



Ref.No. BCS/A(3)/ADM/2026-2027/125

Date : 7th October, 2026

Bid Invitation

Subject: Invitation for Bids (IFB) for the Supply of Meat Items for Bjishong Central School, Gasa Dzongkhag

The Manager,

.....
.....
.....

1. The **Bjishong Central School, under Gasa Dzongkhag** invites sealed bids from eligible and licensed Bhutanese suppliers/vendors for the supply of quality meat items for the school mess for the academic year **2026 - 2027**
2. Bidding will be conducted in accordance with the procedures specified in the **Procurement Rules and Regulations (PRR)** of the Royal Government of Bhutan.
3. Interested eligible bidders may download the Bidding Document from the Dzongkhag's official website www.gasa.gov.bt or can be collected from the school administration during office hours.
4. **Key Details & Schedule:**
 - o **Last Date for Submission of Bids:** 22nd October, 2026 at 10:00 A.M
 - o **Bid Opening Date & Time:** 22nd October, 2026 at 11:00 AM on the same day in the School's Conference Hall.
 - o **Bid Security / Earnest Money Deposit (EMD):** Nu. 20,000/- (Twenty Thousand) in the form of a Demand Draft / Cash Warrant / Bank Guarantee favouring the Principal, Bjishong Central School, Gasa.
 - o **Place of Submission:** Office of the Principal, Bjishong Central School.
5. Bids must be delivered in a sealed envelope clearly marked "**Bid for Supply of Meat Items – 2026 to 2027**" and must reach the office on or before the stipulated deadline and addressed to:
Principal
Bjishong Central School,
Damji, Gasa Dzongkhag
6. The school reserves the right to accept or reject any or all bids, or to annul the bidding process at any time prior to award of contract, without thereby incurring any liability to the affected bidders.



1. Scope of Supply and Delivery Requirements

- **Items Required:** All meat items as per the schedule of requirements.
- **Quality Standards:** All meat items supplied must be fresh, hygienic, fit for human consumption, slaughtered/processed according to local health and food safety standards, and subject to inspection by the school mess/food committee upon delivery.
- **Delivery Schedule:** As per the requisition orders placed by the school administration on a weekly/monthly basis, delivered directly to the school mess store at the supplier's quoted price.

2. Eligibility Criteria

Interested bidders must submit copies of the following valid documents along with their bid:

- Valid Trade License
- Valid Tax Clearance Certificate (TCC)
- GST Registration Certificate
- A copy of CID of the bidder

For further information and clarifications, please contact the school administration office at **17126400** / **WhatsApp @ 17441310** and Procurement Assistant at 17697925 or via email at bjishongcs@education.gov.bt

Sincerely,



Principal
དབུ་འཛིན།
ཕྱི་གཤོང་སློབ་གྲྭ་རྩིས་ལྷན་ཁག

Principal
(Bjishong Central School, Gasa)



1. Invitation for Quotation (IFQ)

Date: 7th October, 2026

Dear Sir/Madam,

A. General

The eligible bidders with valid trade license, are invited to submit your priced bid for the supply of the following items.

i) Meat Items Package: 1

1. Bid-submission date: **22nd October, 2026 at 10:00 am**, Bid Opening Date: **22nd October, 2026, at 11:00 am, at Bjishong Central School, Damji, Gasa.**
2. The bids submitted will be opened by the tender committee after the bid submission deadline on the same day in presence of the bidders.
3. The bid shall be valid for a period of [30 days] from the deadline for receipt of bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Agency may solicit the bidder's consent to extend the bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.
4. Any non-compliance with Bid Securing Declaration terms and conditions will result in forfeiture of Bid Security amount of **(Nu 20,000 Lump Sum fixed)**
5. The supply of the goods shall be completed within 3 (three) days from the date of issuance of the purchase order.
6. All prices shall be quoted in Ngultrum by the bidder. 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 shall be **Bjishong Central School, Damji, Gasa Dzongkhag**. Failing to deliver within the given stipulated time, the school management will purchase from the open market and payment for the differential amount has to be arranged by the bidder in line with procurement norms.
7. The Bidder(s) shall quote for ALL items under this bid of the respective package.
8. The Procuring Agency and Bidder shall be bound by the terms and conditions specified in the Integrity Pact.



9. General Terms & Conditions

- a. The supply order shall be sent by the school and goods has to be delivered to **Bjishong Central School** within 3 days upon receiving of the purchase order in good condition as per the specification.
- b. Payment of the Invoice shall be made by the procuring agency based on the weekly/monthly supplies as per the supply order made.
- c. Any goods found in inferior qualities or not good for consumptions shall be replaced/repaired by the Supplier at his/her cost within following day. If the supplier fails to rectify and or replace the defective goods, the Procuring agency shall do it at the cost of the supplier.
- d. The Procuring agency may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience.
- e. If the Supplier fails to perform any other Terms and Conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages
- f. Supplier should supply the items for any sort of school activities as per the quoted rates (Example: National Day Celebration, HM Birth Day Celebration, PD Programs, etc)
- g. If the Supplier fails to perform any other obligation(s) under the Purchase Order, the Procuring agency will notify the supplier for compliance or may led to early termination of the contract after fundamental breaching of the contract.
- h. The supplier must supply the items in strict adherence to the purchase order made by the procuring agency at the quoted price irrespective of the price fluctuation in the market
- i. The amount in the bills is subject to change based on the physical verification of the quantity done by the procuring agency during the time of delivery.
- j. Sub-contracting or subletting of business license is not allowed.

Submission and Opening of Bids

10. The Bidder shall be required to submit the following Documents as part of the bid:
 - a. *A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation;*
 - b. *A valid Trade License;*
 - c. *A valid Tax Clearance Certificate;*
 - d. *GST registered certificates*
 - e. *Any other requirements specified in this document*
11. Bidder must agree to the Integrity Pact and Bid Securing Declaration.
12. The bid should be submitted as per the IFQ and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.



13. The quotation(s) shall be opened on the same day of submission deadline by the tender committee at the date and time specified in the notice.
14. The bids submitted without signed “Bids Securing Declaration” will be treated as non-responsive.

B. Award of Work

15. The award shall be made to the Bidder who meets all requirements prescribed in the bidding document. Failing to supply shall led to termination of the contract in line with the procurement rules and regulations.
16. The Procuring agency is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids. The bidder(s) shall, however, be informed with the justified reason(s).
17. Tie-Bids: In the event of a tie in bid prices among two or more bidders, the Procuring Agency will go for negotiation and the bid will be awarded to the bidder willing to offered best bid price after the negotiation.
18. The bidder whose bid is accepted will be notified of the award of contract by issuance of ‘Letter of Intent’ by the procuring agency and copy will be sent to all participating bidders.
19. If no bidder submits any complaint within the standstill of 5 days for Open tendering Method, the bidder whose bid is accepted will be notified of the award of contract by issuance of ‘Letter of Acceptance’.
20. The Supplier shall within seven (7) working days be required to submit a performance security of **(Nu 25,000/- Lump Sum)** 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.
21. The successful bidder will sign a contract with the terms and conditions of supply with the procuring agency within 7 days upon issuance of letter of acceptance.



1. Schedule of Items and Priced Quotation

Schedule of Items and Priced Quotation (bid form)

Package 1: Meat Items

(To be Quoted by Meat Vendors Only)

No	Item	Description & Details (minimum specifications of goods to be supplied)	Unit	Qty	Unit Rate (Nu.)	Rates in words
1	Meat Items (package 1)	Beef (Boneless) frozen	Kg	1		
2		Beef (Boneless) Local	Kg	1		
3		Beef with bone	Kg	1		
4		Chicken Local	Kg	1		
5		Chicken Frozen	Kg	1		
6		Pork	Kg	1		
7		Fish (Rui)	Kg	1		
8		Fish (Pankaj)	Kg	1		
9		Shakam	Kg	1		
10		Sikam	Kg	1		
11		Chicken drumstick	Kg	1		
		Sub-Total for supply of goods				

Signature of Supplier:	Supplier's Official Seal:
Name of Supplier:	
Date of Submission:	



2. Bidding and Contract Forms

Form 1: Integrity Pact

1. General:

Whereas (*Bjishong Central School, Gasa, with power of attorney*), Royal Government of Bhutan, hereinafter referred to as the **“Procuring Agency”** on one part, and (*Name of bidder....., with power of attorney*) representing M/s (*Name of firm.....*), hereinafter referred to as the **“Bidder”** on the other part hereby execute this agreement as follows:

This agreement shall be a part of the Standard Bidding Document, which shall be signed by both the parties and submitted along with the tender document.

2. Objectives:

Whereas, the Procuring Agency and the bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence / unprejudiced dealings in the Bidding process and Contract administration with a view to:

1. Enabling the Procuring Agency to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
2. Enabling Bidders to abstain from bribing or any practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope

The validity of this IP shall cover the Bidding process and contract administration period for the period of one year after signing of the contract abiding all the terms and conditions specified in the contract document.

4. Commitment of the Procuring Agency

1. The Procuring Agency hereby undertakes that no officials of the Procuring Agency, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the Bidding process and contract administration.
2. The Procuring Agency further confirms that its officials shall not favor any prospective Bidder in any form that could afford an undue advantage to that particular Bidder in the Bidding process and contract administration and will treat all Bidders alike.



3. Officials of the Procuring Agency, who may have observed or noticed or have reasonable suspicion, shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clause 4.1 and 4.2.
4. Following report on violation of clauses 4.1 and 4.2 by official(s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Procuring Agency and such a person shall be debarred from further dealings related to the Bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself / herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the Bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself / herself to the following:

1. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Procuring Agency, connected directly or indirectly with the Bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the Bidding process and contract administration.
2. The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the Bidding process and contract administration.
3. If the Bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the Procuring Agency or other Bidders, the Bidder shall report such violations to the head of the Procuring Agency.

6. Sanctions for Violation

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

1. The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/fake documents, Bid rigging, Bid steering or coercion) by the Bidder, or any one employed by him, or acting on his / her behalf (whether with or without the knowledge of the bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.
2. The breach of the IP or commission of any offence by the officials of the Procuring Agency shall be dealt as per the rules and laws of the land in vogue.



7. Monitoring and Administration

1. The respective Procuring Agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
2. The Bidder shall have the right to appeal / setting aside as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understand the clauses of this agreement and shall abide by it.



Form 2: Bid-Securing Declaration

We, the undersigned, declare that

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we are required to pay the Bid Security amount (Nu. 20,000/-) specified in the terms and conditions within 5 days of your instruction and failure to do so will debar us from being eligible for Bidding in any contract with all the Government Procuring Agencies for the period prescribed in the Debarment Rules of we are in breach of our obligation(s) under the Bid conditions because we:

- have withdrawn our Bid during the period of Bid validity specified in the Bid; or
- having not accepted the correction of error; or
- having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to furnish the performance security in accordance with the T & C or (ii) fail or refuse to execute the Contract.

The procuring agency has the authority to immediately go to the next bidder, once the notice is served to the defaulting bidder.

Name of the Bidder:

Signature (Legal Stamp Affixed)

Designation:

Business Registration/License No:



Form 3: Letter of Intent

Date:.....

To,

.....
.....
.....

Dear Sir/Madam,

This is to notify you that, it is our intention to award the contract for you bid dated..... for execution of the Supply of Meat Items to Bjishong Central School, Damji, Gasa Dzongkhag vide invitation of quotation letter no..... for the Contract Price as corrected and modified in accordance with the Instruction to Bidders.

(Chairperson)

School Tender Committee

Cc:

1. Chief DEO
2. Office Copy



Form 4: Letter of Acceptance

Date:.....

To,

Name:

Address:

This is to notify you that your Bid dated.....for the Goods for Supply of Meat Items to Bjishong Central School, Damji, Gasa Dzongkhag as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

The Contract in duplicate is attached hereto. You are hereby instructed to complete the following process within 7 working days.

- Confirm your acceptance of this Letter of Acceptance
- Furnish the Performance Security; and
- Execute the signing of the contract.

Authorized Signature

Name:

Title of Signatory:

Name of Agency:



Attachment: Contract Agreement

Form 5: Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instruction indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of the Procuring Agency]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of supplier]* (hereinafter called “the Supplier”) has entered into Contract No. *[insert number]* dated *[insert day & month]*, *[insert year]* with you, for the supply of *[description of Goods & related services]* (hereinafter called “the Contract”. Further, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert day, month, year]* and any demand for payment under it must be received by us at this office on or before that date. We agree to an extension of this Guarantee for a period as required by the procuring agency in response to the procuring agency's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signature of authorized representatives of the bank and supplier]



Form 6: Contract Agreement

THIS CONTRACT AGREEMENT made on (day:.....of month:....., year:.....), BETWEEN

1. [Bjishong Central School, Gasa], and having its Principal place of business at [Bjishong CS] (hereinafter called “the Procuring Agency”), and
2. [.....], a corporation incorporated under the laws of [Bhutan] having its principal place of business at.....(hereinafter called ‘the Supplier’).

WHEREAS the Procuring Agency invited Bids for certain Goods for the supply of *Meat Items to Bjishong Central School, Damji, Gasa Dzongkhag* for the FY 2026 – 2027 and has accepted a Bid by the Supplier for the those Goods as per the quoted amounts specified in the price schedule item wise, (expressed in the Contract currency/ies] (hereinafter called the ‘the Contract Price).

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. In this agreement, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the procuring Agency and the Supplier, and each shall be read and construed as an integral part of the Contract, viz:
 - a. This Contract Agreement
 - b. Terms and Conditions
 - c. Technical Requirements (including schedules of supply & technical specifications);
 - d. The Supplier’s Bid and original Price Schedules;
 - e. The Procuring Agency’s Notification of Award of Contract;
 - f. The form of Performance Security;
 - g. The form of bank Guarantee for Advance Payment; and
 - h. [insert here any other document(s) forming part of the Contract]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide THE Goods and Services and to remedy defects herein in conformity in all respects with the provisions of the Contract.
5. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sums as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.



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ཕྱི་གཤོང་སློབ་གྲྭ་རྒྱུ་བ། དགའ་ས་རྫོང་ཁག
MINISTRY OF EDUCATION & SKILLS DEVELOPMENT
BJISHONG CENTRAL SCHOOL, GASA DZONGKHAG



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Procuring agency Signed: [signature.....]

In the capacity of [HOPA]

In the presence of: _____ [Procurement Officer]

For and on behalf of the Supplier

Signed: [signature of authorized representative(s) of the Supplier] _____

In the capacity of [Designation: _____]

In the presence of: [Signature _____]

[identification of official witness: _____]

Form-7: Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: [insert date (as day, month and year) of Bid Submission]

IFB No. and title: [insert number and title of bidding process]

[Bank's letterhead]

Beneficiary: [insert legal name and address of Procuring agency]

ADVANCE PAYMENT GUARANTEE No.: [insert Advance Payment Guarantee no.]

We, [insert legal name and address of bank], have been informed that [insert complete name and address of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [insert number] dated [insert date of Contract] with you, for the supply of [insert types of Goods to be delivered] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an Advance Payment is to be made against an Advance Payment Guarantee.

"Cradle for Quality Education"

"Envisages Equality, Involvement, Commitment, Relationship and Emphasis on Student's learning and Achievement"

Phone: 17126400 (O) Principal Phone: 17441310 Email ID: bjishongcs@education.gov.bt



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At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **[insert amount(s) in figures and words]** upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the Advance Payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the Advance Payment referred to above must have been received by the Supplier in its account **[insert number and domicile of the account]**.

This Guarantee shall remain valid and in full effect from the date of the Advance Payment received by the Supplier under the Contract until **[insert date]**. We agree to an extension of this Guarantee for a period as required by the procuring agency in response to the Procuring agency's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signature(s) of authorized representative(s) of the bank]

4. 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 Procuring agency 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 10% of the quoted price and shall be valid till the end of the contract period or warranty period if applicable.
2. Ten percent (10%) of the Contract Price shall be paid within fourteen (14) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and, in the form, provided in the Bidding Documents.
3. The purchase order for one-time purchases shall be sent within five (5) working days after the signing of the contract.
4. The supply of the goods shall be completed within the number of days specified in the contract from the date of issue of the Purchase Order, or the signing of the contract;
5. Payment of the invoice shall be arranged by the Procuring Agency, within twenty-five (25) days upon submission of the original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
6. Any goods found defective during the warranty period shall be replaced/repaired by the Supplier at his cost. If the supplier fails to rectify and/or replace the defective goods, the Procuring Agency shall do it at the cost of the supplier.

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7. The Supplier shall pay Liquidated Damages at the rate of 0.1% per day for each day of delay up to a maximum of 10% of the contract price on the delivered portions of the goods.
 8. The Procuring Agency may, by written notice, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time, if:
 - a. the Supplier fails to perform any other Terms and Conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages;
 - b. the Supplier fails to perform any other obligation(s) under the Purchase Order;
 - c. the Supplier does not take any remedial action within a reasonable time after receipt of a notice of default from the Procuring Agency specifying the nature of the default(s); or
 - d. the Supplier, in the judgment of the Procuring Agency, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
 9. In case the contract is terminated because of the failure of the Supplier, the Supplier in addition to the Liquidated damages (if applicable) shall be liable for any additional cost required to procure the same goods.
 10. Following the termination of contract, the Procuring Agency may directly award or indirectly procure from the market. The differential amount between the quoted price and market price shall be covered from the performance security amount.
 11. 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 as the case may be. The security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
 12. Any other terms and conditions.

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