



འབྲུག་རྒྱལ་ཁབ་སྤྱོད་ལས་འཛིན་ཚོང་།
Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
Phuentsholing Regional Office



FCBL/RO/HRAD/01/503

2nd August, 2022

LIMITED QUATATION

The Food Corporation of Bhutan Limited (FCBL) is pleased to invite the Limited Quotations from registered and licensed clearing agents to provide import & export clearing services. The potential agent should submit quotation as per the following terms and conditions. The quotation must be submitted to Administrative Unit (HRAD) on or before [11:00am] on [29/08/2022] and quotation will be opened on same day at 11.30am.

Sl.No	Item Description	Unit	Rate
01	Import declaration form	Per set	
02	Service charges	Per month	
03	Declaration Xerox	Per piece	

TERMS & CONDITIONS:

1. Agent shall provide its services at all times during the arrival of FCBL consignments at the MDP or any other location.
2. Agent shall process and complete all the customs formalities including receipt of invoices/documents, temporary/permanent registrations and issuance of import declaration forms.
3. Ensure that a set of documents specifically, the declaration form, copy of invoice and other relevant documents are duly attached and sent to FCBL. Mother go-down in Phuentsholing on the same day of declaration. Also a separate set of invoice copies shall be handed over to the transporter (truck driver).
4. Be responsible for any penalty/detention charges levied by Regional Revenue and Customs Office (RRCO) on the occasion of delay caused in declaring goods or upon failure to follow the proper guidelines related to customs clearance.
5. Be responsible for any excess payment made against BST on account of wrong coding of the items, and the excess payment made shall be recovered by the Agent. Upon failure, the amount shall be deducted from the monthly bill payable to the Agent.
6. Deliver the declaration along with the copy of invoices to FCBL Phuentsholing Regional office for processing the BST payments.

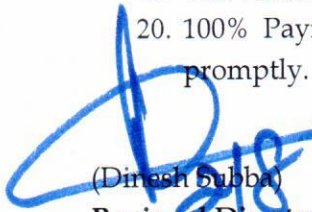


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7. Collect the cheque for BST Payment during office hours from FCBL, Phuentsholing Regional office and make timely deposit to RRCCO and produce the original receipts to FCBL.
8. Be responsible for using FCBL, seal with utmost care and diligence. Instance of unlawful use of FCBL seals shall be dealt accordingly with law.
9. The rates quoted by the Agent shall be fixed for the duration of the contract and shall not be subject to adjustment/change on any account.
10. The FCBL will award the contract to the bidder whose quotation has been determined to be substantially responsive as per terms & conditions mentioned and as determined by the tender committee.
11. The bidder whose bid is accepted will be notified through sending an awarding letter.
12. The bids should be accompanied by a bid security of **Nu.5,000.00** (Five Thousand) only, in the form of Cash Warrant/Demand Draft/Bank Guarantee in favor of FCBL, Phuentsholing without which the quotation shall be rejected. The bid security of unsuccessful bidders shall be discharged as promptly as possible upon award of contract.
13. The successful bidder should furnish **performance security** of **Nu. 10,000.00** (Ten Thousand) only, in the form of Cash Warrant/Demand Draft/Bank Guarantee in favor of FCBL, Phuentsholing and shall be valid until successful completion of the deal.
14. The up to date copies of the valid trade license with a tax clearance certificate to be enclosed without which quotation will not be accepted.
15. If the agent totally fails in delivery the services during the contract period, then the agent performance security shall be forfeited and the second lowest bidder shall be awarded the contract.
16. The Agent shall be on observation for the first THREE Months and as & accordingly the contract shall be determined based on their services.
17. The FCBL reserves the right to accept or reject any quotation or to cancel the bidding process and reject all quotations at any time prior to the award of the contract without assigning any reasons whatsoever.
18. Quotations once submitted shall not be withdrawn or modified or else the, bidders bid security deposit shall be forfeited, without assigning any reasons thereof.
19. The validity of the quoted rate of Agent shall be until 31 December 2022.
20. 100% Payment shall be made only after satisfactory delivery of services timely and promptly.

FCBL Management


(Dinesh Subba)
Regional Director
Phuentsholing Regional Office.

Regional Director
FOOD CORPORATION OF BHUTAN LTD
Phuentsholing