

Royal Society for Protection of Nature

Post Box 325

Kawangjansa

Thimphu : Bhutan



Bidding document

Procurement of Laboratory/Vet equipment/Others

1. Introduction

The Royal Society for Protection of nature (RSPN), Thimphu (hereinafter referred to as “**Purchaser**”) is a Public Benefit Organization registered under the Civil Society Organization Authority Act 2007 of Bhutan.

The Royal Society for Protection of Nature invites sealed quotations from interested and eligible local Suppliers/Dealers for the supply of “**Laboratory/Vet Equipment/others**” as specified under Specification.

2. Definitions:

- a. “**Supplier**” shall mean the successful Bidder.
- b. “**Material(s)**” shall mean the items in the list attached in this bid document.

3. Scope of Supply

The Bidder shall supply the items at the Royal Society for Protection of Nature, Head Office, Kawajangsa, Thimphu, Bhutan.

4. Eligible Bidders

The invitation for bids is open to all the Suppliers/Dealers holding a valid Trade License issued by Ministry of Economic Affairs, Royal Government of Bhutan. Any bids unaccompanied with such license shall be rejected outright.

The bidder shall furnish the following documentary evidence;

- a. Valid Trade license
- b. Tax Clearance Certificate
- c. A record of similar task carried out in the country in the last 1 year – produce certificate from client end for the same.

5. Cost of Bid Document

The cost of Bid Document is **NU 200.00** (non-refundable) and the Bidder shall bear all costs associated with the preparation and delivery of its Bid to the Purchaser. The Purchaser shall in no case be responsible or liable for these costs.

6. Bid Submission

The Bidder shall submit the original Bid in a sealed packet clearly marked as “**Laboratory/Vet Equipment/Others**” addressed to:
Executive Director,
Royal Society for Protection of Nature
Post Box No. 325
Kawajangsa : Thimphu

Any bids received by the Purchaser after the deadline and specified time will be declared as "LATE" and will be returned intact to the Bidder.

7. Validity of Bid

The Bidder's Bid validity period shall be 60 days.

8. Bid Security (EMD)

- a. The Bid should be submitted along with Bid Security of 20,000 denominated in Ngultrum in any forms of Banker's Certified Cheque / Demand Draft /Cash Warrant favouring the Executive Director, Royal Society for Protection of Nature, Thimphu drawn on Bank of Bhutan Ltd.
- b. The Bid submitted without the Bid Security shall be rejected straight away by the Purchaser as non-responsive.
- c. The Bid Security of the successful Bidder shall be returned after the successful Bidder has signed the Contract and furnished the required Performance Security.
- d. The Bid Security shall be forfeited:
 - i. if a Bidder withdraws Bid for any reason at the time of opening of bids; or
 - ii. if a Bidder withdraws its Bid during the period of Bid validity (60 days) specified by the Bidder; or
 - iii. if the successful Bidder fails to:
 - 1) sign the Contract; or
 - 2) furnish a Performance Security

9. Deadline for Bid Submission

Day : Friday
Date : 29/10/2021
Time : 12.00 noon

10. Bid Opening

The Purchaser shall open bids in presence of bidders' representatives who choose to attend on:

Day : Friday
Date : 29/10/2021
Time : 2.30 P.M
Venue: RSPN Head office

11. Delivery of Goods

The successful Bidder shall supply and deliver the materials **within 45 days** from the date of Supply Order.

12. Quantity & Specifications

SI No	Equipments	Specification	Unit
1	Microscope	Leica S9 i Stereomicroscope with other accessories	Nos
2	Disecting Microscope	Senior Dissecting Microscope, 10x, 20x optics	Nos
3	Digital Binocular Compound Microscope	40X-2500X LED Digital Binocular Compound Microscope with 3D Stage + 5MP USB Camera Package must include (One binocular microscope head One microscope body Four objective lenses: 4X, 10X, 40X, 100X One pair 10X eyepieces One pair 25X eyepieces One blue color filter One dust cover One sample immersion oil One digital eyepiece camera Two sizing adapters One mini USB to USB type A cable One software CD) Preferable Amscope	Set
4	Laboratory Hot Air Oven	15 x 14 x 14 mm, vol 43 Ltr, 2 shelves (Lab grade)	Nos
5	Micro centrifuge (PCV analyzer)	Veterinary Micro- Hematocrit Centrifuge,(Brand - SHINOVA, Model - TGLM, 58x38x35	Nos
6	Hemometer (Hb analyzing)	Haemometer Sahli, Plano Paralal, Type - Square	Nos
7	PCV reader	Micro Haematocrit Tube Reader (PCV)	Nos
8	Blood Analyzer (PCV) centrifuge	125mm x 90 mm (WxH)	Nos
9	Hemocytometer	Laboratory portable Hemcytometer Machine	Nos
10	Blood cell counter	Digital Blood Cell Counter with 12 operating keys, Lab equipment	Nos
11	pH meter	Digital pH Meter (for all rounder use)	Nos
12	Caliper	Metric scales with 0.1 mm accuracy, LCD display, self-zeroing, 0 to 150 mm Range	Nos
13	Distillation Plant	Double distillation plant, 1.5 Ltr/hr	Nos
14	Distillation Plant	Double distillation plant, 4.0 Ltr/hr	Nos
15	Motor pestle	medium round cermaic	Set
16	Sieve	ordinary metal tea sieve	Nos
17	Glass slide	Microscopic glass slide	Pkts
18	Slide cover	Microscopic slide cover glass	Pkts

19	Reagent bottle 500 ml	reagent bottle with cap Borosilicate glass	Nos
20	Reagent bottle 500 ml	Reagent bottle with cap polyethylene plastic	Nos
21	Specimen Tubes 50ml	50ml Laboratory Plastic Centrifuge tube Flat-bottom with screw cap For Sample Specimen	Nos
22	Specimen Tubes 100ml	100ml Laboratory Plastic Centrifuge tube Flat-bottom with screw cap For Sample Specimen	Nos
23	Specimen labeling pen/paper (waterproof)	Permanent Marker for Cassette and Slide Marking suitable for Frosted end microscope slides, plastic cassettes and specimen	Pkts
24	Snake Catching Hook	The Pro Snake Hook is 45" long. Snake catching stick with hooks	Nos
25	Gentle Giant Grabber	For humane handling of snakes, triple rubber coated top jaw creates drag on top of the snake's body for secure holding	Nos
26	Reagent bottle 300 ml	Reagent bottle with cap Borosilicate glass bottle	Nos
27	Reagent bottle 300 ml	Reagent bottle with cap polyethylene plastic made	Nos
28	Reagent bottle 100 ml	Reagent bottle with cap Borosilictae glass	Nos
29	Reagent bottle 100 ml	Reagent bottle with cap polyethylene plastic made	Nos
30	Reagent bottle 50 ml	Reagent bottle with cap Borosilicate glass	Nos
31	Reagent bottle 50 ml	Reagent bottle with cap Borosilicate glass	Nos
32	Beaker 500 ml	500ml beaker polyethylene made	Nos
33	Beaker 300 ml	Beaker 300 ml Borosil glass	Nos
34	Beaker 300 ml	Beaker 300 ml polyethylene made	Nos
35	Bearker 100 ml	Bearker 100 mlBorosil glass	Nos
36	Bearker 100 ml	Bearker 100 ml polyethylene made	Nos
37	Beaker 50ml	Beaker 50ml Borosil glass	Nos
38	Beaker 50ml	Beaker 50ml polyethylene made	Nos
39	Bearker 20 ml	Bearker 20 ml Borosil glass	Nos
40	Bearker 20 ml	Bearker 20 ml polyethylene made	Nos
41	Conical flask 1000 ml	Conical flask 1000 ml Borosil glass	Nos
42	Conical flask 1000 ml	Conical flask 1000 mlpolyethylene made	Nos
43	Conical flask 500 ml,	Conical flask 500 ml, Borosil glass	Nos
44	Conical flask 500 ml,	Conical flask 500 ml, polyethylene made	Nos
45	Conical flask 100 ml	Conical flask 100 ml Borosil glass	Nos
46	Conical flask 100 ml	Conical flask 100 ml polyethylene made	Nos
47	Measuring cylinder 1000 ml	Measuring cylinder 1000 ml plastic graduated cylinder	Nos
48	Measuring cylinder 1000 ml	Measuring cylinder 1000 ml Borosil graduated cylinder	Nos

49	Measuring cylinder 500 ml	Measuring cylinder 500 ml plastic graduated cylinder	Nos
50	Measuring cylinder 500 ml	Measuring cylinder 500 ml Borosil graduated cylinder	Nos
51	Measuring cylinder 100 ml	100ml Borosil graduated cylinder	Nos
52	Capillary tube	Borosilicate Haematocrit tubes, 1mm diameter	Pkts
53	Capillary tube	Borosilicate Haematocrit tubes, 75mm diameter	
54	Graduated test tube 15 ml	Borosil 15 ml graduated glass test tube with interchangeable stopper	Pkts
55	Glass tube	U- VAC glass tube vacuum, No additive sterile 7ml	Pkts
56	Glass Specimen Jars 250 ml	Glass Specimen Jars with Glass Lid , air tight, clear display (large mouth)	Nos
57	Glass Specimen Jars 500 ml	Glass Specimen Jars with Glass Lid , air tight, clear display (large mouth)	Nos
58	Glass Specimen Jars 1000 ml	Glass Specimen Jars with Glass Lid , air tight, clear display (large mouth)	Nos
59	Glass Specimen Jars 2000 ml	Glass Specimen Jars with Glass Lid , air tight, clear display (large mouth)	Nos
60	Glass Specimen Jars 3000 ml	Glass Specimen Jars with Glass Lid , air tight, clear display (large mouth)	Nos
61	Pastuer pippetes 5 ml	polypropylene pastuer pippetes 5ml	Pkts
62	Pastuer pippetes 10 ml	polypropylene pastuer pippetes 10ml	Pkts
63	Speciment mounting pins	Mounting Pins stainless (Insects) 000,0, 1,3,5,7	Pkts
64	Glass rod	Borosilicate glass rod with 10-200 mm length diameter	Pkts
65	Glass rod	Borosilicate glass rod with 1-100 mm diameter	Pkts
66	Test tube rack 10 capacity	stainless steel test tube rack 10 capacity holder	Nos
67	Test tube rack 16 capacity	stainless steel test tube rack 16 capacity holder	
68	Test tube drying rack	stackable polypropylene drying test tube rack 16 capacity	Nos
69	Plan vacutainer 10 ml	BD vacutainer Plus Blood Collection Tubes	Pkts (100 tubes)
70	Anticogulant vacutainer 7 ml	Vaccum Blood collection Tubes Sodium Heparin 7ml	Pkts (100 tubes)
71	Micro pippetes, 1-1000 micro litre	Microfill (100- 1000ul) Scientific Variable Adjustable Volume Micro Pipette	Nos
72	Pippets tips	Filtered pippets tips (1- 50 micro litre)	Nos

73	Pippets tips	Filtered pippets tips (0.5- 5 micro litre)	Nos
74	Pippets tips	Filtered pippets tips (5- 300 micro litre)	Nos
75	Droper	Plastic Droper 3ml (2 Nos)	Nos
76	Droper	Plastic Droper 10 ml,(2 Nos)	Nos
77	Droper	Plastic Droper 30 ml (2 Nos)	Nos
78	Patridesh	Sterile polystyrene empty Petri Dishes 90 mm	Pkts
79	Test tube holder	Test tube holder with wooden handle	Nos
80	lab head cap	Disposal laboratory saftey	Pkts
81	First Aid kit	Box containing(antiseptic cream or onitment, aspirin medicine, instant cold pack, thermometer)	box
82	Alminium foil	ordinary aluminium foil used for food wrapping	Roll
83	Formaldehyde solution	Formaldehyde concentration 39-42%	Ltr
84	Methanol	Methanol chemical (liquid)	Ltr
85	Ethanol	Ethanol chemical (liquid)	Ltr
86	Methylene blue	Methylene blue 1% Saturated Aqueous Solution (120ml)	ml
87	Gram stain kits	Innovative Science Gram Stain kit (4 ethyl alcohol, denatured 95.0% (25ml), 1 Crystal violet ammonium oxalate (30.0ml), 1 Safranin 01.0% aqueous solution (30.0ml), 1 Iodine/ Potassium Iodide Solution(30.0ml), Instruction and material Safety data (MSDS) packet.	Pkts
88	Ethyl Acetate	Ethyl Acetate (liquid)	Ltr
89	Hydrogen Peroxide	Hydrogen peroxide 6% liquid solution	Ltr
90	Sodium Hydroxide	Sodium Hydroxide liquid 10% solution	Ltr
91	Sodium Chloride	Sodium Chloride (standard solution, Lab reagent)	Ltr
92	Acetone	Acetone 99.9 % HPLC Grade	Ltr
93	Glycerol	Liquid Glycerol 99% lab grade	Ltr
94	Hydrochloric acid	Hydrochloric acid 0.1 mol/l	Ltr
95	Ethey alcohol	Ethyl alcohol 98% denatured, Lab grade	Ltr
96	RBC diluting fluid	RBC Diluting fluid for dilution of Bood Specimen During R.B.C count 500ml	ml
97	WBC diluting fluid	WBC Diluting fluid for staining of WBC 500ml	ml
98	Antiseptic Liquid	Chlorhexdine Gluconate and Cetrimide Antiseptic Liquid	Ltr
99	Cotton swab	Sterile swab with stick	Pkts
100	Chemical Laboratory Safety glasses	Lab safety glass	Pair
101	Lab coat	White normal lab coat	Nos
102	Dust bin	Medium plastic dustbin with lid (red, blue, yellow and green)	Nos

103	Portable Auto Clave	Stainless steel Autoclave Single Drum, model BSI - 9049	Nos
104	Spill Kit	Chemical spill kit, Bag, container size: 5 - 1000 Ltr	Nos
105	Charcol cotton swab	Standrad charcoal transport swab	Pkts
106	Insect Storage Box (Specimen preservation/display box)	Specimen preservation/display box. Insect storage box, Size-38X25X9cm (preferable HARPAL & SONS)	Nos
107	Water bath	Mild steel grey water bath Rectangular, 6 holes, temperature range 150	Nos
108	Hand Dryer	DOLPHY Plastic Automatic Hand Dryer	Nos
109	Spirit	Surgical spirit for clinical and Laboratory	Ltr
110	Disinfecting Foot mat	Black Rubber Base Savelife Sanitizing Floor Mat, Rectangle, 70x46x3 cm	Nos
111	Door mat	MADHAV Solid Mat (Green PVC, 14x42 Inch)	Nos
112	Entomology forcep for handling insects	Entomology forcep sor handling insects Small	Nos
113	Entomology forcep for handling insects	Entomology forcep sor handling insects Big	Nos
114	Insect Net (Telescopic)	Insect Net (Telescopic) ring dia = 12", Rod length = 6ft extendable, Net = Harpal Sons	Nos
115	Camp Axion Glove (Pair)		Nos
116	CAMP Tethys Pro (rescue pulley)		Nos
117	Roll Clip TL pulley Carabiner		Nos
118	CAMP Fig 8 Descender		Nos
119	GoPro Hero 9 Black		Nos
120	Hero 9 Black Rechargeable Camera battery		Nos
121	GoPro Hero 9 Black Head strap + QuickClip		Nos

13. Unit Price

The Bidder shall quote the unit price of the goods in terms of **CIF** Thimphu, Bhutan including all the applicable taxes and duties.

14. Taxes and Duties

- a. For Goods manufactured outside Bhutan, the Supplier shall bear and pay all applicable taxes, stamp duties, license fees and other similar levies imposed outside Bhutan.
- b. For Goods manufactured within Bhutan, the Supplier shall bear and promptly pay all applicable taxes, duties, license fees and other similar levies incurred until delivery of the contracted Equipment to the Purchaser.

15. Terms of Payment

- a. The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the materials delivered and upon fulfillment of all the obligations stipulated in the Contract.
- b. Payments shall be made promptly by the Purchaser, no later than thirty (30) days after the submission of verified invoice or request for payment by the Supplier, and the Purchaser has accepted it.
- c. The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid Price is expressed.

16. Tax Deduction at Source (TDS)

The successful Bidder shall note that TDS @ **the applicable rate** on bill value will be borne by the Bidder. TDS certificate shall be issued by the Purchaser.

17. Bhutan Sale Tax (BST)

The successful Bidder shall note that applicable Bhutan Sale Tax (BST) on the value will be borne by the Bidder.

18. Purchaser's Right to Vary Quantities at Time of Award

At the time the Contract is awarded, the Purchaser reserves the right to **increase (20%)** or **decrease (20%)** the quantity of the goods without any change in the unit price or other terms and conditions of the Bid and the Bidding Documents.

19. Notification of Award

- a. Prior to expiry of the period of Bid validity, the Purchaser shall notify the successful Bidder, in writing by registered Letter or Electronic Mail or Fax, that its Bid has been accepted.
- b. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- c. Upon the successful Bidder furnishing the signed Contract and the Performance Security, the Purchaser shall promptly notify each unsuccessful Bidder and discharge its Bid Security.

20. Contract Price

- a. The Contract Price shall be as specified in the Contract subject to any additions

and adjustments thereto or deductions there from as may be made pursuant to the Contract.

- b. Price charged by the Supplier for the equipment supplied and the Related Services performed under the Contract shall not vary from the price quoted by the Supplier in its Bid.

21. Signing of Contract

- a. The successful Bidder shall execute the Contract at RSPN Head Office, Thimphu, Bhutan.
- b. The Executive Director, RSPN, Thimphu, Bhutan shall be the Authorized Signatory to execute the Contract with the selected Bidder in accordance with the provisions of this Bid Document, and any other specific instructions issued by the Tender Committee.

22. Performance Security

- a. Within fifteen (15) days after the notice of award from the Purchaser, the successful Bidder shall submit the Performance Security @ **10%** of the Contract Price denominated in Ngultrum in any of the following security forms:
 - (i) Banker's Certified Cheque or
 - (ii) Cash Warrant or
 - (iii) Demand Draft.
- b. Failure by the successful Bidder to submit the above-mentioned Performance Security or to sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily. Such a failure shall be considered as "**Withdrawal**" and all relevant clauses shall apply.
- c. The Purchaser will retain the Performance Security for a period of **6** months with effective from the date of payment as Performance Security against defect items.
- d. If the Supplier fails to remedy any reported defect within the Warranty Period, the
- e. Purchaser shall be entitled to either encash the Performance Security or to remedy the defect at the expense of the Supplier.
- f. The Performance Security shall be discharged and returned by the Purchaser to the Supplier upon expiration of the Warranty Period.

23. Liquidated Damage

The Supplier shall supply the materials within 45 days from the date of issuance of the Supply Order. Failure to supply the same within the stipulated date shall result to the deduction of penalty @ **0.01%** per day from the total cost.

24. General Terms & Conditions

- a. The Bidder must sign on every page of the Tender Document as an acceptance of the prescribed Terms and Conditions.

- b. The Procurement Committee shall not be bound to accept lowest quoted price and can accept or reject a Tender without assigning any reason thereof.
- c. The Bidder has to supply the materials in accordance to the Purchaser's specifications and to the Purchaser's satisfaction.
- d. The Purchaser shall award the Contract to the successful Bidder whose Bid has been determined to be appropriate.
- e. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.
- f. The Purchaser or its representative shall have the right to inspect and/or to test the products to confirm their conformity to the specifications. If found not satisfactory, the Purchaser reserves right to reject the bidders.
- g. The price quoted by the Bidder shall remain fixed and valid for 6 months from the date of bid opening and will not be subject to variation of any account.
- h. TDS will be deducted at the time of payment at source.
- i. No advance payment shall be entertained.
- j. The final payment of your bill shall be made on satisfactory completion of our supply order. No partial payment shall be entertained.
- k. Failure to supply the equipment/goods within given stipulated time will result in imposing fine as per the procurement rules of the RGoB.

25. Purchaser Rights

The Purchaser reserves the rights to;

- a. Reject any or all Bids.
- b. Waive any informality in the Bids.
- c. Accept the Bid(s) that is or are in the best interest of Purchaser.
- d. Accept other than the lowest price Bid.
- e. Cancel the Bid at any time prior to signing of contract for any reason and without any penalty.

26. SPECIFIC TERMS AND CONDITIONS for equipment

1. The supplier must furnish the features mentioned in its detailed specifications document.
2. The quoted rate must include all accessories required for the equipment (s).
3. It should be accompanied by minimum warranty period from the date of actual delivery to this office.
4. The supplier must be able to provide any required maintenance service free of charge during the warranty period.
5. If the equipment ceases to function during the warranty period, the supplier must replace it with new set without any cost to this office.

