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DRUK HOLDING & INVESTMENTS LTD.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY OF PACKAGING
MATERIALS**



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Tender No: MSPCL/Pro-Ndrug/02/2024/239

NOTICE INVITING TENDER

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL) invites sealed bids from Bhutanese eligible bidders for supply of Packaging materials and Lab reagents as per the Bidding Documents.

Name of Tender	Bid Submission Date & Time	Bid Opening Date & Time	Cost of Bidding Documents
Supply of Packaging Materials	22 nd May 2024, 11:00 AM	22 nd May 2024 11.30 AM	Free for download on the website.

For any additional information and queries, please contact 17609969 (Procurement Section).



Chief Executive Officer



Terms and Conditions

1. Scope of Supply

- 1.1. The bidder(s) may quote for any or all items as per the technical specification and the Price Schedule as attached.

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from **Procurement Section** not later than **7 days** from the date of bid submission.

3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:

- i. Bid Security
- ii. Valid Trade license
- iii. Tax clearance
- iv. Price Schedule
- v. Power of Attorney (if the bidding documents are signed on behalf of the owner)
- vi. Bid Submission Form (Annexure-I) (Completely filled up form)
- vii. Any other relevant documents

4. Bid Price

- 4.1. All prices shall be quoted in **Ngultrum**. The quoted price shall be Incoterm 2020 including taxes, duties and other levies to the final place of delivery, if required.

- 4.2. The final place of delivery is **Menjong Sorig Pharmaceuticals Corporation Limited, Kawajangsa, Thimphu.**

- 4.3. Item shall be evaluated and contract awarded separately to the firm (s) offering the lowest evaluated price for the item.

5. Bid Validity

- 5.1. The bid shall be valid for **365 Days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.

6. Bid Security

- 6.1. The bid shall be accompanied by the bid security of not less than **2% of the quoted rate** in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the **Chief Executive Officer, Menjong Sorig Pharmaceuticals Corporation Limited** issued by the Financial Institution enforceable in any Banks in Bhutan



- a) The Bid security (EMD) shall be valid up to **90 Days** from the date of bid submission.
- b) The Bid Security is to be submitted as a part of the Bid in a separate sealed envelope.
- c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.2. The bid security shall be forfeited in the following cases:

- a) If the Bidder withdraws the bid after Bid opening during the period of Bid validity.
- b) If the Bidder does not accept the correction of the Bid price;
- c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

7. Submission of Bids

7.1. The bidder(s) shall submit one original bid and clearly marked **ORIGINAL**. In addition, the bidder(s) should also submit one copy marked as **COPY**. The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address.

**Chief Executive Officer,
Menjong Sorig Pharmaceuticals Corporation Limited,
Kawajangsa, Thimphu**

8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser is on or before **22nd May 2024 at 11.00 AM**. Bids by electronic means *are not* acceptable.

9. Bid Opening

9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend the **Tender Opening on 22nd May 2024 at 11.30 AM**. In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.

10. Evaluation of Bid

10.1. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bids the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

10.2. 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 Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

10.3. To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by



the Purchaser shall not be considered.

11. Purchaser's Right to Accept Any Bid, and Reject Any or All Bids

11.1. 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. Quantity Variation

12.1. Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty five percent (25%) of the indicated quantity.

13. Award of Contract

13.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

14. Delivery Schedule

14.1. The supply of the Goods and related service shall be completed within **45 days or as specified for respective good** from the date of issue of the Purchase Order.

15. Performance Security

15.1. The Supplier shall be required to furnish Performance Security of **10%** of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in favor of the **CEO, MSPCL** issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of warranty period and will be returned after the end of warranty period.

16. Liquidated Damage

16.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.10 %** per day for each day of delay to a maximum of 10% of the quoted price.

17. Payment Terms

17.1. **Full Payment at the delivery of goods.**

17.2. At the time of release of payment, Tax shall be deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.



18. Warranty Period

18.1. Any goods found defective shall be replaced within 15 working days as per the stipulated time mentioned by the purchaser. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

19. Submission of Bid

19.1. The Bidder shall submit the Bid Submission Form using the Form in the Annexure I: This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

19.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

20. Termination

20.1. 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:

20.2. if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and

20.3. if the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Supplier does not take any remedial action within a period of [15 days] after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

21. Governing Law

21.1. The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

22. Dispute Resolution

22.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier and United Nations Commission on International Trade Law [UNCITRAL] Arbitration Rules of 1976 for International Supplier and will be binding for both parties.



Bid Submission Form

Date:

Tender No.:

To:
.....
.....

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda number:

(b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: **Supply and Delivery of Packaging Materials.**

(c) The total price of our Bid, excluding any discounts offered in item is: Nu.

(d) The discounts offered and the methodologies for their application are:

Discounts: If our Bid is accepted, the following discounts shall apply:

Methodology of Application of the Discounts: The discounts shall be applied using the following methodology:

(e) Our Bid shall be valid for a period of **(365) days** from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before expiry of that period;

(f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;

(h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier]

(i) We have no conflict of interest;



Standard Bidding Document for Goods

- (j) Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- (k) We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per terms and conditions of the Contract.
- (l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on day of



Specific Instructions and Terms and conditions

- 1) The tender must submit or accompany a sample that describes the specifications of the intended item for the supply.
- 2) The bids without samples shall not be accepted.
- 3) If you do not agree with the specifications provided, please do not provide rates or indicate as N/A under Rate per Kg Column.

Sl. No.	Packaging Materials	Specifications	Unit	Actual Requirement	Rate in Nu
1	PET Jar	Transparent Food Grade PET jar, Capacity-1000 ml, Yellow cap	pcs	10000	
2	PET Jar	Transparent Food Grade PET jar, Capacity-2000 ml, Yellow cap	pcs	1900	
3	PET Jar	Transparent Food Grade PET jar, Capacity-500 ml, Yellow cap	pcs	4000	
4	Amber Bottle	Amber Food Grade PET bottle, Capacity-30 ml, Yellow Cap	pcs	2500	
5	Amber Glass Bottle	Borosilicate Amber Glass bottle, Resistant to thermal shocks, Capacity-60 ml, Yellow Cap	pcs	21000	
6	Roll on bottle(Mindsoother)	White opaque bottle, Capacity-10 ml, Roll on ball, Screw Cap	pcs	5000	
7	Disposeable Shoe cover	Plastic, blue color, antislip, breathable, waterproof, Size 16 *40cm	pcs	6550	
8	Disposable cap	Surgical supplies material, disposablwe, blue color, size 17 *45cm	pcs	10050	
9	Disposable Hand gloves	Nitrile, powder free, food grade, blue color, Size 26*25*22.5cm	pcs	7300	
10	Disposable Lab Coat	PP 35g White lab coat, knitted neckline, 4 buttons,2 pockets, free size	pcs	5000	
11	Packing Strap	white Polypropylene strap, 1/2 inch	kgs	200	



Standard Bidding Document for Goods

12	Metal Strapping Clip	metal clip for plastic strap in 5kg pack size	kgs	50	
13	Cotton	Sterilized, Pharmaceutical Grade	kgs	70	
14	Marking Cloth	100% Pure Cotton (Kapas) Fabrics	Meter	200	
16	Marking Cloth	Thich Super quality	Meter	200	
	Total Amount				

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Date:	

