



MENJONG SORIG

PHARMACEUTICALS CORPORATION LTD

A  Company

STANDARD BIDDING DOCUMENT FOR THE SUPPLY OF RAW MATERIALS



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Tender No: MSPCL/Pro-Drug/Purchase-07/2025/284

15th May 2025**NOTICE INVITING TENDER**

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL) invites sealed bids from eligible Bhutanese bidders for supply of raw materials:

Name of Tender	Bid Submission Date & Time	Bid Opening Date & Time
Supply of Raw Materials	16 th June 2025, 10:30 AM	16 th June 2025 11.00 AM

The Bidding Documents can be downloaded from the website at www.mspcl.bt for free. For any additional information please contact Mr. Pema Wangchuk at 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 specification mentioned against each item in the standard bidding document.

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 including taxes, duties and other levies to the final place of delivery, if required.
- 4.2. The final place of delivery is **Menjong Sorig Pharmaceutical Corporation Limited**.
- 4.3. **Items 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 **120 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 bid security amounting to 2% of the total quoted amount in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the **Chief Executive Officer, Menjong Sorig Pharmaceutical Corporation Limited** issued by the Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security shall be valid up to 6th August 2025.



- 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**

7.2. The price bid in the form attached may be submitted electronically (NA)

8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser is on **16th June 2025 at 10.30 AM**.

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 **16th June 2025 at 11.00 AM** in the MSPCL Mini Conference hall. 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 Forty Five (45) days 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 the name **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

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. The Supplier shall provide the warranty for a period of 365 days (one year), 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 performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 18.2. 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 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

21. The Purchaser may, by written notice, terminate the Purchase Order or Contract in whole or in part at any time for its convenience
- 21.1. 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
- 21.2. 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).

22. Governing Law

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

23. Dispute Resolution

- 23.1. 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.



Annexure- I

Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date :

Tender No.:

To

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

[Insert complete name of the Purchaser]

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 Uniforms
- (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 120 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;
- (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 _____



Price Schedule – Supply of Import Raw Materials 2025





Specific Instructions and Terms and conditions

- 1) The tender accompany samples that describe the specifications of the intended item for the supply.
- 2) 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.

SN	Sorig Name (Transliteration)	Latin/common name	Parts Required & Specifications	Quantity	Rate (Kg/Ltr)	Total Value (Nu)
1	ཀ་ར། (ka-ra)	<i>Crude sugar/Rock Sugar</i>	 Crude solid crystal - It is a processed crude or rock sugar made from sugar cane and also known as white sugar in crystal form. It is pure white with a sweet taste and irregular in shape.	900 kg		
2	ཀོ་བི་ལ། (ko-byi-la without cover)	<i>Strychnos nux- vomica/</i> Strychnine tree	 The seeds are rounded, flattened with grayish color which are covered with silky hair. It is hard and bitter in taste. This item is to be supplied without cover and seed coat	70 kg		
3	ཁ་རུ་ཤ། (Kha rutshwa)	<i>Halitumvoilaceum</i> (Rock salt)	 The English name is called as black salt. It is irregular in shape and the color is brown with some white patches on the surface. It has hot and salty with warming and oil potency.	5 kg		






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4	གྲོ (gro)	<i>Triticum aestivum</i> (Wheat)		It is commonly known as bread wheat or common wheat. The seeds are oblong with blunt tip. The color varies from gold to pale yellow. The seed coat has papery texture.	10 kg		
5	ལང་ལབ་ཞི་དུམ། (Lang-lab-zhi-dum)	<i>Opaque Soap base</i>		Flakes/cakes - Opaque soap base is a creamy soap base made from Palm Oil and Coconut Oil. It should be opaque white, highly moisturizing, long-lasting and firm to the touch. It should produce a rich and smooth lather that does not dry out the skin.	300 kg		
6	ག་བུར། (ga-bur)	<i>Cinnamomum camphora</i> / Camphor		Crystalline Powder - The camphor appears as a colorless to white crystalline powder or friable masses. It has a strong pungent aroma and taste.	15 kg		
7	གམ་ཨ་གེ་ཤི་ཡ། (Gum Acacia)	<i>Gum acacia</i> / Gum Arabic		Fine powder. It is obtained from the gum Acacia plant. It is colorless to pale straw color and is odorless.	400 kg		







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8	གོ་ཡུ། (go-yu)	<i>Areca catechu</i> L. (Betel nut)		It is also known as betel nut. The seeds are typically oval, brown and have a flattened or slightly conical shape. The size of the seeds is roughly equal to a plum stone.	20 kg		
9	གུ་གུ། (gu-gul)	<i>Commiphora mukul</i> / Gug-gul		Resin - Gugul is dried geogum resin secreted from the plant stem or bark. It is pale yellow to brown colored with an aromatic odor and bitter astringent taste.	155 kg		
10	གུར་གུ། (gur-gum)	<i>Carthamus tinctorius</i> / Safflower		Flower – It is a dried beautiful thistle-like shaped flower or petal. The dried safflower is orange to reddish yellow in color. The flowers have slightly sweet, grassy or hay-like aroma.	1300 kg		
11	ཉ་ཅི། (Nya-chi)	<i>Pteriamargartifera</i> (Black Lipped pearl oyster)		Oyster shell – It is oval shaped oyster shell of black lipped pearl oyster with yellowish and white shining inner surface and brown rough exterior with several linings.	20 kg		
12	ཅུ་གང། (cu-gang)	<i>Bambusa textillis</i>		Dried exudate - It is irregular shaped granules in varying sizes. It is pure white translucent shiny crystal-like granules which is light, hard and brittle.	290 kg		







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13	ཏིལ་སུམ། (til-snum)	<i>Sesamum indicum</i> / Sesame Oil		Oil – It is amber to pale yellow colored oil obtained from sesame seeds. The oil has a pleasant grain-like odor and somewhat nutty taste.	2000 Liters		
14	ཐལ་ཀ་རོ་རྗེ། (thal-ka-rdo-rje)	<i>Cassia tora</i> / Sickle Senna		Seed - The dried seed is irregular in shape and size. The colors range from greenish brown to dark brown with specks of yellowish red. The surface of the seed is smooth and glossy.	65 kg		
15	དངུལ་ཐལ། (ngul- thel)	Argentium (Silver powder Bhasma/ash)		The silver powder is finely ground form of the metal silver. Silver powder can be produced with range of particles size from nanometer to micrometer. The shape of the silver powder can be spherical, flake like and crystalline.	1 kg		
16	རྩི་བཟང་། (dre-bzang)	<i>Crocus sativa</i> / Saffron		Stigma - Saffron is the dried stigma from the Crocus flower. Saffron has a strong fragrant aroma with sweet taste.	5 kg		








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17	གོ་སྟོང་སྣུམ། (Caraway oil)	<i>Carum carvi oil</i>		The common name for the oil is caraway. It is derived from the caraway seeds. It has strong, fresh, and slightly woody aroma. It is often described as having a warm, spicy and slightly fruity scent. Caraway oil is colorless to pale yellow in appearance.	110 Litres		
18	བ་སྤྱ། (ba-spru)	<i>Mirabilis himalaica/</i> Four o'clock		Root - The dried roots are irregular in shape and size with light to gray in color.	45 kg		
19	བུལ་རྟོག། (bul-tog)	<i>Sodium bicarbonate</i>		Crystalline Powder - It is common baking soda with white crystalline powder. It has a slightly salty taste.	155 kg		
20	མུ་ཏིག། (mu-tig)	<i>Pearls</i>		Calcite - Pearl is a hard and glistening object formed when mantle of the mollusk secretes calcium carbonate in the form of mixture of aragonite and calcite in minute crystalline form around an irritant that has entered the shell. It is smooth in various shapes and sizes with whitish silvery color.	10 kg		



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21	ཅན་དཀར་པོ། (tsan-dkar)	<i>Santalum album</i> / White Sandal Wood		Wood - Sandalwood is dried stem or class of woods from trees in the genus Santalum. The woods are heavy with white to yellowish in color with strong aromatic fragrance. It should be cultivated.	130 kg		
22	ཇོ་ཏི། (dza-ti)	<i>Myristica frangrans</i> / Nutmeg		Seed - Nutmeg is the dried seed kernel inside a yellow fruit of the nutmeg tree. The seed of nutmeg has a spicy sweet facet with earthy and pungent base notes.	230 kg		
23	ཕག་ཁྲག། (phragkhrag)	<i>Sus domesticus</i> (pig's blood)		This dried blood is derived from the pig's blood. It is in black color and has strong flavor of iron with an earthy and musky aroma.	5 kg		
24	མུ་མེན། (mu men)	<i>Laguritum</i> / Sodalite		This is a type of rock stone which are known as royal blue mineral. It is found as massive aggregates and rare crystal. It has rich royal blue color with white or light-colored veining. Primarily it is used as an ornamental gemstone.	2 kg		
25	འཇམ་འབྲས། (jam-'bras)	<i>Caesalpina bounduc</i> / Gray Nicker		Seed – It is dried seed of the Caesalpina without cover. Its seed cover is hard and glossy. It is odorless and irregular in shape and size.	10 kg		







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26	རྒྱམ་མེད། (rgyam-tshwa)	<i>Sallucidum red</i>		Red Salt - This is the processed salt in the form of a cube or cubical shape. The taste is the same as the common salt.	75 kg		
27	རྒྱུག་མེད། (rgya-skyegs)	<i>Laccifer lacca/</i> Shellac		Lac/Resinous glaze - It is a resinous substance secreted as protective covering by lac insects on host plant <i>Ziziphus mauritiana</i> . It is reddish brown color or has scarlet resinous secretion.	70 kg		
28	ལི་ཤི། (li-shi)	<i>Syzygium aromaticum /</i> Clove		Flower bud - Cloves are dried, unopened, nail-shaped flower buds. It is often described as being spicy and sweet with a warm and woody foundation.	210 kg		
29	ལ་བ། (lca-ba)	<i>Withania somnifera /</i> Ashwagandha		Root - It is the dried roots of withania. The outer surface of the root is buff to gray-yellow with longitudinal wrinkles and in the center soft, solid mass with scattered pores. It has a bitter and acrid taste and is yellowish brown or light brown in color.	25 kg		
30	ཤིང་ཀུན། (shing-kun)	<i>Ferula assa-foetida</i> L/ (Devil's dung)		Resin - It is dried resin from asafoetida and has pungent smell either with round or flattened form. The surface is brittle and has a bitter and acrid taste.	25 kg		







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31	ཤིང་མངར། (shing-m.ngar)	<i>Glycyrrhiza glabra</i> / Licorice		Root – It is dried roots of licorice with yellowish or purplish brown to dark brown externally and yellowish internally. It has a characteristic aroma and sweet or sugary taste.	110 kg		
32	སྙག་སྒྲེལ། (sug-smel)	<i>Elettaria cardamomum</i> / Small Cardamom		Fruit – It is dried fruit of cardamom. The seeds are warm, slightly pungent and highly aromatic in flavor. It is greenish to light brown in color.	260 kg		
33	ཤེ་འབྲུ། (se-'bru)	<i>Punica granatum</i> / Pomegranate		Seed – It is dried seeds of pomegranate of sour tasting variety without stickiness. The seeds are embedded in a white, spongy and bitter pulp.	470 kg		
34	སོ་མ་ར་ཇ། (so-ma-ra-dza)	<i>Abelmoschus moschatus</i> / Musk mallow		Seed – It is the dried seed of musk mallow. The seed has snail shell like shape which is dark brown to black in color. The surface is rough with white colored minute hairs in the center.	85 kg		






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35	འོ་སུ། (‘u su)	<i>Coriandrum sativum</i> L. (Coriander)		Coriander seed is the dried fruit from the coriander plants. They are typically yellowish-brown in color. It has round shape and has longitudinal ridges on the surface. Coriander seeds have a warm, earthy, slightly sweet and citrusy flavor.	15 kg		
36	སྒྲིག་སྒྲིག། (sdig-srin)	<i>Crab</i>		Whole dried carb. The dried crabs are yellowish brown to dark brown in color with putrid characteristic smell.	15 kg		
37	<i>Corn Starch</i>	<i>Corn starch</i>		Fine Powder – It is a white to slightly yellowish fine powder that creaks when pressed between the fingers. It is tasteless and odorless. It should be pharmaceutical grade for oral solid dosage form preparation. Should attach Certificate of Analysis (COA)	65 kg		
38	ཤིང་ཚ། (shing-tsa)	<i>Cinnamomum zeylanicum</i> Import		The cinnamon bark is tabular or semi-tabular in shape. The outer surface is typically dark red-brown and inner surface is red-brown and smooth. The bark is brittle and the fractured surface is slightly fibrous. It has fragrant aroma and warm sweet taste.	275 kg		



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39	གྲུན་འབྲུམ་དཀར་པོ། (grun-drum-karpo)	<i>Vitis vinifera</i> L. (White Grape)		Dried fruit – It is off-white oval shaped dried fruit of grape with sweet taste and pleasant odor.	10 kg		
40	སྒན་མ། (sran-ma)	<i>Pisum sativum</i> L. (white Pea)		Pea's seeds are small, spherical seeds found inside the pods of the pea plant. The seeds are smooth and round and can be angular, wrinkled and dimpled. The pea seeds come in various color including yellow, green, brown, gray and purple.	5 kg		
41	Transparent Soap base	Transparent Soap base		Solid Flakes/Cakes - Transparent clear soap base made of glycerin and vegetable base. It should be highly moisturizing, long-lasting and firm to the touch. It should produce a rich and smooth lather that does not dry out the skin.	375 kg		
Total Amount							



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Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Contract No.	
Date:	

