
STANDARD BIDDING DOCUMENT

Procurement of Goods



**Royal Government of Bhutan
Dzongkhag Administration
LHUMENTSE**

Preface

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Dzongkhag Administration
Lhuentse: Bhutan
Telephone No#+975-4-545222
Email ID; wnorbu@lhuentse.gov.bt

Request for Quotation:

**Package Identification- Supply of
Vehicle Hiring for the Fiscal Year 2021-
2022**

Procuring Agency:

**DZONGKHAG ADMINISTRATION
LHUMENTSE**

2nd July, 2021**Invitation for Quotation (IFQ)**Project title: **Vehicle Hiring for the fiscal year 2021-2022.**Source of Funding: **Royal Government of Bhutan (RGoB)**

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:
Vehicle Hiring for the fiscal year 2021-2022 on framework contract basis

(Information on items are attached separately)

2. The bidder(s) must quote for **all the lot items** under this invitation. Price quotations will be **evaluated as per the evaluation criteria as furnished below.**
 - a) Bid will be evaluated on the item basis.
 - b) All the items in the lot should be quoted and failing to do so will lead to rejection of bids.
 - c) The contract will be awarded to the bidders who quote lowest in individual items; (contract awarded base on item wise)
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked **ORIGINAL**. In addition, the bidder(s) should also submit one copy marked as **COPY**. The bids shall be delivered in seal envelopes to the appropriate addressee and shall be marked "Confidential". A "sealed envelope" shall mean that:
 - i. A bid shall be contained in an inner envelope sealed with adhesive or other sealant, which will prevent re-opening;
 - ii. The inner envelope shall be signed across the seal. The name of the bidder shall be written on the inner envelope.
 - iii. The inner envelope shall be placed inside a further outer envelope similarly sealed. On this outer envelope, only the addressee, the

word “Confidential”, and any other relevant information in accordance with the bidding documents shall appear.

- iv. Your quotation in the required format should be addressed and submitted to:

**Chairperson
Dzongkhag Tender Committee
Lhuentse**

5. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **15th July, 2021, on or before 10:00 AM (Bhutan Time) and will be opened on the same date at 10:30 AM (Bhutan Time) at the Dasho Dzongdag’s Chamber.**
6. The bid shall be accompanied by a lump sum bid security of **Nu. 30,000.00 (Ngultrum: Thirty Thousand) only** in the form of Unconditional Guarantee issued by a reputed financial institutions or Cash Warrant or Demand Draft Account Payee addressing **Chairman, Dzongkhag Tender Committee, Dzongkhag Administration, Lhuentse** for a validity period of **60** days. Any bid not accompanied by bid security shall be treated as non-responsive to Invitation for Quotation and will be rejected without seeking further explanation.
7. Quotation by fax or by electronic means **is not** acceptable.
8. **Bidders have to fill up the Price Schedule Forms in the original sheet provided by the Dzongkhag Administration without using extra forms or sheets.**
9. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
- a) **PRICE:** all prices shall be quoted in **Ngultrum**. The quoted price shall be inclusive of all related costs including taxes, duties and other levies until the end of the contract period.

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- b) EVALUATION OF QUOTATION: offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;
- (iii) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) 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 Employer 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.
 - (iii) if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.
- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period till **30th June, 2022** from the deadline for receipt of quotation(s). **However, the rates of the items will be valid only for the period till the contract end.**

10. Further information can be obtained from: **Dzongkhag Procurement Office, Dzongkhag Administration, Lhuentse.**

11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time. The

Power of Attorney letter shall be asked if the representatives other than the legal owner attend the bid opening.

12. 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.
13. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
14. The lump sum amount of **Nu. 30,000.00 (Ngultrum: Thirty Thousand) only** shall be retained as security deposit with the Dzongkhag Administration and paid at the end of the contract period. The validity of security deposit should be one year.

Schedule of Items and Priced Quotation (bid form)

Bidders have to fill up the Bid Forms in original provided by the Dzongkhag Procurement Office without using extra forms or sheets.

Contract Duration	<i>Till 30th June, 2022 from the date of contact signing agreement</i>
Warranty ProvidedN/A.....

Signature of Supplier/Contractor	Supplier's Official Stamp
Name of Supplier/Contractor	
Date	

Note:

Contract duration is extendable at the discretion of the Administration

The Evaluation and the comparison of the rates shall be based on item wise. You are required to quote the rates for all the items under this package. If you fail to quote for any of the given item (s), your bid shall be considered non-compliance to the bidding instructions and will be rejected without seeking further explanation/information.

Specification of the Services Required

SI	Item	Specifications
1	Vehicle Hiring on framework contract basis for the year 2021-2022	1. Refer Terms & Condition of the Vehicle Hiring.

Documents required to be submitted as part of the Quotation

The original and *copy (ies)* of quotation submitted by the supplier shall comprise the following:

- (a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation **(Item Form)**;
- (b) A copy of valid Hiring License;
- (c) A copy of valid Tax Clearance Certificate;
- (d) The Original Bid security
- (e) Bidders should submit at least one heavy/medium vehicle and one light vehicle's blue book copy during bid submission.
- (f) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (g) Any other requirements specified in this document

Terms and conditions for Vehicle Hiring

1. The Bidder should own at least one heavy/medium vehicle and one light vehicle, a copy of blue book shall be submitted during bid submission.
2. Vehicle should be ready within 24 hours from placing work order, failing to do so shall be liable for contract termination and forfeiture of performance security.
3. The bidder should arrange additional vehicle(s) depending of the need in work order.
4. No deviation from quoted price of the item except Dzongkhag Tender Committee grants especial approval.
5. Any item left empty in the price schedule shall be considered as free.
6. The Dzongkhag Tender Committee's decision on any matter shall be final and binding.

Price Schedule for Vehicle Hiring for FY 2021-2022

Type of Vehicle	Rate per KM
Truck (6 Wheeler truck)	
Eicher/DCM (medium)	
Bolero (Double Cabin)	
Bolero (single Cabin)/pickup truck	
Tractor	

From	To	Truck	DCM	Single cabin bolero	Double cabin bolero
Kurtoe Gewog					
Lhuentse	Dungkar				
Lhuentse	Jassabi				
Lhuentse	Chakzom				
Lhuentse	Thinpay				
Gewog centre	Chakzom chiwog				
Gewog centre	Jassabi chiwog				
Gewog centre	Thinpay chiwog				
Gangzur Gewog					
Lhuentse	Zhamling				
Lhuentse	Thimyul				
Lhuentse	Jangchubling				
Lhuentse	Ney				
Lhuentse	Lingaba				
Lhuentse	Thrima				
Lhuentse	Shawa				
Lhuentse	Tsholing				
lhuentse	Ngar				
Lhuentse	Jang				
Lhuentse	Gangzur				

Lhuentse	Tazibar				
Gewog centre	Ney school				
Gewog centre	Ney shisar				
Gewog centre	Shawa				
Gewog centre	Zhamling				
Gewog centre	Khawchung				
Gewog centre	Tsholing				
Gewog centre	Jangcholing				
Gewog centre	Yodra				
Gewog centre	Magar				
Gewog centre	Somshing				
Menbi Gewog					
Lhuentse	Gewog centre				
Lhuentse	Takila				
Lhuentse	Zhungkhar				
Lhuentse	Dangling				
Lhuentse	Phagidung				
Lhuentse	Dromshong				
Lhuentse	Mormoo				
Lhuentse	Ngumaling				
Lhuentse	Rawabi				
Lhuentse	Tangmachu C.S				
Lhuentse	Zham				
Lhuentse	Gewog Centre				
Lhuentse	Bragong				
Lhuentse	Kupinylsa				
Lhuentse	Bhudhur				
Lhuentse	Minji MSS				
Lhuentse	Gorgan				

Lhuentse	Autsho				
Lhuentse	Gewo centre				
Lhuentse	Domkhar				
Lhuentse	Umling				
Lhuentse	Wambur				
Lhuentse	Tshochen				
Gewog centre	Tshochen chewog				
Gewog centre	Wambur chewog				
Gewog centre	bangtsho				
Gewog centre	Guemdrang Chiwog				
Gewog centre	Chabi chewog				
Maedtsho Gewog					
Lhuentse	Gewog Centre				
Lhuentse	Bamdhir till Lhkhang				
Lhuentse	Ongar				
Lhuentse	Obee				
Lhuentse	Tongthrong				
Lhuentse	Pangshingmey				
Lhuentse	Zangkhar CPS				
Lhuentse	Changkhala				
Lhuentse	Jarrey Nagtshang				
Lhuentse	Nganey				
Lhuentse	Ladrong				
Khoma Gewog					
Lhuentse	Gewog Center				
Lhuentse	Gangla Khelma				
Lhuentse	Gonpa Karp				

Lhuentse	Pangkhar				
Lhuentse	Baptong				
Gewog center	Ganglakhema				
Gewog center	Taya lawa				
Gewog center	Baptong				
Gewog center	Goenkar				
Gewog center	Kemtshong				
Gewog center	Drakteng				
Gewog center	Nyalamdung				
Gewog center	Lukchu				
Gewog center	Khomadung				
Gewog centre	Pangkhar				
MISCS					
Gorgan	Tshochen				
Gorgan	Wambur				
Gorgan	Autsho				
Gorgan	Zham CPS				
Gorgan	Menji CPS				
Gorgan	Tangmachu MSS				
Gorgan	Dangling CPS				
Gorgan	Zhamling CPS				
Gorgan	Ney CPS				
Gorgan	Thimyul LSS				
Gorgan	Dungkar CPS				
Gorgan	Chagdzom ECR				
Gorgan	Shawa CPS				
Gorgan	Oongar CPS				
Gorgan	Gortshom CPS				
Gorgan	Zangkhar CPS				
Gorgan	Gangla CPS				

The non submission of historical documents should not become rejection criteria and should be given one chance to the bidder (s) to submit.

Gorgan	Khoma LSS				
Autsho	Ladrong PS				
Zangkhar	Ladrong PS				
Autsho	Tshochen PS				
Tangmachu	Dangling PS				
Minjey	Zham ECR				
ThimyulLSS	Ney PS				
Thimyul LSS	Shawa ECR				
Khoma	Ganglakhema				
Khoma	Pangkhar				
Khoma	Baptong				
Dungkar	Zhamling				
Dungkar	Shawa				
Dungkar	Chagdзом ECR				
Dungkar	Thuenpey				
Local Rate per day					

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) Dzongkhag Administration, Lhuentse, a Government of Bhutan, and having its principal place of business at Lhuentse (hereinafter called "the Purchaser"), and
- (2) *[insert name of Supplier.....]*, a corporation incorporated under the laws of *[insert: country of Supplier.....]* and having its principal place of business at *[insert: address of Supplier.....]* (hereinafter called "the Supplier").

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services.....]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser 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 Schedule of Supply and Technical Specifications); **(List of items)**
 - (e) The Original Supplier's Bid Bid security
 - (f) The Purchaser's Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (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 Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser 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 sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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 Purchaser

Signed:.....
in the capacity of.....

in the presence of
in the capacity of.....

For and on behalf of the Supplier

Signed:
in the capacity of.....

in the presence of.....
Witness.....

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[insert Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Purchaser]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its Bid dated (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No. *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

Performance Security

[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 no. and title of bidding process]*

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

Beneficiary: *[insert complete name of Purchaser]*

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 and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, 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)]¹ 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 number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]