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DrukGreen

(a dhi company)

**REQUEST FOR PROPOSAL FOR IMPLEMENTATION OF SHAREPOINT
UPGRADE AND WORKFLOW MODIFICATION**

TENDER NO: CO 0017/2023 DATED: 24.05.2023

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SECTION I – LETTER OF INVITATION



Druk Green Power Corporation Limited
Contract and Procurement Department
Thori Lam, PO No.1351
Thimphu: Bhutan

LETTER OF INVITATION

For

Implementation of SharePoint Upgrade and Workflow Modification

Tender No: CO 0017/2023

Date:24.05.2023

Dear Sir/Madam

DGPC invites proposals to provide the following consulting services: Implementation of SharePoint Upgrade and Workflow Modification and the completion period for the service shall be 5 months. More details on the services are provided in the Terms of Reference.

This Request for Proposal (RFP) has been addressed to the following shortlisted Consultants:

It is not permissible to transfer this invitation to any other firm.

The proposal shall include all required information and documents as mentioned in the Data Sheet.

A Consultant will be selected under Least Cost Selection and procedures described in this RFP, in accordance with DGPC's Procurement Manual for consultancy services.

The Proposals are to be submitted latest by June 7, 2023 by 1500hrs and the Technical Proposals will be opened on same day by 1530 hrs.

The procedural requirements for responding to this invitation are provided in the complete RFP document, which includes the following:

- Section I - Letter of Invitation
- Section II - Instructions to Consultants
- Section III – Bid Data Sheet
- Section IV - Standard Forms: Technical Proposal
- Section V - Standard Forms: Financial Proposal
- Section VI - Terms of Reference
- Section VII - Standard Form of Contract
- Section VIII – Performance Evaluation System

Consultant shall not include any information on the estimated cost or financial terms of your services in the technical proposal.

Consultant shall also state in the proposal that they will ensure that specifications and designs recommended by them will be impartial and in no way limit competitive bidding.

Please inform us in writing at the following address:

- (a) that you received this Letter of Invitation and RFP; and
- (b) whether you will submit a proposal alone or in association.

Address for responses:

Darjay Wangdi

Head, Contracts Management and Procurement Division, Projects Department

Druk Green Power Corporation Limited

Post Box No. 1351

Motithang, Thimphu

Tel: +975-2-339875

Email: d.wangdi269@drukgreen.bt

Yours sincerely,

Head, CMPD



SECTION II – INSTRUCTION TO CONSULTANTS



SECTION II – INSTRUCTION TO CONSULTANTS

ITC. 1. Definitions

ITC.1.1. Unless otherwise stated, throughout this RFP, definitions and interpretations shall be as prescribed in the General Conditions of Contract (GCC).

ITC. 2. Introduction

ITC.2.1. DGPC will select the Consultant from those listed in the Letter of Invitation in accordance with the method of selection specified in the Bid Data Sheet (BDS). The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the BDS for Consulting Services required for the assignment named in the BDS. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

ITC.2.2. Consultants should familiarize themselves with local conditions and take these into account in preparing their Proposals if necessary.

ITC.2.3. DGPC will provide at no cost to the Consultant the inputs and facilities specified in the BDS as per requirement, assist the Consultant on best effort basis in obtaining licenses and permits needed to carry out the Services, and make available relevant project data and reports.

ITC.2.4. Consultants shall bear all costs with the preparation and submission of their proposals and contract negotiation. DGPC is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the DGPC.

ITC. 3. Conflict of Interest

ITC.3.1. DGPC requires that Consultants provide professional, objective and impartial advice, and at all times hold DGPC's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work. Without limitation on the generality of the foregoing Consultants, and any of their affiliates, shall be considered to have a conflict of interest, and shall not be awarded a contract, under any of the circumstances set forth below:

- a) **Conflicting Activities:** A firm that has been engaged by DGPC to provide goods, works or services other than Consulting Services for a project, and any of its affiliates, shall be disqualified from providing Consulting Services related to those goods, works or services. A firm hired to provide Consulting Services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services resulting from or directly related to the firm's Consulting Services for such preparation or implementation. For the purposes of this clause, services other than Consulting Services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- b) **Conflicting Assignments:** A Consultant, including its Sub Consultants, affiliates and the Personnel of any of the foregoing, shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for DGPC or for another Procuring Agency. Similarly, a Consultant hired to prepare Terms of Reference for an assignment, or otherwise to provide any other services during the preparatory stages of the assignment or of the project of which the assignment forms a part, shall not be hired for the assignment in question.
- c) **Conflicting Relationships:** A Consultant, including its Sub Consultant, affiliates and the Personnel of any of the foregoing:



- i. that has a business relationship with a member of DGPC's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to DGPC throughout the selection process and the execution of the Contract.
- ii. that employs or otherwise engages a spouse, or any of the dependent parent of an employee or close relative of DGPC employee, shall not be eligible to be awarded a Contract. For the purposes of this sub-paragraph, a close relative is defined as immediate family which includes, brother, sister, and own children.

ITC.3.2. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interests of DGPC, or that may reasonably be perceived as having Conflict of Interest. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

ITC.3.3. When the Consultant nominates any present or previous government employee as Personnel in its Technical Proposal, such Personnel must have written certification from the Royal Civil Service Commission of Bhutan or their employer confirming that:

- a) They are not current employees of their previous official employer,
- b) They are on leave without pay from their official position, and
- c) They are allowed to work full-time outside of their previous official position.

Such certification (s) shall be provided to DGPC by the Consultant as part of its Technical Proposal.

ITC.3.4. When the Consultant nominates any former employee of DGPC as Personnel in its Technical Proposal it must ensure, and so certify in its Technical Proposal, that no conflict of interest exists in the scope of the former employee's inclusion within the Consultant's Personnel being proposed to provide the Consultancy Services.

ITC. 4. Fraud and Corruption

ITC.4.1. DGPC requires that Consultants, their Sub-Consultants and the Personnel of them both, shall observe the highest standards of ethics during the procurement process and execution of contracts. In pursuance of this policy, the terms "Corrupt practice", "Fraudulent practice", "Collusive practice", "Coercive practice and "Obstructive practice" shall be as per definition in **GCC.12**.

ITC.4.2. DGPC will reject a Proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract in question.

ITC.4.3. DGPC will sanction a consultant or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if at any time it determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, for the Contract in question.

ITC.4.4. DGPC requires that Consultants, as a condition of admission to eligibility, execute and attach to their Bids an Integrity Pact Statement in the form provided in FORM TECH-



10: Integrity Pact Statement of Section III. Failure to provide a duly executed Integrity Pact Statement may result in disqualification of the Bid; and

ITC.4.5. DGPC will report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant agencies, including but not limited to the Anti-corruption Commission (ACC) of the Kingdom of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

ITC.4.6. Furthermore, the Bidders shall make themselves fully aware of the provisions stated in **GCC.12**.

ITC.4.7. Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Form FIN-1 of Section IV.

ITC. 5. Eligible Countries

ITC.5.1. Consultancy Services provided under the Contract may originate from any country except if:

- a) as a matter of law or official regulation, RGoB prohibits commercial relations with that country; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Bhutan prohibits any services from that country or any payments to persons or entities in that country.

ITC. 6. Only One Proposal per Consultant

ITC.6.1. A Consultant may only submit one proposal against this RFP. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, in more than one proposal.

ITC. 7. Proposal Validity

ITC.7.1. The BDS indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the Proposal. DGPC will make its best efforts to complete evaluation and negotiations within this period. Should the need arise, DGPC may request Consultants in writing to extend the validity period of their proposals. Consultants who agree to such extension shall confirm in writing that they maintain the availability of the professional staff nominated in the Proposal or, in their confirmation of extension of validity of the Proposal. Consultants could submit new staff in replacement who would be considered in the final evaluation for Contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

ITC. 8. Eligibility of Sub-consultants

ITC.8.1. In case a shortlisted Consultant intends to associate with other Consultants who have not been shortlisted and/or individual expert (s), such other Consultants and/or individual expert (s) shall be subject to the eligibility criteria as are stipulated in the BDS.

ITC. 9. Exclusion of Consultant or Sub-consultant

ITC.9.1. A Consultant and any Sub-consultant shall not be permitted to submit a proposal or to be awarded a Contract under any of the following circumstances:



- a) The Consultant/ Sub-consultant is insolvent or is in receivership or is a bankrupt or is in the process of being wound up; or has entered into an arrangement with the creditors; or
- b) The Consultant's/ Sub-consultant's affairs are being administered by a court, judicial officer or appointed liquidator; or
- c) The Consultant/ Sub-consultant has suspended business or is in any analogous situation arising from similar procedures under the laws and regulations of his country of establishment; or
- d) The Consultant/ Sub-consultant has been found guilty of professional misconduct by any competent authority as per law; or
- e) The Consultant/ Sub-consultant has been guilty of misrepresentation in supplying information in its proposal or in the prior process leading to it being classified as a shortlisted Consultant; or the Consultant/ Sub-consultant has not fulfilled his obligations with regard to the payment of taxes, social security or other payments due in accordance with the laws of the country in which he is established or of the Kingdom of Bhutan; or
- f) The Consultant/ Sub-consultant has been declared by DGPC to be ineligible for participation in invitation of proposal on account of any fraud and/or corruption in competing or executing a Contract; or
- g) The Consultant/ Sub-consultant has not fulfilled any of the contractual obligations with the DGPC in the past; or
- h) The Consultant/ Sub-consultant has been debarred from participation in public procurement by any competent authority as per law.

ITC. 10. Clarifications and Amendments of RFP Documents

ITC.10.1. Consultants may request a clarification of any part of the RFP document up to the date indicated in the BDS before the proposal submission date. Any request for clarification must be sent in writing to DGPC's address indicated in the BDS. DGPC will respond in writing, and will send written copies of the response (including an explanation of the query but without identifying the source of the inquiry) to all Consultants, not later than 15 days prior to the dateline/extended dateline for submission of proposals. Should DGPC deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under **ITC.10.3** below.

ITC.10.2. A pre-proposal meeting will be conducted only if strictly necessary to clarify doubts and concerns of the shortlisted Consultants prior to submission of proposals. Consultants are encouraged to attend a pre-proposal meeting if one is specified in the BDS. Attending the pre-proposal meeting is optional. Minutes of the pre-proposal meeting shall be circulated to all shortlisted Consultants.

ITC.10.3. At any time before the submission of Proposals DGPC may amend the RFP by issuing an addendum in writing. The addendum shall be sent to all shortlisted Consultants and will be binding on them DGPC shall in no way responsible for any ignorance of the Consultant about the amendment to the proposals. To give Consultants reasonable time in which to take an addendum into account in their Proposals, DGPC may, if the addendum is substantial, extend the deadline for the submission of Proposals.



ITC. 11. Proposal Security

ITC.11.1. The Consultant shall furnish, as part of its Proposal, a Proposal Security in original form, denominated in the currency and in the amount specified in the BDS.

ITC.11.2. The Proposal Security shall:

- a) at the Consultant's option, be in any of the following forms:
 - i. a Cash Warrant; or
 - ii. a Demand Draft; or
 - iii. Banker's Cheque/Cash order; or
 - iv. a Bank Guarantee as per Form Tech-14 of Section III
- b) be issued by a financial institution of Bhutan or any foreign bank acceptable and enforceable in any financial institution of Bhutan;
- c) be promptly payable upon written demand by DGPC in case any of the conditions listed in **ITC.11.6** are invoked;
- d) remain valid for a period of thirty (30) days beyond the end of the validity period of the Proposal, as extended, if applicable, in accordance with **ITC. 7**. Accordingly, the Proposal Security shall remain valid till the date specified in the BDS.

ITC.11.3. The Proposal Security is to be submitted in a separate sealed envelope. Any Proposal not accompanied by adequate Proposal Security and validity shall be rejected by DGPC as non-responsive.

ITC.11.4. No interest shall be paid by DGPC on the Proposal Security.

ITC.11.5. The Proposal Security shall be returned to successful and unsuccessful Consultants as promptly as possible upon signing of the Contract Agreement.

ITC.11.6. The Proposal Security shall be forfeited:

- a) if a consultant withdraws its Proposals a whole or in part during the period of Proposal validity; or
- b) if the selected Consultant fails to sign the Contract in accordance with **ITC. 25**:

ITC.11.7. The Proposal Security of a JV must be in the name of the lead member.

ITC. 12. Preparation of Proposals

ITC.12.1. The Proposal, as well as all related correspondence exchanged by the Consultant and DGPC, shall be in English.

ITC.12.2. In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

ITC.12.3. While preparing the Technical Proposal, Consultants must pay particular attention to the following:

- a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture/consortium/association or sub-consultancy it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants, if so indicated in the BDS provided such shortlisted consultant is not participating in the bidding process



himself as bidder. In the case of a joint venture/consortium/association, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture/consortium/association. In the case of a joint venture/consortium/association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as joint venture/consortium/association leader.

- b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the BDS, but not both. However, the Proposal shall be based on the number of Professional staff-months or the budget estimated by the Consultant.
- c) For fixed-budget-based assignments, the available budget is given in the BDS, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.
- d) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each position.

ITC. 13. Technical Proposal, Format and Content

ITC.13.1. Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP). The BDS indicates the format of the Technical Proposal to be submitted. Submission of the Technical Proposal on format other than prescribed will result in the Proposal being deemed non-responsive.

ITC.13.2. The Technical Proposal shall provide all the information as indicated below using the Forms provided under Section III. Paragraph (c) below indicates the recommended number of pages for the description of the approach, methodology and work plan. A page is considered to be one printed side of A4 or letter size paper.

- a) For the Technical Proposal, a brief description of the Consultant's organization and an outline of the recent experience of the Consultant on assignments of a similar nature is required in Form Tech-3 of Section III. In the case of a joint venture/consortium/association, this information should be provided for each partner. For each assignment, the outline should indicate the names of Sub-Consultants/Professional staff who participated, the duration of the assignment, the Contract amount, and the Consultant's involvement. Information should be provided for all those assignments for which the Consultant was legally contracted as a corporation or as one of the major firms within a joint venture/consortium/association. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by DGPC.
- b) For the Technical Proposal comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by DGPC (Form Tech-3 of Section III).
- c) A description of the approach, methodology and work plan for performing the assignment and covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form Tech-4 of Section III. The work plan should be consistent with the Work Schedule (Form



Tech-8 of Section III), which shall also be provided and which will show in the form of a bar chart the timing proposed for each activity.

- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form Tech-5 of Section III).
- e) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form Tech-6 of Section III). CVs shall be supported by at least two references from past client.
- f) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form Tech-7 of Section III). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- g) A detailed description of the proposed methodology and staffing for training, if the BDS specifies training as a specific component of the assignment.
- h) Any drawings and/or specifications that form part of the Technical Proposal (Form Tech-9 of Section III).
- i) Integrity Pact Statement (Form Tech- 10 of Section III) [if applicable].
- j) Declaration confirming the absence of any conflict of interest (Form Tech-11 of Section III)
- k) Affidavit/Self-Declaration Regarding Eligibility of Bidder (Form Tech-12 of Section III)
- l) Bidder Information Form (Form Tech-13 of Section III)
- m) Performance Evaluation System Acceptance Form (Form Tech-15 of Section III)

ITC.13.3. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

ITC. 14. Financial Proposals

ITC.14.1. The Financial Proposal shall be prepared using the attached Forms provided under Section IV. The type of contract DGPC shall be awarding shall be specified in BDS. It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultant's home office), and (b) reimbursable expenses indicated in the BDS and (c) taxes payable in the home country of the consultant. If appropriate, these costs should be broken down by activity and, if also appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

ITC.14.2. In case of Foreign Consultants (as individual or as a firm), the consultant may express the price of their services in freely convertible currencies, as specified BDS. The Consultants shall state the portion of their price representing local costs in Bhutanese Ngultrum (BTN).

ITC. 15. Taxes

ITC.15.1. The Consultant may be subject to local taxes (such as value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies, etc.) on amounts payable by DGPC under the Contract. DGPC will state in the BDS if the Consultant is subject to payment of any local taxes. Any such amounts shall not be



included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.

- ITC.15.2. If, after seven (7) days prior to the last date of Bid submission, any law, regulation, ordinance, order or by law having the force of law is enacted, promulgated, abrogated or changed in the Kingdom of Bhutan (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the costs and expenses of the Consultant and/or the Time for Completion, the Contract Price shall be correspondingly increased or decreased, and/or the Time for Completion shall be reasonably adjusted to the extent that the Consultant has thereby been affected in the performance of any of its obligations under the Contract. However, these adjustments would be restricted to direct transactions between DGPC and the Consultant/assignee of Foreign Consultant (if applicable).

ITC. 16. Sealing and Submission of Proposal

- ITC.16.1. The Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultant itself. The person who signed the Proposal must initial such corrections. Submission letters for the Technical and Financial Proposals shall respectively be in the format of Form Tech-1 of Section III and Form FIN-1 of Section IV.
- ITC.16.2. An authorized representative of the Consultant shall initial all pages of the Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal. The signed Technical and Financial Proposals shall be marked "Original".
- ITC.16.3. The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be sent to the addresses provided in the BDS and in the number of copies indicated in the BDS. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall govern.
- ITC.16.4. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the reference number and name of the assignment, and with a warning "Do Not Open With The Technical Proposal."
- ITC.16.5. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the assignment, and be clearly marked.
- ITC.16.6. DGPC shall not be responsible for misplacement, loss or premature opening of the outer envelope if it is not sealed and/or marked as stipulated. This circumstance may be a case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- ITC.16.7. All inner envelopes shall:
- a) be signed across their seals by the person authorized to sign the Proposal on behalf of the Consultant;
 - b) be marked "ORIGINAL" or "COPIES"; and



- c) indicate the name and address of the Consultant to enable the Proposal to be returned unopened in case it is required to be returned.

ITC.16.8. All inner and outer envelopes shall be sealed with adhesive or other sealant which will prevent re-opening.

ITC.16.9. The Proposals shall be delivered by hand or by registered post in sealed envelopes to the address/addresses indicated in the BDS and received by DGPC no later than the time and the date indicated in the BDS or any extension to this date in accordance with ITC.10.3. Any proposal received after the deadline for submission shall be returned unopened.

ITC. 17. Withdrawal and Substitution of Proposals

ITC.17.1. A Consultant may withdraw or substitute its Proposal after it has been submitted by sending a written notice in accordance with ITC. 16, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITC.16.2. Any substitution of a Proposal must accompany the respective written substitution notice. All notices must be:

- a) submitted in accordance with ITC. 16 above (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal” or “Substitution”,
- b) received by DGPC prior to the deadline prescribed for submission of Proposals, in accordance with ITC.16.9.

ITC.17.2. Proposals requested to be withdrawn in accordance with ITC.17.1 shall be returned unopened to the Consultants.

ITC.17.3. No Proposal may be withdrawn or substituted in the interval between the deadline for submission of Proposals and the expiry of the period of Proposal validity specified by the Consultant in its Proposal or any extension thereof.

ITC. 18. Opening of Proposals

ITC.18.1. Immediately after the closing date and time for submission of Proposals any envelopes marked “Withdrawal” and accompanied by a properly authorized withdrawal notice shall be put aside, and stored safely and securely ready for return to the Consultant including their Proposal.

ITC.18.2. DGPC then shall open all remaining Technical Proposals, including any substitutions accompanied by a properly authorized substitution notice. The Financial Proposals shall remain sealed and securely stored.

ITC. 19. Evaluation to be Confidential

ITC.19.1. From the time the Proposals are opened to the time the Contract is awarded, the Consultant shall not contact DGPC on any matter related to its Technical and/or Financial Proposal. Any effort by any Consultant to influence DGPC in the examination, evaluation, ranking of Proposals, and recommendation for Award of Contract may result in the rejection of the Consultant’s Proposal.

ITC.19.2. After the opening of Proposals, information concerning the Proposal documents or any part of the contents thereof shall not be released to any person or party that is not a member of the Proposal Evaluation Committee.

ITC.19.3. The evaluation proceedings shall be kept confidential at all times until the award of Contract is announced.



ITC.19.4. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and approved by the Competent Authority of DGPC.

ITC. 20. Evaluation of Technical Proposals

ITC.20.1. The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and points system specified in the BDS. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, particularly the Terms of Reference, or if it fails to achieve the minimum technical score or any other criteria indicated in the BDS.

ITC.20.2. Following the ranking of Technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant shall be invited to negotiate its proposal for award of Contract in accordance with the instructions given under **ITC. 22** of these Instructions. For QCBS the Consultant scoring the highest combined score will be invited to Pre- Award discussion and negotiation. In case of LCS the consultant quoting the least price will be called for Pre-Award discussion and negotiation.

ITC. 21. Public Opening and Evaluation of Financial Proposals

(Applicable only for QCBS, FBS, and LCS)

ITC.21.1. After the technical evaluation is completed, DGPC shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark, or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. DGPC shall simultaneously notify in writing those Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date shall allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

ITC.21.2. Financial Proposals shall be opened publicly in the presence of the Consultants representatives who choose to attend. The names of the Consultants and their technical scores shall be read aloud. The Financial Proposals of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the following information read out and recorded:

- a) name of the Consultant;
- b) points awarded to the Technical Proposal; and
- c) total price of the Financial Proposal.

The prices also shall be written on a notice board for the public to copy.

ITC.21.3. DGPC shall prepare a record of the opening of the Financial Proposals, which shall include the information disclosed to those present in accordance with **ITC.21.2** above. The minutes shall include, as a minimum:

- a) the assignment title and reference number;
- b) the date, time and place of opening of the Financial Proposals;
- c) the prices offered by the Consultant;
- d) the name and nationality of each Consultant;



- e) the names of attendees at the opening of the Financial Proposals, and of the Consultant they represent;
- f) details of any complaints or other comments made by Consultants' representatives attending the opening of the Financial Proposals, including the names and signatures of the representatives making the complaint(s) and/or comment(s); and
- g) the names, designations and signatures of the members of the Proposal Opening Committee or Tender Committee as the case may be.

The Consultants' representatives who are present shall be requested to sign the record. The omission of a representative's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Consultants who submitted Proposals.

ITC.21.4. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of any discrepancy between a sub total amount and the total amount, or between words and figures, the formers shall prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal:

- a) if the **Time-Based form of Contract** has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, and
- b) if the **Lump-Sum form of Contract** has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.

Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the BDS.

ITC.21.5. In the case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the BDS. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the BDS: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

ITC.21.6. **In the case of Fixed-Budget Selection**, DGPC will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. **In the case of Least-Cost Selection**, DGPC will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to **ITC.21.5** shall be considered, and the selected firm invited for negotiations.

ITC.21.7. The Consultants of Bhutan nationality herein after referred to as Domestic Consultant shall be given preferential treatment in award of contract as specified in the BDS. The Domestic Consultant shall provide all evidence to the satisfaction of DGPC to prove that the Consultant meets the criteria to be eligible for a margin of preference in comparison of its Proposal with those of the Consultants who do not qualify for the preference. The preference can be availed provided the Domestic Consultant shall ensure that specific percentage as specified in BDS of the total man hours/ man days deployed should be of a person having Nationality of Bhutan.



ITC.21.8. For the purpose of price preference, the Joint Venture of Domestic Consultant with International Consultant shall be treated as Domestic Bidder provided fifty percent (50%) of the total man hours/man days deployed shall be nationals having Nationality of Bhutan.

ITC. 22. Negotiations

ITC.22.1. Negotiations will be held at the date and address indicated in the BDS. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure to satisfy this requirement may result in DGPC proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

ITC.22.2. Technical Negotiations

- a) Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, any suggestions made by the Consultant to improve the Terms of Reference, and the Special Conditions of Contract. DGPC and the Consultant will finalize the Terms of Reference, staffing schedule, work schedule, logistics and reporting. These documents will then be incorporated into the Contract as “Description of Services”. Special attention will be paid to defining clearly the inputs and facilities required from DGPC in order to ensure satisfactory implementation of the assignment. DGPC shall prepare minutes of the negotiations, which shall be signed by DGPC and the Consultant. The negotiations shall not substantially alter the original Terms of Reference or the terms of the Contract.

ITC.22.3. Financial Negotiations

- a) If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the Consultant’s tax liability in Bhutan, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services.
- b) In the cases of QCBS, Fixed-Budget Selection and the Least-Cost Selection methods involving time based Contracts, unless there are exceptional reasons the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide DGPC with the information on remuneration rates.
- c) In the case of a Lump Sum Contract where price is a factor of selection, the price shall not be negotiated.
- d) Reimbursable costs are payable on an actual expense incurred basis, and thus shall not be subject to financial negotiation.

ITC.22.4. Conclusion of Negotiations

- a) Negotiations will conclude with a review of the draft Contract. To complete negotiations, DGPC and the Consultant will initial the agreed Contract. If negotiations fail, DGPC shall inform the Consultant in writing of the reasons for termination of the negotiations and then shall invite the Consultant whose Proposal received the second highest combined technical and financial score in case of QCBS to negotiate a Contract. In case of lump sum and least cost basis the next lowest will be considered. Once negotiations commence with the second ranked Consultant, DGPC shall not reopen the earlier negotiations.



ITC. 23. Availability of Professional Staff/Experts

ITC.23.1. Before contract negotiations, DGPC will require assurances that the Professional staff will actually be available. DGPC will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

ITC. 24. DGPC's Right to Accept Any Proposal and to Reject Any or All Proposals

ITC.24.1. DGPC reserves the right to accept or reject any Proposal, and to annul the Request for Proposals process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to Consultants.

ITC.24.2. DGPC may waive any minor infirmity, non- conformity or irregularity in a bid that does not constitute a material deviation, reservation or omission, whether or not identified by the Bidder in its bid and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation. DGPC may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non- material deviation or omission in the bid related to the documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of bid.

ITC. 25. Award of Contract

ITC.25.1. After completing negotiations DGPC shall award the Contract to the selected Consultant, and as soon as possible notify unsuccessful Consultants after signing of the Contract Agreement with the successful Consultant. .

ITC.25.2. Following the decision to award the Contract to the selected Consultant, the parties shall enter into a written Contract binding on both parties. The Contract shall be compatible with the Applicable Laws of Bhutan and substantially in the Form B of Section VI of this RFP. The Contract shall be signed by the duly authorized representatives of the parties and shall bear the date of signature.

ITC.25.3. Where both the parties do not sign the Contract simultaneously,

- a) DGPC shall send to the selected Consultant two original copies of (1) the full agreed Contract and (2) the letter of acceptance (notification of award), each signed by the its duly authorized representative together with the date of signature;
- b) The letter of acceptance shall indicate the deadline by which it must be accepted, which shall normally be not more than 15 days from the date of its receipt by the Consultant;
- c) The Consultant, if he agrees to conclude the Contract, shall sign and date all original copies of the Contract and the letter of acceptance and return one copy of each to DGPC before the expiry of the deadline indicated in the letter of acceptance;
- d) In case the selected Consultant fails to sign the Contract agreement within the deadline specified in the letter of acceptance the Contract shall be awarded to the next lowest evaluated Consultant after concluding the negotiations as may be



necessary. Such a failure shall be considered as withdrawal and the provisions of **ITC.11.6** shall apply.

ITC.25.4. The Consultant is expected to commence the assignment on the date and at the location specified in the BDS.

ITC. 26. Debriefing by DGPC

ITC.26.1. On receipt of DGPC's Notification of Award referred to in **ITC.25.1**, an unsuccessful bidder has three (3) working days to make a written request to DGPC for a debriefing. DGPC shall provide a debriefing to all unsuccessful bidders whose request has been received within this deadline.

ITC.26.2. Where a request for debriefing has been received within the deadline, DGPC shall provide a debriefing within five (5) working days.

ITC.26.3. DGPC shall discuss only such Bid and not the bids of other competitors. The debriefing shall not include:

- a) point-by-point comparisons with another Bid; and
- b) information that is confidential or commercially sensitive to other Bidders.

ITC.26.4. The Purpose of debriefing is to inform the aggrieved bidder of the reasons for lack of success, pointing out the specific shortcomings in its bid without disclosing contents of other bids.

ITC. 27. Confidentiality

ITC.27.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

ITC. 28. Performance Evaluation of Consultant

ITC.28.1. A consultant performance evaluation is a standardized, systematic and objective assessment of a consultant's performance on a specific project contract.

ITC.28.2. The performance evaluation criteria shall be used by each Project Manager/Site Engineer immediately with the commissioning of any services after the award of contract. The contractors shall be evaluated as the work progresses.

ITC.28.3. The Performance Evaluation System for Contractors is at SECTION VIII of this Bidding Document.

ITC.28.4. The Contractor is required to sign and submit the Form TCH15: Performance Evaluation Acceptance along with their bid.



SECTION III – BID DATA SHEET



BID DATA SHEET

The following Proposal specific data for the Consultancy Services to be procured shall amend and/or supplement the clauses in the Instructions to Consultants (ITC). Whenever there is a conflict, the provisions herein shall prevail over those in the ITC.

ITC Clause Reference	Data
ITC.2.1	Method of selection: Least Cost Selection (LCS)
ITC.2.1	Financial Proposal to be submitted with Technical Proposal: Yes The Name of the assignment and expected time of its completion are: Implementation of SharePoint Upgrade and Workflow Modification and 5 months form the date of issue of Letter of Award.
ITC.2.3	DGPC will provide the following inputs and facilities: As specified in the TOR
ITC.7.1	Proposal must remain valid till: July 22, 2023
ITC.10.1	Clarifications may be requested not later than: May 29,2023 Clarifications on Bidding Documents may be obtained from Sushmita Gurung Contract Management & Procurement Division Projects Department Druk Green Power Corporation Limited Post Box No. 1351 Motithang, Thimphu, Bhutan Mobile No.: 17279860 Email: s.gurung3484@drukgreen.bt All clarifications shall be in writing and submitted in electronic format (PDF) and sent to the above email.
ITC.10.2	Pre-proposal Meeting: If required only
ITC.11.1	Proposal Security shall be: BTN. 60,000.00
and	The Proposal Security shall be valid till: August 21,2023
ITC.11.2 (d)	The Consultant shall also have an option to transfer the Proposal Security through Bank transfer to DGPC account.
ITC.12.3 (a)	Joint Venture (JV) shall not be allowed.
ITC.12.3 (b)& (c)	The estimated number of professional staff-months required for the assignment is: As specified in the TOR and the post implementation of 3 months after go-live to be supported.
ITC.13.2 (g)	Training is a specific component of this assignment: Yes, detailed training requirements are specified under Technical Scope of Work.
ITC.14.1	Type of Contract: Lump sum Contract
ITC.14.2	Foreign Consultants state the portion of their price in Bhutanese Ngultrum: Not Applicable
ITC.15.1	Amounts payable by DGPC to the Consultant under the Contract to be subject to local taxation:



ITC Clause Reference	Data
	<p>i. 2% TDS shall be deducted from all payments for foreign bidders ii. 3% TDS shall be deducted from all payments for foreign bidders</p>
ITC.16.3, & ITC.16.9	<p>The Consultant must submit the original and one copy of the Technical Proposal, and the original of the Financial Proposal.</p> <p>Proposals to be addressed to and submitted to :</p> <p>Head Contract Management and Procurement Division Projects Department Druk Green Power Corporation Limited Post Box No. 1351 Motithang, Thimphu, Bhutan Tel: +975-2-339875 Email: d.wangdi269@drukgreen.bt</p> <p>Date & Time (Bhutan Time) up to which Proposals will be received: Date: June 7, 2023 Time: 1500 Hrs</p>
ITC. 18	<p>The Proposal shall be opened on: Date: June 7, 2023 Time (BST): 1530Hrs</p>
ITC.20.1	<p>The Consultants shall provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The qualifying criteria for the evaluation of the Proposals shall be as under:</p> <p>(i) Technical Requirements: As specified in the TOR</p> <p>(ii) Experience of having successfully completed Two (2) similar work The Consultant shall submit work completion certificate from the Client</p> <p>(iii) The skilled and experienced manpower required for the timely and quality execution of the work to be made available for the Contract by the Bidder shall be: As specified in the TOR The bidder shall submit the CVs and proof of experience of similar works of the personnel.</p> <p>(iv) The minimum technical score (St) required to pass is: 70%</p>
ITC.21.4 (b)	<p>The single currency for price conversions is Bhutanese Ngultrum (BTN).</p> <p>The source of official selling rates is the Royal Monetary Authority of Bhutan.</p> <p>The date of exchange rates is: from the date of opening the technical Proposal.</p>



ITC Clause Reference	Data
ITC.21.7	Domestic Bidder may be given preferential treatment where two or more proposals are otherwise equivalent in the light of evaluation methods and factors set out in the bidding documents provided the Domestic Consultant should ensure that 10 percent (%) of the total man hours/ man days deployed should be nationals having Bhutan Nationality. For this purpose, the Joint Venture of Domestic Consultant with International Consultant shall be treated as Domestic Bidder provided fifty percent (50%) of the total man hours/ man days deployed should be of nationals having Bhutan Nationality:
ITC.22.1	Expected date and address for contract negotiations: on a mutually agreed date, time and venue.
ITC.25.4	Expected date for commencement of consulting services: from the date of issuance of Letter of Award



SECTION IV – PROPOSAL FORMS



A - TECHNICAL PROPOSAL FORMS

FORM TECH-1: Technical Proposal Submission

[Location, Date]

To:
Head
Contract Management and Procurement Division
Projects Department
Druk Green Power Corporation Limited
Post Box No. 1351
Motithang, Thimphu, Bhutan
Tel: +975-2-339875
Email: d.wangdi269@drukgreen.bt

Dear Sirs:

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed in a separate envelope*.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant] **

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification. In this regard you may contact any of our previous Employers or the previous Employers of any of our sub-consultants or any of the employees thereof for further information.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in **IITC.7.1**, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to commence the Consulting Services related to the assignment not later than the date indicated in IITC.25.4 and to comply with all the provisions of the Contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _

Address: _____

* [In case the BDS requires submission of a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]



** *[Delete in case no association is foreseen.]*



FORM TECH-2: Consultant's Organization and Experience

A- Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/ entity and each associate for this assignment.]

B- Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages maximum, listing in the order of most recent first]

Details of previous assignments:

Assignment name:	Approx. value of the contract (in BTN):
Procuring Agency :	Duration of assignment (months):
Address	Total number of staff months of the assignment:
	Approximate value of the services provided by your firm under the contract (BTN):
Start date (month/year):	Number of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader)
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:



FORM TECH-3: Comments/Suggestions on the Terms of Reference and on Counterpart Staff & Facilities to be provided by DGPC

A –On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by DGPC including: administrative support, office space, local transportation, equipment, data, etc.]



FORM TECH-4: Description of Approach, Methodology and Work Plan

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (40 pages, inclusive of charts and diagrams) divided into the following three chapters:

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by DGPC), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH 8: Work Schedule.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff]



FORM TECH-5: Team Composition and Task Assignment

Note 1: If any of the Personnel included in the team being present or previous government employees the certificate as per requirement of **I.T.C.3.3** to be attached with the Format.

Note 2: If any of the Personnel included in the team is any former DGPC employee, the certificate as required under **I.T.C.3.4** should be given for such employee and attached to this format.



<i>Professional Staff</i>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



FORM TECH-6: CV for Proposal Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____
6. **Membership of Professional Associations:** _____
7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____
8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____



<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11 The details should be furnished at least for two assignments that is best related to the present assignment]</i></p> <p>Assignment 1. Name of assignment or project: _____ Year: _____ Location: _____ Procuring Agency or Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p> <p><u>Assignment 2.</u> Name of assignment or project: _____ Year: _____ Location: _____ Procuring Agency or Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p>
----------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____





FORM TECH-7: Staffing Schedule

N°	Name of Staff*	Staff input (in the form of a bar chart)**													Total staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field***	Total	
Foreign																		
1		[Home]																
		[Field]																
2																		
N																		
													Subtotal					
Local																		
1		[Home]																
		[Field]																
2																		
N																		
													Subtotal					
													Total					

* For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
 ** Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
 *** Field work means work carried out at a place other than the Consultant's home office.



 Full time input
 Part time input

FORM TECH-8: Work Schedule

N o	Activity ¹	Months ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as DGPC approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



FORM TECH-9: Drawing/ Specifications (if applicable)

[Provide here a list of drawings and specifications (if any) contained within the Technical Proposal, and annex these hereto]



FORM TECH-10: Integrity Pact Statement

(Attach an integrity pact statement pre-signed by DGPC and Consultant to submit the same after it is executed by the authorised signatory of the Consultant)

1. General:

Whereas Darjay Wangdi, Head, Contracts Management and Procurement Division representing the Druk Green Power Corporation Limited, hereinafter referred to as the **“Employer”** on one part, and *(Name of bidder or his/her authorized representative, 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:

- 1.1. This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document. This IP is applicable only to **“large”** scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

2. Objectives:

Whereas, the Employer 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**¹ and **contract administration**², with a view to:

- 2.1. Enabling the Employer 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
- 2.2. Enabling bidders to abstain from bribing or any corrupt 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.

4. Commitments of the Employer:

The Employer Commits itself to the following: -

- 4.1. The Employer hereby undertakes that no officials of the Employer, 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.

¹ Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

² Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, unauthorized sub-contracting and contract handing/taking over.



- 4.2. The Employer 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.
- 4.3. Officials of the Employer, 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 clauses 4.1 and 4.2.
- 4.4. 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 Employer 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 :-

- 5.1. 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 Employer, 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.
- 5.2. 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.
- 5.3. 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.

- 6.1. 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 De-barment Rules.
- 6.2. The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

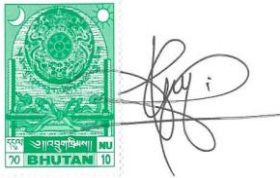
- 7.1. The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.



7.2. The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

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

The parties hereby sign this Integrity Pact at *(place)* _____ on *(date)* _____



Affix
Legal
Stamp

EMPLOYER

BIDDER/REPRESENTATIVE

CID:

1	1	1	0	5	0	0	3	9	4	0
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CID:

--	--	--	--	--	--	--	--	--	--	--

Witness: 

Witness: _____

Name: Sushmita Gurung

Name: _____

CID:

1	1	2	0	2	0	0	0	2	4	2
---	---	---	---	---	---	---	---	---	---	---

CID:

--	--	--	--	--	--	--	--	--	--	--



FORM TECH-11: Declaration confirming the absence of any conflict of interest

Subject: Declaration confirming the absence of any conflict of interest

Ref:

I*[insert the name and designation of the signatory]*..... the duly authorized representative of*[insert name of the Bidder]*, submitting a proposal in respect of invitation for proposals reference number (-----), hereby confirm:

- that I/We do not have a business relationship with a member of DGPC’s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, and/or (iii) supervision of the Contract,
- that I/ We have not employed or otherwise engaged a spouse, or any of the dependent parent of an employee or close relative³ of DGPC employee
- *(insert if applicable)*that I/ We confirm that we have nominated *(insert name)*former employee of DGPC as personnel in the Technical Proposal and we certify that no conflict of interest exists in the scope of the MR. XYZ inclusion to provide the Consultancy Services.
- *(insert if applicable)*that I / we have nominated *(insert name)*, present or previous *(insert as applicable)* Royal government of Bhutan employee as Personnel in the Technical Proposal. *(Insert name)* have written certification from the Royal Civil Service Commission of Bhutan or their employer *(insert name of the employer)* confirming that
 - They are not current employees of their previous official employer.
 - They are on leave without pay from their official position, and
 - They are allowed to work full-time outside of their previous official position

Such certification is also attached as a part of this technical proposal.

Sealed and Signed

³relative is defined as immediate family which includes, brother, sister, and own children



FORM TECH-12: Affidavit/Self- Declaration Regarding Eligibility of Bidder on the judicial stamp paper of requisite value

(To be executed on non-judicial stamp paper)

I*[insert the name and designation of the signatory]*..... the duly authorized representative of*[insert name of the Bidder]*..... hereby confirm that I possess the legal authority to make this Affidavit/ Declaration on behalf of the Bidder.

I solemnly declare and affirm that to the best of my knowledge, information, and belief, the above Bidder:

- a) Is not insolvent or is not in receivership or is not a bankrupt or is not in the process of being wound up, or has not entered into an arrangement with creditors; or
- b) Affairs are not are being administered by a court, judicial officer or appointed liquidator; or
- c) Has not suspended business or is not in any analogous situation arising from similar procedures under the laws and regulations of his country of establishment; or
- d) Have not been found guilty of professional misconduct by any competent authority as per law; or
- e) Have fulfilled the obligations with regard to the payment of taxes, social security or other payments due in accordance with the laws of the country in which the Bidder is established or of the Kingdom of Bhutan; or
- f) Have not been declared by Druk Green to be ineligible for participation in tenders on account of any fraud and/or corruption in competing or executing a Contract; or
- g) has fulfilled all the contractual obligations with the DGPC in the past

Verified on this day of of the year..... that the particulars furnished above are true and correct to the best of my knowledge and belief and nothing in material have been concealed or misrepresented.

Sealed and Signed:



FORM TECH-13: Consultants Information

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

Date:*[insert date of Proposal submission]*.....

NIT No.:

1.	Consultants Legal Name:
2.	CDB registration number in case of Domestic Bidder <i>(Also attach the photocopy of the certificate)</i>
3.	In the case of a Joint Venture (JV) legal name of each member of the Joint Venture:
4.	Each member of JV's Country of Registration:
5.	Each member of JV's Certificate of Incorporation:
6.	Each member of JV's Year of Registration:
7.	Each member of JV's Legal Address in Country of Registration:
8.	Each member of JV's Principal Place of Business
9.	A certificate from Chartered Accountant regarding majority ownership of the company by nationals of Bhutan as on 30 days prior to the bid submission deadline (applicable for Domestic Bidders)
10.	Lead member of JV's Local Address in Bhutan (if any):
11.	Consultant or Each member of JV's Website Address:
12.	Consultant or Each member of JV's Business Activities:



13.	<p>Consultant or Lead member of JV's Authorized Representative</p> <p>Name:</p> <p> Designation:</p> <p> Address:</p> <p> Telephone/Fax numbers:</p> <p> E-mail Address:</p>
14.	<p>Consultant or Lead member of JV's Authorized Representative in Bhutan (if any)</p> <p>Name of the company or firm:</p> <p> Name of the contact person:</p> <p> Designation:</p> <p> Address:</p> <p> Telephone/Fax numbers:</p> <p> E-mail Address:</p> <p> Services to be provided by the local representative:</p>
15.	<p>Status of the Consultant (check the box as applicable):</p> <p><input type="checkbox"/> Bidding Company</p> <p><input type="checkbox"/> Lead Member of the Joint Venture</p> <p><input type="checkbox"/> Agent of the Foreign Consultant</p>
16.	<p>Attached are copies of the following original documents: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Tax Clearance Certificate of Consultant named in 1 or 2 above (applicable for Bhutanese Bidders)</p> <p><input type="checkbox"/> Certificate of Incorporation or Registration of Consultant named in 1 or 2 above</p> <p><input type="checkbox"/> Any other certificate to support the legal entity of the Consultant named in 1 or 2 above</p>

Sealed and Signed:



FORM Tech-14: Bank Guarantee for Proposal Security

WHEREAS, [insert name of Bidder] (hereinafter called the “Bidder”) has submitted his bid dated [insert date] for the [insert name of contract] (hereinafter called the “Bid”).

KNOWN ALL MEN by these presents that We [insert name of Bank] of [insert name of Country] having our registered office at [insert address] (hereinafter called the “Bank”) are bound unto [insert name of PROCURING ENTITY] (hereinafter called the “Entity”) in the sum of [insert amount] for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ____ day of ____ 20.....

THE CONDITIONS of this obligation are if the Bidder: (a) Withdraws his Bid during the period of bid validity specified in the Form of Bid; or (b) if the selected Consultant fails to sign the Contract in accordance with the Instruction to Consultant; or

We undertake to pay the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions. The Guarantee will remain in force up to and including the date [insert days}] days after the as stated in the Instruction to Consultant or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK
_____ WITNESS _____

SEAL _____

Signature, Name and Address



FORM TECH 15: Performance Evaluation System Acceptance

To

[DGPC's Name and Address]

Dear Sir/Madam,

With reference to our Proposal dated.....for.....*[insert name of service]*.....against NIT No....., we hereby conform that we have read the provisions in Section VII regarding the performance evaluation system and we hereby agree to abide by the provisions in the chapter on performance evaluation or do affirm as follows:

1. We agree to abide by all the provisions on performance evaluation of consultants for services.
2. If our proposal is accepted, we agree to be assessed as per the performance evaluation rating methodology adopted by DGPC.
3. We accept the rating depending on our performance and any action thereof.
4. We shall be liable for any breach of this undertaking and non-compliance to the provisions of performance evaluation system.

Sealed and signed



B – FINANCIAL PROPOSAL FORMS

FORM FIN-1: Financial Proposal Submission

[Location, Date]

To: [Name and address of DGPC]

Dear Sirs:

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*]. This amount is *exclusive of local taxes* (either to be paid by DGPC on behalf of the Consultant or reimburse the Consultant for any such taxes paid by the Consultant) which shall be identified during negotiations and added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in ITC 7.1.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below (*If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution"*): These costs are part of our financial proposal and included in the figure mentioned above.

Name and Address of Agent	Amount and Currency	Purpose of Commission or Gratuity
------------------------------	------------------------	--------------------------------------

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _

Address: _____

**Amounts must coincide with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.*



FORM FIN-2: Summary of Costs

Description	Qty	Unit Rate	Amount (BTN/INR/USD)	
			Figure	Words
Implementation of SharePoint Upgrade and Workflow Modification	1	Lump Sum		
Total Amount				



FORM FIN-3: Breakdown of Costs by Activity

The consultants are to work onsite for proper and effective coordination with DGPC team members.

- a) Bidder is required to furnish cost breakup consultancy and deployment type wise as basis for evaluating price reasonability.

SN	Resource Type	No. of Consultant required	No. of months required	Man month rates (BTN/INR/USD) in figures	Amount (BTN/INR/USD)	
					Figures	Words
1	SharePoint Administrator	1				
2	Dot Net Software Programmer	2				
3	UI/UX Developer	1				
4	Database Administrator	1				
Total Amount						



FORM FIN-4: Breakdown of Remuneration

(This Form FIN-4 shall only be used when the Lump Sum of Contract has been included in the RFP For each activity separate form has to be prepared and submitted)

Group of Activities (Phase): _____							
Name	Position	Staff-month Rate	Input (Staff-months)	[Indicate Foreign Currency]			[Indicate Local Currency]
Foreign Staff							
		[Home]					
		[Field]					
Local Staff (to be given only in local currency)							
		[Home]					
		[Field]					
Total Costs*							

- Total cost for each activity should equal to the total cost of remuneration as shown for that activity in form FIN 3



*(This Form FIN-4 shall only be used when the **Lump-Sum Form** of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant **for possible additional services** requested by DGPC)*

Name	Position	Man-Month Rate
	SharePoint Administrator	
	Dot Net Software Programmer	
	UI/UX Developer	
	Database Administrator	



SECTION V – GENERAL CONDITIONS OF CONTRACT



SECTION V – GENERAL CONDITIONS OF CONTRACT

GCC.1. Definitions

GCC.1.1. The following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires.

- a) “Affiliate” means business concerns, organisations, or individuals that control each other or that are controlled by a common third party. Control may include shared management or ownership, common use of facilities, equipment and employees; or family interest.
- b) “Applicable Laws of Bhutan” means the laws and any other instruments having the force of law in Bhutan;
- c) “Consultant” means an individual or a legal entity entering into a Contract to provide the Services to DGPC under the Contract;
- d) “Consulting Services” means expert services of a professional and/or intellectual nature, provided by the Consultant based on specialized expertise and skills, pursuant to the Contract executed between DGPC and Consultant; Consultancy Services includes but not limited to policy advice, institutional reforms, management, engineering services, construction supervision, financial services, procurement services, social and environmental studies, hydrological studies, geotechnical and seismic studies, lineament mapping and identification, preparation of prefeasibility, feasibility and detailed project reports and implementation of projects;
- e) “Contract” means the formal agreement in writing, entered into between DGPC and the consultant on acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the Kingdom of Bhutan;
- f) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific assignment conditions;
- g) “Day” means calendar day of the Gregorian calendar. However, “Working day” as used herein means all calendar days excluding Sundays and Government holidays in the Kingdom of Bhutan;
- h) “DGPC” means Druk Green Power Corporation Limited including its successors and permitted assigns;
- i) “Domestic Bidder” shall mean any Bidder having nationality of Bhutan or a group of legal entities all members of the group having nationality of Bhutan. A legal entity shall be considered as having the nationality of Bhutan if it is registered within Bhutan constituted under and governed by the civil, commercial or public laws of Bhutan, and have its statutory office, central administration or principal place of business in Bhutan;
- j) “Effective Date” means the date on which this Contract comes into force and effect pursuant to **GCC.13**;
- k) “Foreign Currency” shall mean any currency other than Bhutanese Ngultrum (BTN)
- l) “GCC” means General Conditions of Contract;
- m) “Government” means the Royal Government of Bhutan (RGoB).
- n) “In Writing” means communicated in written form (eg by mail, electronic mail, fax,) with proof of receipt;
- o) “ITC” means Instructions to Consultants;



- p) “LOI” means Letter of Invitation;
- q) “Month” means calendar month of the Gregorian Calendar.
- r) “Member” means any of the entities that make up the joint venture/consortium/association; and “Members” means all these entities.
- s) “Party” means the DGPC or the Consultant, as the context requires, and “Parties” means both of them.
- t) “Personnel” means professional and support staff provided by the Consultant or by any Sub-Consultants and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professional and support staff who at the time of being so provided have their domicile outside Bhutan; “Local Personnel” means such professional and support staff who at the time of being so provided have their domicile in Bhutan; and “Key Personnel” means the Personnel referred to in **GCC.37.2.**
- u) “RFP” means Request for Proposal;
- v) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- w) “Sub-Consultant” means a Consultant selected to provide a pre specified service and nominated as sub-consultant to the main Consultant for such purpose;
- x) “Terms of Reference (TOR)” means the document included in the RFP as Section V which defines the objectives, goals, scope of work, activities, tasks, responsibilities of DGPC and the Consultant, required outputs and results of the assignment, as well as background information (including a list of existing relevant studies and basic data) to facilitate the Consultants’ preparation of their proposals.
- y) “Third Party” means any person or entity other than DGPC, the Consultant or a Sub-Consultant.

GCC.2. Relationship between the Parties

GCC.2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between DGPC and the Consultant. The Consultant, subject to the Contract, has complete charge of Personnel and Sub-Consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

GCC.3. Governing Law

GCC.3.1. The Contract shall be governed by and interpreted in accordance with the laws of the Kingdom of Bhutan. The courts of Thimphu shall have exclusive jurisdiction in all matters arising out of the Contract unless otherwise stated in the SCC.

GCC.3.2. The Consultant shall, in all matters arising in the performance of the Contract, comply in all respects, give all notices and pay all fees required by the provisions of any statute, ordinance or other law or any regulation or by law of any duly constituted authority of the Kingdom of Bhutan.

GCC.3.3. The Consultant shall indemnify and hold harmless DGPC from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Consultant or its personnel including its Sub-Consultants and their employees.



GCC.4. Language

GCC.4.1. The Contract, as well as all correspondence and documents relating to the Contract exchanged by the Consultant and DGPC, shall be written in English. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, the translation shall govern.

GCC.4.2. The Consultant shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Consultant.

GCC.5. Headings

GCC.5.1. The headings shall not limit, alter or affect the meaning of this Contract.

GCC.6. Notices

GCC.6.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

GCC.6.2. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SCC.

GCC.7. Location

GCC.7.1. The Services shall be performed at such locations as are specified in SCC, Appendix A of Appendices hereto and, where the location of a particular task is not so specified, at such locations, whether in Bhutan or elsewhere, as DGPC may approve.

GCC.8. Authority of Member in Charge

GCC.8.1. In case the Consultant consists of a joint venture/consortium/association of more than one entity, the Members hereby authorize the entity specified in the SCC to act on their behalf in exercising all the Consultant's rights and obligations towards DGPC under this Contract, including without limitation the receiving of instructions and payments from DGPC.

GCC.9. Authorized Representatives

GCC.9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by DGPC or the Consultant may be taken or executed by the officials specified in the SCC.

GCC.10. Contract Performance Security

GCC.10.1. If specified in the SCC, the Consultant shall provide securities for due performance of the Contract, in the manner specified and as per the terms set forth in the SCC.

GCC.11. Taxes and Duties

GCC.11.1. As per **ITC.15.1**, DGPC will either pay or reimburse the Consultant for payment of such **indirect taxes**, duties, fees and other impositions levied under the Applicable Laws of Bhutan.



GCC.12. Fraud and Corruption

GCC.12.1. It is required that Consultants, their Sub-Consultants and the Personnel of both of them observe the highest standards of ethics during the execution of the Contract.

GCC.12.2. For the purposes of this sub-clause, the terms set forth are defined as follows:

- a) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- b) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- d) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- e) “obstructive practice” is
 - i. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - ii. acts intended materially to impede the exercise of the inspection rights of DGPC or any organization or person appointed by DGPC.

GCC.12.3. DGPC will cancel the Contract if it at any time determines that representatives of the Consultant, any Sub-Consultant, the personnel of either of them, or any other participant in the procurement and Contract execution process, were engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement and selection process or the execution of the Contract.

GCC.12.4. DGPC will sanction a Consultant, Sub-Consultant or the personnel of either of them, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a DGPC Contract if at any time it determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a DGPC Contract.

GCC.12.5. DGPC will report the case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant RGoB agencies, including but not limited to the Anti-Corruption Commission (ACC) of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

GCC.12.6. DGPC will require the successful Consultant to disclose any commissions or fees that may have been paid or are to be paid to agents, representatives or commission agents with respect to the selection process or the execution of the Contract. The information disclosed must include at least the name and address of the agent, representative or commission agent, the amount and currency, and the purpose of the commission or fee.



GCC.13. Effectiveness of Contract

GCC.13.1. This Contract shall come into force and effect on the date (the “Effective Date”) of DGPC’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

GCC.14. Termination of Contract for failure to become effective

GCC.14.1. If this Contract has not become effective within such time period after the date of the Contract signed by the Parties as specified in the SCC, either Party may, by not less than twenty one (21) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

GCC.15. Commencement

GCC.15.1. The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

GCC.16. Expiration of Contract

GCC.16.1. Unless terminated earlier pursuant to **GCC.21** hereof, this Contract shall expire at the end of such time period after the Effective Date as is specified in the SCC.

GCC.16.2. If the Contractor fails to complete the work within the stipulated time, then Liquidated Damage shall be deducted as mentioned in the SCC.

GCC.17. Entire Agreement

GCC.17.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

GCC.18. Modifications or Variation

GCC.18.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

GCC.19. Force Majeure

GCC.19.1. “Force Majeure” shall mean any event or circumstance beyond the control of DGPC or of the Consultant, as the case may be, and which is unavoidable notwithstanding the reasonable care of the Party affected and which substantially affect the performance of the Contract. The event and circumstances of Force Majeure shall include, without limitation, the following:

- a) war, hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war;
- b) rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion and terrorist acts;
- c) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de-jure or de-facto authority or ruler or any other act or failure to act of any government authority;



- d) strike by persons other than Contactor's or Sub Consultants employees/workers/labourers, sabotage, lockout, freight embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, epidemics, quarantine and plague;
- e) earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition (Inclement weather conditions shall either be in winter or in monsoon season which results in stoppage of work and such stoppage of work is duly recorded in the hindrance records maintained by the Druk Green for each contract. Provided where for the period of monsoon, the completion time has already been excluded), nuclear and pressure waves or other natural or physical disaster;
- f) shortage of labor, materials or utilities where caused by circumstances that are themselves Force Majeure.

GCC.19.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and to avoid or overcome in the carrying out of its obligations hereunder.

GCC.19.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

GCC.19.4. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

GCC.19.5. Measures to be taken:

GCC.19.5.1. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

GCC.19.5.2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

GCC.19.5.3. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

GCC.19.5.4. During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by DGPC, shall either:

- a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incur, and, if required by DGPC, in reactivating the Services; or
- b) continue with the Services to the extent possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.



GCC.19.5.5. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to **GCC.47**.

GCC.20. Suspension

GCC.20.1. DGPC may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension. Upon remedying the failure by the Consultant the payments to the Consultant shall be commenced.

GCC.21. Termination

GCC.21.1. Termination by DGPC

GCC.21.1.1. DGPC may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (g) of this clause. In such an occurrence DGPC shall give not less than thirty (30) days written notice of termination to the Consultant, or sixty (60) days in case of the event referred to in paragraph (g) of this clause.

- a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to **GCC.20** hereinabove, within forty five (45) days of receipt of such notice of suspension or within such further period as DGPC may have subsequently approved in writing.
- b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its Members becomes) insolvent or bankrupt or enters into any agreements with its creditors for relief of debt or takes advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to **GCC.47** hereof.
- d) If the Consultant, in the judgment of DGPC, has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in executing this Contract.
- e) If the Consultant submits to DGPC a false statement which has a material effect on the rights, obligations or interests of DGPC.
- f) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a continuous period of not less than sixty (60) days.
- g) If DGPC, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

GCC.21.2. Termination by Consultant

GCC.21.2.1. The Consultant may terminate this Contract, by not less than thirty (30) days written notice to DGPC, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this clause.

- a) If DGPC fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to **GCC.47** hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a continuous period of not less than sixty (60) days.



- c) If DGPC fails to comply with any final decision reached as a result of arbitration pursuant to GCC.47 hereof.
- d) If DGPC is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by DGPC of the Consultant's notice specifying such breach.

GCC.21.3. Cessation of rights and obligations

GCC.21.3.1. Upon termination of this Contract pursuant to GCC.14 or GCC.21 hereof, or upon expiration of this Contract pursuant to GCC.16 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in GCC.28 hereof, (iii) the Consultant's obligation to permit inspection, copying and auditing of its accounts and records set forth in GCC.31 thereof (applicable for only time based contract), and (iv) any right which a Party may have under the Applicable Laws of Bhutan.

GCC.21.4. Cessation of Services

GCC.21.4.1. Upon termination of this Contract by notice of either Party to the other pursuant to GCC.21.1 or GCC.21.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment, vehicles and/or materials furnished by DGPC, the Consultant shall proceed as provided respectively by GCC.34 or GCC.35 hereof.

GCC.21.5. Payment upon Termination

GCC.21.5.1. Upon termination of this Contract pursuant to GCC.21.1 or GCC.21.2 hereof, DGPC shall make the following payments to the Consultant:

- a) remuneration pursuant to GCC.45.1 hereof for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures pursuant to GCC.45.1 hereof for expenditures actually incurred prior to the effective date of termination; and
- b) except in the case of termination pursuant to paragraphs (a) through (e) of GCC.21.1 hereof, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract including the cost of the return travel of the Personnel.

GCC.21.6. Disputes about events of Termination

GCC.21.6.1. If either Party disputes whether an event specified in paragraphs (a) through (f) of GCC.21.1 or in GCC.21.2 hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter for settlement through arbitration under GCC.47 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

GCC.22. Standard of Performance

GCC.22.1. The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract



or to the Services, as faithful adviser to DGPC, and shall at all times support and safeguard DGPC's legitimate interests in any dealings with Sub-Consultants or Third Parties.

GCC.23. Law governing Services

GCC.23.1. The Consultant shall perform the Services in accordance with the Applicable Laws of Bhutan and shall take all practicable steps to ensure that any Sub-Consultants, as well as the Personnel of the Consultant and any Sub-Consultants, comply with the said Applicable Laws. DGPC shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

GCC.24. Conflict of Interest

GCC.24.1. The Consultant shall hold DGPC's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests.

GCC.25. Consultant not to benefit from Commissions, Discounts, etc.

GCC.25.1. The payment of the Consultant pursuant to **GCC.45** hereof shall constitute the Consultant's only payment in connection with this Contract and, subject to **GCC.26** hereof, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-Consultants, as well as the Personnel and agents of either of them, similarly shall not receive any such additional payment.

GCC.25.2. Furthermore, if the Consultant, as part of the Services, has the responsibility of advising DGPC on the procurement of goods, works or services, the Consultant shall comply with the applicable procurement guidelines, and shall at all times exercise such responsibility in the best interests of DGPC. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of DGPC.

GCC.26. Consultants and Affiliates not to engage in certain activities

GCC.26.1. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

GCC.27. Prohibition of conflicting activities

GCC.27.1. The Consultant shall not engage, and shall cause its Personnel as well as its Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

GCC.28. Confidentiality

GCC.28.1. Except with the prior written consent of DGPC, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

GCC.29. Liability of the Consultant

GCC.29.1. Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be governed by the Applicable Laws of Bhutan.



GCC.30. Insurance

GCC.30.1. The Consultant (i) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by DGPC, insurance against the risks, and for the coverage specified in the SCC, and (ii) at DGPC's request, shall provide evidence to DGPC showing that such insurance has been taken out and maintained and that the current premiums thereof have been paid.

GCC.31. Accounting, Inspection and Auditing for time based Contracts

GCC.31.1. The Consultant (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and costs, and the bases thereof, and (ii) shall periodically permit DGPC or its designated representative, for a period of up to five (5) years from expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by DGPC.

GCC.32. Actions requiring prior approval

GCC.32.1. The Consultant shall obtain DGPC's prior approval in writing before taking any of the following actions:

- a) Any change or addition to the Personnel listed in Appendix C of Appendices.
- b) Subcontracts: the Consultant may subcontract work relating to the Services to an extent and with such experts and entities as may be approved in advance by DGPC. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services. In the event that any Sub-Consultants are found by DGPC to be incompetent or incapable in discharging their assigned duties, DGPC may request the Consultant to provide a replacement, with qualifications and experience acceptable to DGPC, or to resume the performance of the Services itself.
- c) Any other action that may be specified in the SCC.

GCC.33. Reporting Obligations

GCC.33.1. The Consultant shall submit to DGPC the reports and documents specified in Appendix B of Appendices hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. Final reports shall be delivered on CD ROM in addition to the hard copies specified in the said Appendix.

GCC.34. Documents prepared by Consultants

GCC.34.1. All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for DGPC under this Contract shall become and remain the property of DGPC, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to DGPC, together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software, and use such software for its own use with prior written approval of DGPC. If license agreements are necessary or appropriate between the Consultant and third parties for the purposes of development of any such computer programs, the Consultant shall obtain DGPC's prior written approval to such agreements, and DGPC shall be entitled at its discretion to require recovery of the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.



GCC.35. Equipment, vehicles and materials provided by DGPC

GCC.35.1. Equipment, vehicles and materials made available to the Consultant by DGPC, or purchased by the Consultant wholly or partly with funds provided by DGPC, shall be the property of DGPC and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to DGPC an inventory of such equipment, vehicles and materials and shall dispose of such equipment and materials in accordance with DGPC's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by DGPC in writing, shall insure them at the expense of DGPC in an amount equal to their full replacement value.

GCC.36. Equipment and materials provided by the Consultant

GCC.36.1. Equipment or materials brought into Bhutan by the Consultant and the Personnel and used either for the Project or personal use shall remain the property of the Consultant or the Personnel concerned, as applicable.

GCC.37. Consultant's Personnel and Sub-consultants

GCC.37.1. The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services.

GCC.37.2. The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are described in Appendix C of Appendices. If any of the Key Personnel has already been approved by DGPC, his/her name is to be listed as well.

GCC.37.3. **This clause GCC.37.3 is applicable only for Time-Based Contracts**

GCC.37.3.1. In order to comply with the provisions of **GCC.22** hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix C of Appendices may be made by the Consultant by written notice to DGPC, provided (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in GCC.45.1.1(b) of this Contract. Any other such adjustments shall only be made with the DGPC's written approval.

GCC.37.3.2. If additional work is required beyond the scope of the Services specified in Appendix A of Appendices, the estimated periods of engagement of Key Personnel set forth in Appendix C of Appendices may be increased by agreement in writing between DGPC and the Consultant. In case payments under this Contract exceed the ceilings set forth in **GCC.45.1.1 (b)** of this Contract, this will be explicitly mentioned in the agreement.

GCC.38. Approval of Personnel

GCC.38.1. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C of Appendices are hereby approved by DGPC. In respect of other Personnel which the Consultant proposes to use in carrying out the Services, the Consultant shall submit to DGPC for review and approval a copy of their Curricula Vitae (CVs). If DGPC does not object in writing (stating the reasons for the objection) within twenty-one (21) days from the date of receipt of such CVs, such Personnel shall be deemed to have been approved by DGPC.

GCC.39. Working hours, overtime, leave, etc.

This clause GCC.39 is applicable only for Time-Based Contracts.



GCC.39.1. Working hours and holidays for Key Personnel are set forth in Appendix C of Appendices hereto. To account for travel time, Foreign Personnel carrying out Services inside Bhutan shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in or after their departure from Bhutan as is specified in Appendix C of Appendices hereto.

GCC.39.2. The Key Personnel shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave. The Consultant's remuneration shall be deemed to cover these items. All leave to be allowed to the Personnel is included in the staff-months of service set forth in Appendix C of Appendices.

GCC.40. Removal and/or Replacement of Personnel

GCC.40.1. Except as DGPC may otherwise agree, no changes shall be made in the Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications.

GCC.40.2. If DGPC (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at DGPC's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to DGPC.

GCC.40.3. *(This clause GCC.40.3 is applicable for only Time-Based Contracts)* Any of the Personnel provided as a replacement under GCC.40.1 and GCC.40.2 above, as well as any reimbursable expenditure (including expenditures due to the number of eligible dependents) the Consultant may wish to claim as a result of such replacement, shall be subject to prior written approval by DGPC. The rate of remuneration applicable to a replacement person will be obtained by multiplying the rate of remuneration applicable to the replaced person by the ratio between the monthly salary effectively to be paid to the replacement person and the average salary effectively paid to the replaced person in the period six months prior to the date of replacement. Except as DGPC may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

GCC.40.4. **In case of Lump-Sum Contracts, the above clause GCC.40.3 shall NOT be applicable.** In Lump-Sum Contracts, the Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

GCC.41. Resident Project Manager

GCC.41.1. If required by the SCC, the Consultant shall ensure that at all times during the Consultant's performance of the Services in Bhutan a resident project manager, acceptable to DGPC, shall take charge of the performance of such Services.

GCC.42. DGPC's Obligations

GCC.42.1. Unless otherwise specified in the SCC, DGPC shall use its best efforts to ensure that the Government shall:

- a) Provide the Consultant, Sub-Consultants and Personnel with work permits and such other documents as shall be necessary to enable the Consultant, Sub-Consultants or Personnel to perform the Services.



- b) Arrange for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in Bhutan.
- c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Personnel and their eligible dependents.
- d) Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.
- e) Exempt the Consultant and the Personnel and any Sub-Consultants employed by the Consultant for the Services from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity according to the Applicable Laws of Bhutan.
- f) Grant to the Consultant, any Sub-Consultants and the Personnel of either of them the privilege, pursuant to the Applicable Laws of Bhutan, of bringing into Bhutan reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Personnel and their dependents and of withdrawing any such amounts as may be earned therein by the Personnel in the execution of the Services.
- g) Provide to the Consultant, Sub-Consultants and Personnel any such other assistance as may be specified in the SCC.

GCC.43. Change in applicable laws

GCC.43.1. If, after the date of this Contract, there is any change in the Applicable Laws of Bhutan with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in **GCC.45.1.1.**

GCC.44. Services, Facilities and Property of DGPC

GCC.44.1. DGPC shall make available to the Consultant and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix F of Appendices at the times and in the manner specified in the said Appendix F of Appendices.

GCC.44.2. In case such services, facilities and property are not be made available to the Consultant as and when specified in Appendix F of Appendices, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to **GCC.45.1.1.**

GCC.45. Payments

GCC.45.1. **Payment clauses in case of Time-Based Contracts.** (This clause **GCC.45.1** will **NOT** be applicable for Lump-Sum Contracts.)

GCC.45.1.1. Cost estimates and Ceiling Amount

- a) An estimate of the cost of the Services payable in foreign currency is set forth in SCC. An estimate of the cost of the Services payable in local currency is set forth in SCC.



- b) Except as may be otherwise agreed under GCC.18 and subject to GCC.45.1.1(c), payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the SCC.
- c) Notwithstanding GCC.45.1.1(b) hereof if, pursuant to any of GCC.43 or GCC.44 hereof, the Parties shall agree that additional payments in local and/or foreign currency, as the case may be, shall be made to the Consultant in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in GCC.45.1.1(a) above, the ceiling or ceilings, as the case may be, set forth in GCC.45.1.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

GCC.45.1.2. Remuneration and Reimbursable expenses

- a) Subject to the ceilings specified in GCC.45.1.1 (b) hereof, DGPC shall pay to the Consultant (i) remuneration as set forth in GCC.45.1.2 (b) hereunder, and (ii) reimbursable expenses as set forth in GCC.45.1.2 (c) hereunder. Unless otherwise specified in the SCC, said remuneration shall be fixed for the duration of the Contract.
- b) Payment for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services after the date determined in accordance with GCC.15 and SCC (or such other date as the Parties shall agree in writing), at the rates referred to in SCC, and subject to price adjustment, if any, specified in SCC.
- c) Reimbursable expenses actually and reasonably incurred by the Consultant in the performance of the Services, as specified in SCC.
- d) Any rates specified for Personnel not yet appointed shall be provisional and shall be subject to revision, with the written approval of DGPC, once the applicable salaries and allowances are known.
- e) Payments for periods of less than one month shall be calculated on an hourly basis for actual time spent in the Consultant's home office and directly attributable to the Services (one hour being equivalent to 1/176th of a month or twenty-two (22) days being equal to one month) and on a calendar-day basis for time spent away from home office (one day being equivalent to 1/30th of a month).

GCC.45.1.3. Currency of Payment

Foreign currency payments shall be made in the currency or currencies specified in the SCC, and local currency payments shall be made in Bhutanese Ngultrum (BTN).

GCC.45.1.4. Mode of billing and payment

Billings and payments in respect of the Services shall be made as follows:

- a) Within the number of days after the Effective Date specified in the SCC, DGPC shall cause to be paid to the Consultant advance payments in foreign currency and in Bhutanese Ngultrum (BTN) as specified in the SCC. When the SCC indicate advance payment, this will be due after provision by the Consultant to DGPC of an advance payment guarantee acceptable to DGPC in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee shall (i) remain effective until the advance payment has been fully set off, and (ii) be in the form set forth in Appendix G of Appendices hereto, or in such other form as DGPC shall have approved in writing. The advance payments will be set off by DGPC in equal



instalments against the statements for the number of months of the Services specified in the SCC until said advance payments have been fully set off.

- b) As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the SCC, the Consultant shall submit to DGPC, in duplicate, itemized statements, accompanied by copies of invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to GCC.45.1.3 and GCC.45.1.4 for such month, or any other period indicated in the SCC. Separate statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion and which pertains to reimbursable expenses.
- c) DGPC shall pay the Consultant's statements within thirty (30) days after the receipt by DGPC of such statements with supporting documents. Only such portion of a statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, DGPC may add or subtract the difference from any subsequent payments. Interest at the annual rate specified in the SCC shall become payable as from the above due date on any amount due by, but not paid on, such due date.
- d) The final payment under this Clause shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by DGPC. The Services shall be deemed completed and finally accepted by DGPC and the final report and final statement shall be deemed approved by DGPC as satisfactory ninety (90) days after receipt of the final report and final statement by DGPC unless DGPC, within such ninety (90) day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount which DGPC has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to DGPC within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by DGPC for reimbursement must be made within twelve (12) calendar months after receipt by DGPC of a final report and a final statement approved by DGPC in accordance with the above.
- e) All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.
- f) Payments in respect of remuneration or reimbursable expenses which exceed the cost estimates for these items as set forth in Appendix D and E of Appendices may be charged to the respective contingencies provided for foreign and local currencies only if such expenditures were approved by DGPC prior to being incurred.
- g) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

GCC.45.2. **Payment clauses in case of Lump-Sum Contracts.** *(This clause GCC.45.2 will **NOT** be applicable for Time-Based Contracts.)*

GCC.45.2.1. Lump-Sum Payment



The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A of Appendices. Except as provided in GCC.43 and GCC.44.2, if the Parties have agreed to additional payments in accordance with GCC.18.

GCC.45.2.2. Payment for additional services

For the purpose of determining the remuneration due for additional services as may be agreed under GCC.18, a breakdown of the lump-sum price is provided in Appendices D and E of Appendices.

GCC.45.2.3. Terms and conditions of payment

Payments will be made to the account(s) of the Consultant and according to the payment schedule stated in the SCC. Unless otherwise stated in the SCC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SCC. Such guarantee shall be in the form set forth in Appendix G of Appendices, or in such other form as DGPC shall have approved in writing. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Consultant has submitted an invoice to DGPC specifying the amount due.

GCC.45.2.4. Interest on delayed payments

If DGPC has delayed payments beyond fifteen (15) days after the due date stated in the SCC, interest shall be paid to the Consultant for each day of delay at the rate stated in the SCC.

GCC.46. Fairness and Good Faith

GCC.46.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

GCC.46.2. The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this clause shall give rise to a dispute subject to arbitration in accordance with GCC.47 hereof.

GCC.47. Settlement of Disputes

GCC.47.1. Adjudicator

GCC.47.1.1. If any dispute of any kind whatsoever shall arise between DGPC and the Consultant in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Works— whether during the progress of the Works or after their completion and whether before or after the termination, abandonment or breach of the Contract – the Parties shall seek to resolve any such dispute or difference by mutual consultation. If the Parties fail to resolve such a dispute or difference by mutual consultation, then the dispute shall be referred in writing by either Party to the Adjudicator, with a copy to the other Party.



- GCC.47.1.2. The Adjudicator shall be jointly appointed by DGPC and the Contractor under the Contract. Failing agreement between the two within thirty (30) days, the Adjudicator shall be appointed under the Contract on the request of either Party by the Appointing Authority specified in the SCC. The Adjudicator so appointed shall be by mutual consent.
- GCC.47.1.3. The Adjudicator shall give its decision in writing to both Parties within thirty (30) days of a dispute being referred to it. If the Adjudicator has done so, and no notice of intention to commence arbitration has been given by either DGPC or the Consultant within fifty-six (56) days of such reference, the decision shall become final and binding upon DGPC and the Consultant. Any decision that has become final and binding shall be implemented by the Parties forthwith.
- GCC.47.1.4. Should the Adjudicator resign or die, or should DGPC and the Consultant agree that the Adjudicator is not fulfilling its functions in accordance with the provisions of the Contract; another Adjudicator shall be appointed in the same manner as provided in **GCC.47.1.2**.
- GCC.47.1.5. The Adjudicator shall be paid fee plus expenditures incurred in the execution of its duties as Adjudicator under the Contract as specified in the SCC. These costs shall be divided equally between DGPC and the Consultant.
- GCC.47.2. Arbitration
- GCC.47.2.1. If either DGPC or the Consultant is dissatisfied with the Adjudicator's decision, or if the Adjudicator fails to give a decision within forty-five (45) days of a dispute being referred to it, then either DGPC or the Consultant may, within sixty(60) days of such reference, give notice to the other Party, with a copy for information to the Adjudicator, of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- GCC.47.2.2. Any dispute, in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC.47.2.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Works.
- GCC.47.2.3. Arbitration proceedings shall be conducted:
- a) in accordance with the rules of procedure designated in the SCC;
 - b) in the place designated in the SCC; and
 - c) in the language in which this Contract has been executed.
- GCC.47.2.4. The arbitrators shall also decide on the cost of arbitration and allocation thereof. The expenses incurred by each Party in connection with the preparation and presentation of its case prior to, during and after the arbitration proceedings shall however be borne by the respective Party.
- GCC.47.3. Notwithstanding any reference to the Adjudicator or arbitration herein:
- a) the Parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
 - b) DGPC shall pay the Consultant any monies due to it.
- GCC.47.4. The arbitration award shall be final on the Parties who shall be deemed to have accepted to carry out the resulting award without delay and to have waived their right to any form of appeal insofar as such waiver can validly be made.



SECTION VI – SPECIAL CONDITIONS OF CONTRACT



SECTION VI - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC Clause Reference	Particulars
GCC.3.1	The courts of Thimphu shall have exclusive jurisdiction in all matters arising out of the Contract.
GCC.6.1 and GCC.6.2	<p>The addresses are:</p> <p>Head Contract Management and Procurement Division Projects Department Druk Green Power Corporation Limited Post Box No. 1351 Motithang, Thimphu, Bhutan Tel: +975-2-339875 Email: d.wangdi269@drukgreen.bt</p> <p>Consultant:</p> <p>.....</p> <p>Attention:</p> <p>Facsimile:</p> <p>E mail</p>
GCC.7.1	Location where the services will be performed is Corporate Office, DGPC, Thimphu
GCC.8.1	The Member in Charge is[insert name of Member]..... : To be specified by bidder
GCC.9.1	<p>The Authorized Representatives are:</p> <p>Head Contract Management and Procurement Division Projects Department Druk Green Power Corporation Limited Post Box No. 1351 Motithang, Thimphu, Bhutan Tel: +975-2-339875 Email: d.wangdi269@drukgreen.bt</p> <p>For the Consultant:</p> <p>.....</p> <p>Attention:</p> <p>Facsimile:</p> <p>Tele No.....</p> <p>E mail.....</p>



GCC Clause Reference	Particulars
GCC.10.1	<p>Whether Contract Performance Guarantee (CPG) needs to be provided for the Contract: Yes</p> <p>Within fourteen (15) days from the date of issue of Letter of Award of the Contract, the successful Bidder shall furnish to the DGPC, a Performance Security in the form of Bank Guarantee issued by any Foreign or National Financial Institutions acceptable to DGPC for an amount of 10% (ten per cent) of the Contract Price in accordance with the General Conditions of Contract.</p> <p>2. The format of the Bank Guarantee is provided in Appendix G of this document. Performance security shall be valid thirty (30) days beyond completion period. If the work gets delayed, the performance security shall be extended by such period of time without any cost to DGPC.</p>
GCC.13.1	The effectiveness conditions of contract shall be: 5 (Five) months from the date of issuance of Letter of Award.
GCC.14.1	The effective time period shall be: from the date of issuance of Letter of Award.
GCC.15.1	The commencement of service to begin no later than: From date of issuance of Letter of award.
GCC.16.1	The time period for expiration of contract including post-implementation support shall be: 8 (Eight) months from the date of issuance Letter of Award.
GCC.16.2	<p>Liquidated Damages: Applicable</p> <p>If applicable it shall be as follows:</p> <p>If the Consultant fails to complete the work as per schedule mentioned above, DGPC shall, without prejudice to its other remedies under the Contract, deduct the amount from any monies in its hands, due or which may become due to the Contractor, as liquidated damages a sum equivalent to 0.15% of the Contract Price for delay of each day subject to maximum of 10% of the Contract Price.</p>
GCC.29.1	<p>“Limitation of the Consultant’s Liability towards DGPC:</p> <p>a) Except in case of gross negligence or wilful misconduct on the part of the Consultant or on the part of any person or firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to DGPC’s property, shall not be liable to DGPC:</p> <p style="padding-left: 40px;">i. for any indirect or consequential loss or damage; and</p> <p style="padding-left: 40px;">ii. for any direct loss or damage that exceeds by 1 (one) time the total value of the Contract.</p> <p>b) This limitation of liability shall not affect the Consultant’s liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services.”</p>
GCC.30.1	<p>The risks and the coverage shall be as follows:</p> <p>a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Bhutan by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage in accordance with the Applicable Laws of Bhutan.</p>



GCC Clause Reference	Particulars
	<ul style="list-style-type: none"> b) Third Party liability insurance, with a minimum coverage in accordance with the Applicable Laws of Bhutan. c) Professional liability insurance, with a minimum coverage in accordance with the Applicable Laws of Bhutan. d) Employer’s liability and workers’ compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Laws of Bhutan, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and e) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant’s property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.
GCC.34.1	The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of DGPC.
GCC.41.1	The person designated as resident project manager: To be specified by consultant
GCC.42.1 (g)	Other assistance by DGPC: As specified in the TOR
GCC.44.1	Services, Facilities and Property of DGPC
GCC.45.2.3	Payments shall be made 100% upon completion and acceptance of the Project by DGPC
GCC.47.2.3	<p>Settlement of Disputes:</p> <p>The parties shall in good faith resolve disputes arising out of the Contract through negotiated settlement. In the event, the parties cannot reach an amicable settlement through negotiations, within 60 days of the first notice to negotiate, the parties shall initiate judicial proceedings in the Royal Court of Justice, Thimphu, where, in either of the party’s opinion, such judicial proceeding are necessary to preserve their rights.</p>



SECTION VII – CONTRACT FORMS

- A. Form of Letter of Award
- B. Form of Contract
- C. Appendices
 - Description of Services
 - Reporting Requirements
 - Key personnel and Sub-Consultants
 - Duties of DGPC
 - Form of Advance Payment Guarantee



A – Form of Letter of Award

LUMP-SUM (*AS APPLICABLE. RELEVANT CHANGES NEEDS TO BE MADE IN GCC AND SCC ALSO*)

Reference No.

Date.....

To
[Name and Address of the Consultant]

Dear Sirs,

This is to notify you that your Bid dated..... for execution of the

..... [Name of the Contract and Tender No., as given in ITB] for the
Contract Price of [Name of the currency and amount in words and
figures as corrected and modified in accordance with the ITB] is hereby accepted by DGPC.

You are hereby requested to furnish Contract Performance Security, in the form detailed in **GCC.10** for an amount of[insert amount of performance security]..... within Thirty (30) days of the receipt of this Letter of Award and the validity of the Contract Performance Security shall be up to[insert validity].....

Failure to submit the Contract Performance Security within the period stipulated above shall constitute a ground for the annulment of the award and entail forfeiture of Bid Security.

This letter is being issued to you in duplicate. Please retain one copy for your records and return the other copy to DGPC after recording on the letter “Accepted Unconditionally” under the signature of the authorised signatory.

Please acknowledge receipt.

Yours faithfully,

Signature

[Name and title of signatory]

[DGPC’s address]



B – Form of Contract

LUMP-SUM (AS APPLICABLE. RELEVANT CHANGES NEEDS TO BE MADE IN GCC AND SCC ALSO)

(Text in brackets [] is optional; all notes should be deleted in final text)

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [full name of DGPC] (hereinafter called “DGPC”) and, on the other hand, [name of consultant] (hereinafter called the “Consultant”).

[Note: If the Consultant consists of more than one entity, the above should be partially amended to read as follows: “... (hereinafter called “DGPC”) and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to DGPC for all the Consultant’s obligations under this Contract, namely, [name of Consultant] and [name of Consultant] (hereinafter called the “Consultant”).]

WHEREAS

- (a) DGPC has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to DGPC that he has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

C. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- I. Letter of Award
- II. The General Conditions of Contract;
- III. The Special Conditions of Contract;
- IV. The following Appendices:

[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below, next to the title of the Appendix]

Appendix A	Description of Services	<i>Insert “Not Used” as per Note above if Appendix is not used.</i>
Appendix B	Reporting Requirements	<i>Insert “Not Used” as per Note above if Appendix is not used.</i>



Appendix C (For Time-Based Contracts)	Personnel and Sub- Consultant – Hours of Work for Key Personnel	<i>Insert “Not Used” as per Note above if Appendix is not used.</i>
Appendix C (For Lump-Sum Contracts)	Key Personnel and Sub- Consultant	<i>Insert “Not Used” as per Note above if Appendix is not used.</i>
Appendix D	Duties of DGPC	<i>Insert “Not Used” as per Note above if Appendix is not used.</i>
Appendix E	Form of Advance Payments Guarantee	<i>Insert “Not Used” as per Note above if Appendix is not used.</i>

2. The mutual rights and obligations of DGPC and the Consultant shall be as set forth in the Contract, in particular:
- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) DGPC shall make payments to the Consultant in accordance with the provisions of the Contract.
3. The Contract amount between DGPC and the Consultant shall be

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Sealed and Signed by both parties



C – Appendices

APPENDIX A – DESCRIPTION OF SERVICES

(Attached as Annexure – Detailed Scope of Service)



APPENDIX B – REPORTING REQUIREMENTS

Note: *List format, frequency and contents of reports; persons to receive them; dates of submission; etc.*



APPENDIX C – KEY PERSONNEL AND SUB-CONSULTANTS

For Lump-Sum Contracts

Note: *List under:*

- C-1 *Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Foreign Personnel to be assigned to work in Bhutan, and estimated staff-months for each.*
- C-2 *Same information as C-1 for Key Local Personnel*
- C-3 *Same as C-1 for Key Personnel to be assigned to work outside Bhutan*
- C-4 *List of approved Sub-Consultants (if already available). Same information with respect to their Personnel as in C-1 through C-3.*

APPENDIX D – BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY (FOR LUMP SUM CONTRACT)

Note: *List here the elements of cost used to arrive at the breakdown of the lump-sum price – foreign currency portion:*

1. *Monthly rates for Personnel (Key Personnel and other Personnel). Separately for each Personnel*
2. *Reimbursable expenses. With Nature of Expenses and ceiling limits for such expenses per visit with no of visits for total assignment*

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX E – BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY (FOR LUMP SUM CONTRACT)

Note: *List here the elements of cost used to arrive at the breakdown of the lump-sum price – local currency portion:*

1. *Monthly rates for Personnel (Key Personnel and other Personnel) separately for each Personnel*
2. *Reimbursable expenses. Nature of Expenses and ceiling limits for such expenses per visit with no of visits for total assignment*

This appendix will exclusively be used for determining remuneration for additional services.



APPENDIX F – DUTIES OF DGPC

Note: List the facilities proposed to be provided to the Consultant:

F-1 The Air fare, local conveyance, lodge and food are to be arranged by bidder themselves.

F-2 Professional and Support counterpart personnel to be made available to the consultant by DGPC as specified in TOR.



APPENDIX G – FORM OF PERFORMANCE SECURITY

PROFORMA FOR PERFORMANCE SECURITY

To

Whereas (Name of the Consultant) herein after called the “Consultant” has undertaken _____
_____(Name of works) in pursuance of Contract No. _____
_____dated.....herein after called the “Contract”.

AND WHEREAS it has been stipulated by you in the Contract that the Consultant shall furnish you with a Bank Guarantee by(Name of the Bank) for the sum of(specify amount) as security for compliance with the Consultant’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Consultant a guarantee; therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of guarantee in words and figures) and we undertake to pay you, upon your first written demand declaring the Consultant to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limit if.....as aforesaid , without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

The guarantee is valid until _____Day of_____

[NAME OF GUARANTOR]

(Signature)

(Name)

Authorized Representative

Date: _____ Address:_____



APPENDIX H – FORM OF ADVANCE PAYMENT GUARANTEE

Note: GCC.45.2.3 for Lump-Sum Contracts.

Bank Guarantee for Advance Payment

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

Beneficiary: _____ [Name and Address of DGPC]

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that _____ [name of Consultant] (hereinafter called "the Consultant") has entered into Contract No. _____ [reference number of the Contract] dated _____ with you, for the provision of _____ [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ [amount in figures] () [amount in words] is to be made against an advance payment guarantee.

At the request of the Consultant, we _____ [name of Bank hereinafter called "Guarantor"] hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of _____ [amount in figures][amount in words]¹ upon receipt by us of your or from your authorized representative first demand in writing accompanied by a written statement stating that the Consultant is in breach of its obligation under the Contract.

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 Consultant in its account number _____ at _____ [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultant has made full repayment of the amount of the advance payment, or on the ___ day of _____, 20___,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees for extension of this guarantee in response to DGPC's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Signature]



Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency or currencies of the advance payment as specified in the Contract.

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, DGPC would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee



SECTION VII – PERFORMANCE EVALUATION SYSTEM



SECTION VII – PERFORMANCE EVALUATION SYSTEM

1 INTRODUCTION

A consultant performance evaluation is a standardized, systematic and objective assessment of a consultant's performance on a specific project contract. This enables DGPC to judge whether the consultant has performed the work to a high standard on a number of fronts, and whether it is worth engaging them for future projects.

The performance evaluation criteria shall be used by each Project Manager immediately with the commissioning of any services after the award of contract. The consultants shall be evaluated as the project progresses.

2 OBJECTIVES

The main objectives of the performance evaluation of Consultants for services are as follows:

- To adopt a more holistic approach in reviewing overall performance of Consultant;
- To work with Consultant to raise safety and quality standards;
- To encourage an environment of continuous improvement by Consultant;
- To build partnership with Consultant in specific and strategic areas; and
- To have a list of preferred Consultant to be selected for limited bidding process

3 PERFORMANCE EVALUATION SYSTEM (PES)

The assessment of the Consultants shall be done as follows:

SN	Performance Criteria	Weightage
3.1	Scope Management	15%
3.2	Time Management	20%
3.3	Quality Management	30%
3.4	General Assessment	35%
Total		100%

3.1 Scope Management (15%)

SN	Evaluation Criteria	Score	Key performance measure	Remarks
3.1.1	Commencement	5%	✓ Early= 120% ✓ On time=100% ✓ Late=0%	As per the contract agreement
3.1.2	Work Schedule	5%	On time =100% or else 0%	As per contract agreement
3.1.3	Resource deployment	5%	Full deployment = 100% or else 0%	As per contract agreement



3.2. Time Management (20%)

SN	Evaluation Criteria	Score	Key performance measurement	Remarks
3.2.1	Meeting Milestones/ Deliverables	5%	<ul style="list-style-type: none"> ✓ On time = 100% ✓ Delay up to 20% = 80% ✓ Beyond 20% = 0% 	To be measured as per the work schedule submitted.
3.2.2	Submission of revised work schedules	5%	Timely= 100% or else 0%	To be measured based on the written request made by the Project Manager
3.2.3	Timely response to Client's instruction	5%	<ul style="list-style-type: none"> ✓ 100% response = 100%. ✓ 80% response = 80%. ✓ Less than 80% response = 0% 	Calculation will be based on the number of request made by the Project Manager/Project Engineer.
3.2.4	Problem identification and problem solving	5%	Timely intimation = 100 % or 0%	Timely intimation resulting in resolving of problems during the contract period.

3.3. Quality Management (30%)

SN	Evaluation Criteria	Score	Key performance measurement	Remarks
3.3.1	Compliance to TOR	10%	<ul style="list-style-type: none"> ✓ Strict adherence =100% ✓ With minor deviations= 80% ✓ Frequent non-compliance= 0% 	<ul style="list-style-type: none"> ✓ Minor deviations would mean deviations which does not lead to major issues to the project. ✓ Frequent non-compliance would mean non-compliance leading to delays.
3.3.2	Response to Non Compliance, Complaints and Notices	10%	<ul style="list-style-type: none"> ✓ 100% response = 100%. ✓ 80% response = 80%. ✓ Less than 80% response = 0% 	Calculation will be based on the number of request made by the Project Manager.
3.3.3	Innovation and alternate option/design solution during the course of work.	5%	<ul style="list-style-type: none"> ✓ Yes = 100% ✓ No=0% 	



SN	Evaluation Criteria	Score	Key performance measurement	Remarks
3.3.4	Overall quality of the design, reports and presentation	10%	<ul style="list-style-type: none"> ✓ Excellent = 100% ✓ Good with comments = 50% ✓ Poor or rejected = 0% 	

3.4. General Assessment (35%)

SN	Evaluation Criteria	Score	Key performance measurement	Remarks
3.5.1	Cooperation and Coordination with Employer	4%	<ul style="list-style-type: none"> ✓ Excellent = 100% ✓ Good = 50% ✓ Poor = 0% 	To be rated on the promptness of the Contractor on resolution of any issue and on following the guidelines set in the Contract Document. Also on the communication, returning of phone calls or replying of emails.
3.5.2	Personnel Resource Management	5%	Availability of proposed professional = 100% or else 0%	As per the staffing schedule submitted and agreed between both the parties.
3.5.3	Technical Competence	10%	<ul style="list-style-type: none"> ✓ Excellent (resolves issues by themselves) = 100% ✓ Good (with discussion with Client) = 50% ✓ Poor (solutions given by the Client) = 0% 	The ability of the consultant to resolve an issue and notifying the Client on the same.
3.5.4	Integrity and Ethical Conduct	4%	Zero written complaints = 100% or else 0%	
3.5.5	Accurate communication	4%	<ul style="list-style-type: none"> ✓ Excellent = 100% ✓ Good = 80% ✓ Poor = 0% 	An excellent communication would mean returning calls and emails before the day ends.
3.5.6	Trainings and back up services	4%	Survey to be conducted = 100% or else 0%	
3.5.7	Problem Resolution	4%	<ul style="list-style-type: none"> ✓ Excellent = 100% ✓ Good (needs to be prompted twice) = 50% ✓ Poor (always needs to be prompted) = 0 	An excellent Consultant would mean being proactive and providing problem resolution without the need of being prompted.



4 CONSULTANT ASSESSMENT CATEGORY

The Consultants shall be categorized into three categories as under:

Category	Score	Remarks
A	80-100	Recommended/Preferred Consultants
B	50-79	✓ Consultants must be developed; ✓ Consider, but with mandatory debriefing on the short comings.
C	0-49	Consultants not qualified

5 EVALUATION PERIOD AND DEBARMENT

5.1 Evaluation period

The Performance evaluation shall be carried out after the award of any service till its closure.

5.2 Debarment of Consultants

Based on the assessment of consultants at the closure of each project, all non-performing Consultants shall be referred to the Debarment Committee as per the Debarment Rules 2019 of RGoB. The non-performing Consultants falling under category B and C shall be subjected to referral to the Debarment Committee and the decision of the Committee shall be final and binding.

