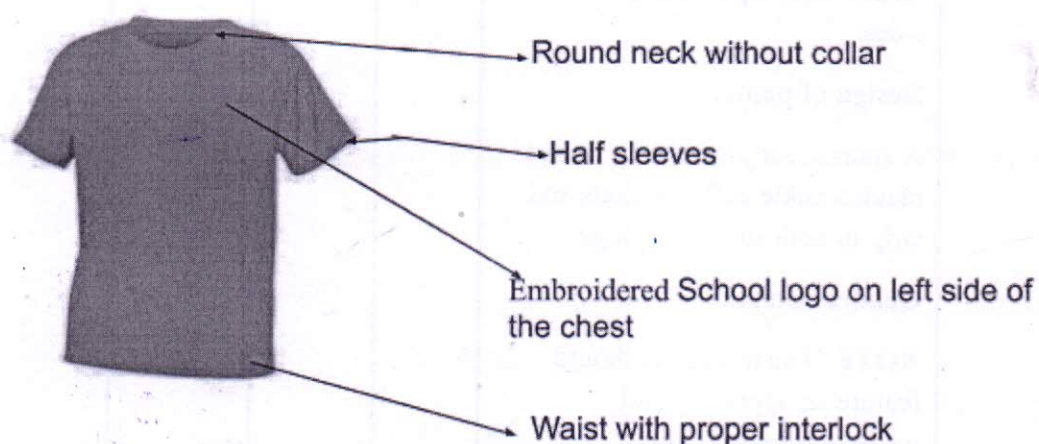
15. The bidders shall be ranked based on the Lowest Evaluated Price and the contract shall be awarded separately to the firm(s) offering the Lowest Evaluated Price.

16. The decision made by the tender committee shall be final and binding.

Schedule of items and priced Quotation (Bid Form)

Sl/no	Materials	Specification	Units	Rate (Nu)	Qty	Remarks
1	Tracksuit set (Jacket and pants in set)	<p>Design Of Jacket:</p> <p>A long sleeved jacket with front zipper made up from high-quality Super Poly fabric with a 300 GSM weight and features the school's name and logo embroidered on the left side of the chest, with the school's name also displayed on the back. It is designed with a premium-quality collar for enhanced durability and style further with zip pockets on both sides.</p> <p>Design of pants:</p> <p>A sportswear jogger with ribbed banded ankle cuffs ,pockets and strip in both side of the legs</p> <p>Gender: Unisex</p> <p>NOTE: The tracksuits should feature an appealing and well-coordinated color combination.</p>	1 Set		As per requirement	Sample required with full set stitched.

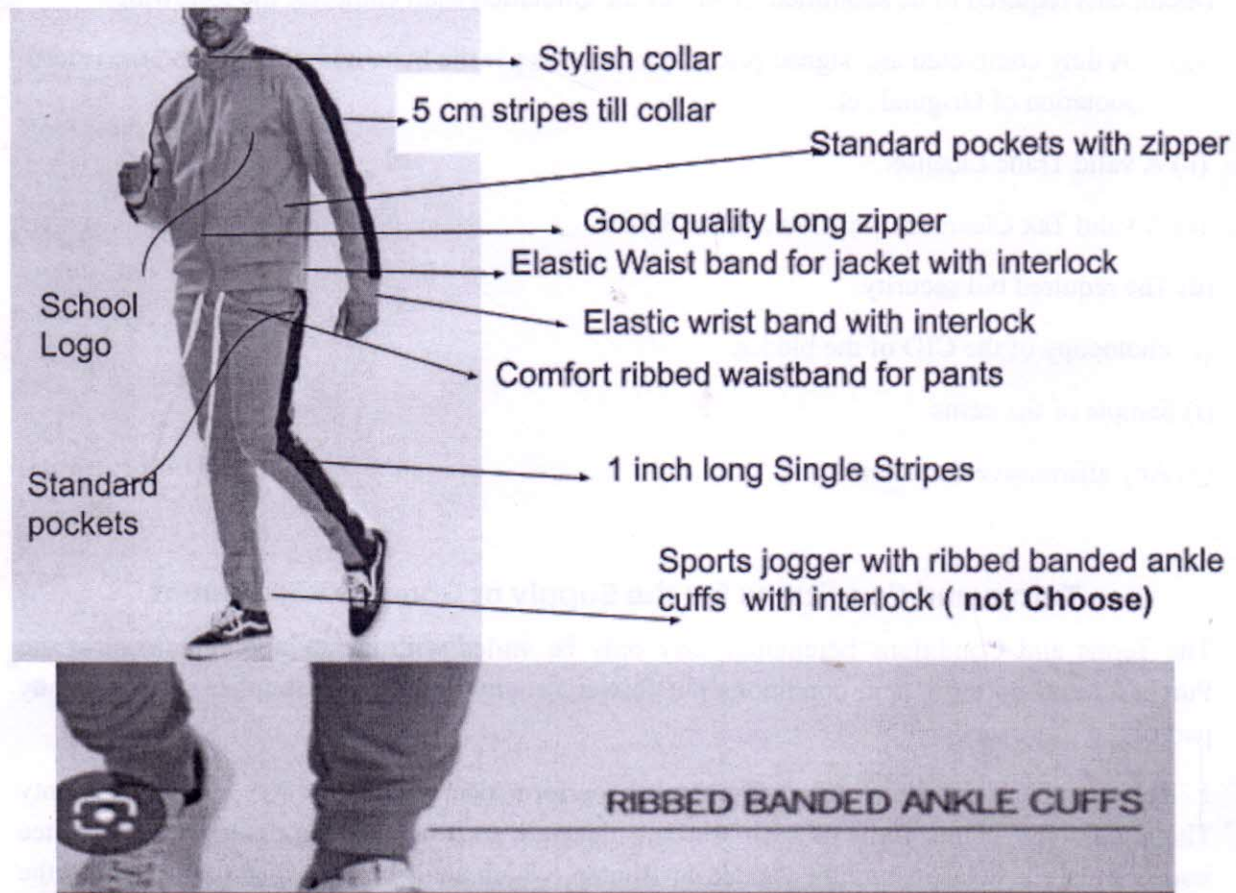
2	T-Shirts	<p>Design of T shirts,</p> <p>The half sleeves T shirt is expertly crafted from premium Dri-Fit fabric, ensuring optimal comfort and moisture-wicking performance.</p> <p>It prominently features the school's name imprinted at the back and logo on the left side of the chest. The design is completed with a sleek, round neck that offers a modern, collarless style, making it both functional and fashionable.</p> <p><i>Refer: The design & style photo provided (Which is just the reference).</i></p>	Nos.		As per requirement	Sample required
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Samples of T-Shirt

NOTE: The provided T shirt color sample is not final. However, the supplier can create the T-shirt design based on the samples provided.

Tentative samples of Tracksuits



NOTE: The provided track suit color sample is not final. However, the supplier can create the track suit design based on the samples provided.

Signature of Supplier:

Supplier's Official Stamp:

Name of Supplier:

Date:

Note:

The Supplier should submit their samples along with the bid document on the mentioned date as per BOQ. Failing to submit the sample may lead to disqualification.

Documents required to be submitted as part of the Quotation shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation of Original set.
- (b) A valid Trade License.
- (c) A valid Tax Clearance Certificate from RRCCO.
- (d) The required bid security.
- (e) Photocopy of the CID of the bidder.
- (f) Sample of the items
- (g) Any affirmative documents

Terms and Conditions for the Supply of Goods and Payment

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. The Supplier shall be required to submit a performance security of Nu. 20,000/- (Twenty Thousand) only 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 the contract period and will be returned (collected from the finance section) after the end of warranty period.
2. The supply of the goods shall be completed within 60 days [unless specified in supply order] days from the date of issue of the Purchase Order. All supply of goods shall be delivered to the schools (as per the supply order attached with delivery points i.e. Drukjegang Central School).
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.

5. Any goods found defective during the warranty period shall be replaced/repared by the supplier at his cost. If the supplier fails to rectify and replace the defective goods, the purchaser shall do it at the cost of the supplier.

6. 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.

7. 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 number 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

8. The Supplier shall provide the warranty, as stipulated in the Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.

9. The purchaser may procure the items from the next lowest evaluated bidder in case the supplier fails to supply the goods within the stipulated time and realizes the difference between the quoted price & market price from the security deposit.

10. *The supplier is required to provide tracksuits and shirts that are properly sized for each student. To ensure accurate sizing and avoid any future issues, the supplier should visit the school to take measurements of the students. This will help guarantee that the clothing fits correctly and meets the needs of all students, eliminating potential problems with incorrect sizes or returns.*

11. The supplier is required to provide goods in various sizes, ranging from Small to Extra Large, at the same rate as specified by the school's requirements.

12. The school reserves the right to decide over certain things NOT reflected /covered in /by these terms and conditions.

Award of Contract.

1. *The Purchaser will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid; is qualified to perform the Contract satisfactorily.*

2. *The determination will take in account the bidders financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualification submitted by the bidder.*

3. *An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the bidder's Bid.*

4. *The Purchaser will award the Contract to the Bidder whose bid has been determined to be the lowest evaluated responsive Bid; Individual basis provided further that the Bidder determines the Contract satisfactorily.*

Supplier:

Name:

Sign & Seal:

Purchaser: Principal, Drukjegang Central School, Dagana

Sign & Official Seal

Principal
Drukjegang CS
Dagana: Shutan

