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Bhutan Automation & Engineering Limited

(A Joint Venture Company of  **DrukGreen** and )

STANDARD BIDDING DOCUMENT

SUPPLY AND DELIVERY OF ASSETS AND OFFICE SUPPLIES FOR BHUTAN AUTOMATION.

NIT No. BA0009/2024 dated 06/03/2024.

File No. BHUTAN AUTOMATION /Asset & office Supplies/2024/413

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced, or otherwise used for purposes other than that for which they are specifically issued.

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An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 certified Company

NOTICE INVITING TENDER

**Bhutan Automation and Engineering Limited
Chukha, Bhutan**

Domestic Bidder

For

Supply and delivery Assets & Office Supplies.

NIT No: **BA0009** Date: **06/03/2024**

1. BHUTAN AUTOMATION, Chukha invites sealed Bids from eligible bidders for supply and delivery of Assets & Office Supplies as per the scope of supply mentioned hereinafter.
2. Detailed specifications, scope of supply and terms and conditions are given in the Bidding Documents as per the schedule below:

Tender No. and date	BA0009/2024 dated 06/03/2024
Bid submission (date & time)	Up to 25/03/2024 by 3:00 (BST)
<u>Bid opening date, time & place</u>	<u>25/03/2024 at 3:30 (BST) at Bhutan Automation & Engineering Limited.</u>

3. Issuance of Bidding Documents shall not automatically construe that the Bidder fulfils the Qualifying Requirements which shall be determined during Bid evaluation based on data/documents submitted by the Bidder.
4. Bids shall be submitted at the address given below and shall be opened in the presence of Bidder's representatives who choose to attend.
5. All Bids must be accompanied by Bid Security for an amount of **BTN. 35,350.00** in the form of Demand Draft /Cash Warrant /Banker's Cheque/Bank Guarantee enforceable in the name of the **CEO, Bhutan Automation & Engineering Limited, Chukha** issued by the Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security is applicable.
 - b) The Bid Security is to be submitted as a part of the Bid.
 - c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive
6. Qualification Requirement for Bidders shall be as specified in the BDS.
7. Bid Documents are not transferrable. The Purchaser reserves the right to accept or reject any Bid partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no Bidder/ intending Bidder shall have any claim arising out of such action of the Purchaser.
8. Address for bid submission:
- Mr. Kinley Tshering**
Procurement Unit,
Bhutan Automation & Engineering Limited
Bjabcho, Chukha
Bhutan
Telephone: +975-77607659

SECTION I: INSTRUCTIONS TO BIDDERS (ITB) – In a separate document

SECTION II. BID DATA SHEET

ITB	Particulars
1.1	The Purchaser is: BHUTAN AUTOMATION, Chukha
8.2	For Bid clarification purposes, the Purchaser's address is: Attention: Mr. Kinley Tshering Address: Bhutan Automation & Engineering Limited, Chukha Mobile No: +975 77607659 Electronic mail: kinley.p.tshering@bhutanautomation.com
8.3	Bid Clarification request will be received on or before: Time: 03:30 BST Date: 22/03/2024
8.5	A pre-bid meeting ["shall not"] take place
10.1	The language of bid is English
12.1(i)	The Bidder shall submit with its Bid the following additional documents: a) Copy of Valid Trade License /Certificate of Incorporation b) Latest Tax Clearance Certificate c) Bid Submission Form
14.3	The Bidder shall quote prices: CIP, Bhutan Automation & Engineering Limited
14.3 (a) & b)	The destination is: CIP, Bhutan Automation & Engineering Limited
14.5	Bids are being invited for (individual item)
15.1	The prices quoted by the Bidder [shall not] be adjustable.
16.1	The Bidder shall quote in BTN
17.1	The Bid validity period shall be 60 days from the date of bid opening i.e., up to 24/05/2024
18.1	The Bid security BTN. 35,350.00 in the form of Demand Draft /Cash Warrant /Banker's Cheque/Bank Guarantee enforceable in the name of the CEO, Bhutan Automation & Engineering Limited, Chukha issued by the Financial Institution enforceable in any Banks in Bhutan.
19.1	Alternative Bids "shall not" be permitted.
21.3(a)	Manufacturer's authorization "is" required as and where applicable.
21.3(b)	
21.3 (c)	Joint Venture/Consortium (JV/C) Bids are permitted (NO)

22.1&24.1	In addition to the original Bid, the number of copies is: (NOT REQUIRED)
24.2 (b)	For bid submission purposes only, the Purchaser's address is: Procurement Bhutan Automation & Engineering limited, Bjabcho, Chhukha. Telephone: 05-2900026
24.8	<i>Bidders shall have the option to submit their Bids electronically. The electronic bid shall be sent to kinley.p.tshering@bhutanautomation.com on or before opening date mentioned in NIT and Password to same email ID on opening date and time.</i>
25.1	The deadline for the submission of Bid is: 25/03/2024. 15:00 hrs. Bhutan Standard Time.
28.1	The Bid Opening shall take place at: Address: Bhutan Automation & Engineering Limited, Chukha Date: 25/03/2024 Time: 15:30 hrs, (BST)
36.3	Evaluation will be done for Items wise.
36.3 (e)	The adjustments shall be determined using the following criteria: (a) Deviation in Delivery schedule: YES (b) Deviation in payment schedule: YES. (c) The cost of major replacement components, mandatory spare parts, and services: No. <p style="text-align: center;">OR</p> (d) The availability in Bhutan of spare parts and after-sales services for the equipment offered in the Bid (No) (e) The projected operating and maintenance costs during the life of the equipment (No) (f) The performance and productivity of the equipment offered: (No)
36.6	Bidders “shall “be allowed to quote prices for any items of their choice OR they can choose to quote for all as per their will.
38.1	A margin of Domestic Preference “shall not’ apply.
43.	The successful Bidder shall submit the contract performance security and sign the Contract within 15 days from the date of issuance of NoA.
44.	Signing of contract shall be within 15days from the date of issuance of NOA.

SECTION III: BIDDING FORMS

Form I: Bidder's Information Form

The Bidder shall fill in this Form in accordance with the instructions indicated below.

Date: 25/03/2024 of **Bid submission**

Tender No.: **BA0009/2024**

1. Bidder's Legal Name [insert name]	
2. In case of Joint Venture/ Consortium (JV/C) legal name of each member: [insert JV/C]	
3. Bidder's or each member of JV/C 's Country of Registration: [insert Country of Registration]	
4. Bidder's or each member of JV/C 's Year of Registration: [insert year of registration]	
5. Bidder's or each member of JV/C 's Legal Address in Country of Registration..... [insert legal address]	
6. Bidder's or each member of JV/C 's Authorized Representative Information (if applicable) Name and identity No.: [insert Authorized Representative's name and identity No.] Address: [insert Authorized Representative's address] Telephone/mobile No.: [insert Authorized Representative's contact No.] E-mail Address: [insert Authorized Representative's email]	
Attached are copies of the following original documents: <div style="text-align: center;">[check the box(es) of the attached original documents]</div>	
<input type="checkbox"/>	Articles of Incorporation or Registration of firm or valid Trade license named in 1 above,
<input type="checkbox"/>	In the case of a JV/C letter of intent to form the JV/C or the JV/C agreement
<input type="checkbox"/>	In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law
<input type="checkbox"/>	Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder.
<input type="checkbox"/>	Latest Tax clearance certificates.

Form II: Bid Submission Form

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

Date: 25/03/2023

Tender No.: **BA0009/2024**

Alternative No.: [insert number, if this Bid is for an alternative]

To: **BHUTAN AUTOMATION & ENGINEERING LIMITED, Chukha**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: [insert the number and date of issue of each addendum];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the SCC the following Goods and Related Services: [insert a brief description of the Goods and Related Services];
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: [insert the Bid Price in words and figures, indicating the various amounts and their respective currencies] [in case of single stage, two envelopes, this clause (c) and (d) shall not be applicable];

(d) The discounts offered and the methodologies for their application are:

Discounts. If our Bid is accepted, the following discounts shall apply: [Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]

Methodology of Application of the Discounts. The discounts shall be applied using the following methodology: [Specify in detail the

methodology that shall be used to apply the discounts];

- (e) Our Bid shall be valid for a period of [insert number] from the date fixed for the Bid submission deadline in accordance with ITB Sub-Clause 26.1, and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (g) If our Bid is accepted, we commit to provide a Performance Security in accordance with ITB Clause 45 and GCC Clause 16 for the due performance of the Contract;
- (h) We are not participating, as Bidders, in more than one Bid in this bidding process, other than any alternative offers submitted in accordance with ITB Clause 15;
- (i) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier]
- (j) We have no conflict of interest pursuant to ITB Sub-Clause 3.2;
- (k) Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan, in accordance with ITB Sub-Clause 3.4;
- (l) We have read the ITB and GCC carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per terms and conditions of the Contract.
- (m) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (n) We accept the Vendor Performance Management System.

We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.

Signed: insert signature of person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of person signing the Bid Submission Form]

Name: _ _____ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]

Form III: Bid Security (Bank Guarantee)

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

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

Tender No.

Beneficiary: [Name and Address of Purchaser]

Date: _____

BANK GUARANTEE No.: _____

At the request of the Bidder, we..... [insert name of Bank] hereby irrevocably
undertake to pay you any sum or sums not exceeding in total an amount of.....

..... [insert amount in figures]

[insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach
of its obligation(s) under the Bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid;

or

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

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copy of the contract signed by the Bidder and the
Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon receipt of notification

of being unsuccessful bidder from the purchaser; or thirty days after the expiration of the Bidder's Bid. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

Form IV: Manufacturer's Authorization (If applicable)

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so, indicated in the BDS.]

Date: [insert date of Bid Submission]

Tender No.: [insert tender number]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [insert complete name of the Purchaser]

WHEREAS

We [insert complete name of the Manufacturer], who are official manufacturers of [insert type of Goods manufactured], having factories at [insert full address(es) of the Manufacturer's factory/ies], do hereby authorize [insert complete name of Bidder] to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us, namely [insert name and/or brief description of the Goods], and subsequently to negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with GCC Clause 28 with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of the authorized representative(s) of the Manufacturer]

Title: [insert title(s) of the authorized representative(s) of the Manufacturer]

Duly authorized to sign this Authorization for and on behalf of [insert complete name of the

Bidder]

Dated on the [insert number] day of [insert month], [insert year].

Form V: Integrity Pact

This agreement should be a part of the tender document, which shall be signed and submitted along with the tender document. The head of employing agency/or his authorized representative should be the signing authority. For the Bidders, the Bidder himself or his authorized representative must sign the Integrity Pact (IP).

1 General:

Whereas **Ms. Kinley tshering, representing the Bhutan Automation, Procurement Unit**, Royal Government of Bhutan, 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:

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.
- 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, mis-representation, 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

CID:

1	1	5	0	6	0	0	6	8	5	9
---	---	---	---	---	---	---	---	---	---	---

Witness: 

Name: Norzin Lhamo

Affix Legal Stamp

BIDDER/REPRESENTATIVE

CID:

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

Witness: _____

Name:

Form VI: Deviation Schedule

The Bidder shall specify below, in detail, all deviations from and exceptions to the Bid Document. Any entry shall be referenced to the clause to which they refer.

The Bidder shall be deemed to be compliant with the content and intent of the Bid Document except in respect of deviations and exception listed in this Schedule.

Clause No.	Details of Deviation/ Exception	Reasons for Deviation/ Exception

In case of NO DEVIATION mentioned here and deviation of clauses/specification is mentioned elsewhere, then it will be taken as a deviation.

Signature of Bidder _____

Place & Date _

Form VII Price Schedule

Kindly refer the price schedule at the end of the document with detail specification provided. Bidder are advised to go through the specification while quoting the price in order to prevent the wrong supply of the materials, unnecessary rejection and returns in the future.

Price Schedule - Related Services I applicable

SN	Description of Services	Quantity	Unit	Unit Price (BTN)	Total Price (BTN)

Total Bid Price

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]

Form VIII: Technical Specifications (If applicable)

- The TS constitute the benchmarks against which The Purchaser will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation and comparison of the Bids by the Purchaser.
- The TS shall require that all goods and materials to be incorporated in the Goods be new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the Contract.

The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item No	Name of Goods or Related Service	Technical Specifications and Standards

Drawings (if applicable)

These Bidding Documents include “the following” drawings.

List of Drawings		
Drawing No.	Drawing Name	Remarks

**SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC) –
IN SEPARATE DOCUMENT**

SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

<p>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).</p>	
<p>Reference to the GCC is made as under:</p>	
1.1.18	Final Destination(s) is: [Bhutan Automation & Engineering Limited, Bjabcho, Chukha]
1.1.19	The Purchaser is: [BHUTAN AUTOMATION & ENGINEERING LIMITED , Chukha]
1.3.5 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties there under shall not be as prescribed by Incoterms, they shall be as prescribed by: [Incoterm 2020]
1.3.5(b)	The term CIP, EXW, CIF, DAP, DDP and other similar terms shall be as per the version of Incoterms 2020.
1.5.1	The language shall be “English”
1.7.1	For notices, the addresses shall be: For the Purchaser: Attention: Mr. Kinley Tshering Address: Bhutan Automation & Engineering Limited, Chukha, Procurement Unit Telephone: 00975 77607659 E-mail address: kinley.p.tshering@bhutanautomation.com
3.2.1	The amount of the Performance Security shall be 10% of the contract value if each contract value is above Nu. 0.50 million prior to signing of contract. <p style="text-align: center;">OR</p> In case of contract value up to Nu.0.50 million, the purchaser shall retain 10% of contract value in place of performance security against each supply. The retention money/performance security shall be released within 30 days from the date of completion of warranty period (if applicable), or within thirty (30) days from the date of complete delivery of all items.
3.2.3	The types of acceptable Performance Securities and validity are: (a) Performance security: (i) Unconditional bank guarantee issued by a reputable financial institution acceptable to any banks in Bhutan, in the form provided for in the Contract or in any other form acceptable

	<p>to the purchaser:</p> <p>(ii) Cash warrant, or</p> <p>(iii) Demand Draft or (as applicable)</p> <p>(b) Validity of performance security: The Performance Security shall be valid thirty (30) days beyond the successful completion of the Supplier's performance obligations under the Contract, including the completion of the warranty period under the Contract and for any extension thereto. It shall serve as a guarantee that the Supplier will perform his contractual obligations under the Contract till the warranty period</p>
3.3.1	Subcontracting shall be [“not allowed”]
5.2.1	The inspections and tests shall be: In case of any anomalies during test/ check, decision made by the end-user shall be final and binding.
5.2.2	Inspections and tests shall be conducted at: Final point of delivery.
6.1.1	<p>The firm shall deliver the materials as and when required within 60 days from the date of purchase order.</p> <p>Details of Shipping and other Documents to be furnished by the Supplier are:</p> <ol style="list-style-type: none"> 1. Bank Account Number 2. Authorized Dealer Code 3. IFSC Code 4. IEC Code 5. Letter of Undertaking for Export 6. IGST No. 7. Invoice 8. Bill of lading/Lorry Receipt/Consignment Note 9. Test Certificate 10. Warranty Certificate
6.3.1	The applicable rate for liquidated damages for delay shall be 0.30% per day of delay with a maximum of 10% (ten) percent of the total value of the delayed goods or unperformed services
7.1.3	The warranty shall be valid for 365 days after the goods have been delivered and accepted at the final destinations (BHUTAN AUTOMATION) or as per the manufacturer's warranty period.
7.1.4 & 7.1.5	The period for repair or replacement shall be: 30 days.
9.1.1 a)	The prices charged for the Goods supplied and the related Services performed “shall be adjustable.

9.2.1	Terms of payment shall be: 100% payment shall be made promptly by BHUTAN AUTOMATION, no later than thirty (30) days after the receipt of goods along with invoices and documents in accordance with GCC 9.2.2. provided that the documents are compliant with all the requirements of BHUTAN AUTOMATION. In case of incomplete/ non-compliant invoices and documents, BHUTAN AUTOMATION shall ask the Supplier to re-submit the invoices and documents with full compliance.
9.3.4	Tax Deducted at Source (TDS) from Bhutanese Bidders shall be [2 %] from the gross amount of bills. (NOT APPLICABLE)
13.1.1	Responsibility for transportation of the Goods shall be as specified in the Incoterms.
13.2.2	The packing, marking and documentation within and outside the packages shall provide packing of the materials to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation and open storage.
14.1.1	The insurance coverage shall be as specified in the Incoterms 2020 or The insurance covers to be taken by the Supplier shall be equal to 110% of the value of Goods valid till thirty (30) days after the Delivery of Goods. In case of delays attributable to the Supplier, the validity period of the insurance cover shall be extended up to thirty (30) days after the actual Delivery of the Goods. However, if the delays are attributable to BHUTAN AUTOMATION, the extra cost, if any, for the extended period of insurance cover, shall be reimbursed by BHUTAN AUTOMATION.
15.1.2	Contract with International Suppliers Institution whose arbitration procedures shall be used: “Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC): Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce as at present in force.”

SECTION VI: CONTRACT FORMS

Form I: Contract Agreement

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

THIS AGREEMENT is made on the [insert number] day of [insert month], [insert year],

BETWEEN

----- [insert complete name of Purchaser], a Purchaser registered under the
..... the laws of Bhutan and having its principal place of business at [insert address of Purchaser]
(hereinafter called “The Purchaser”), and

-----[insert name of Supplier], incorporated under the laws of
[insert country of Supplier] and having its principal place of business at [insert address of Supplier]
(hereinafter called “the Supplier”).

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Performance Security;
 - (c) Integrity Pact;
 - (d) The Purchaser’s Notification of Award of Contract;
 - (e) Minutes of Contract Negotiation Meeting (if any);
 - (f) The Special Conditions of Contract;
 - (g) The General Conditions of Contract;
 - (h) Technical Requirements (including Schedule of Supply and Technical Specifications.)
 - (i) The Supplier’s Bid and original Price Schedules;
 - (h) [Insert here any other document(s) forming part of the Contract]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature, affix legal stamp]
in the capacity of [insert title or other appropriate designation]

in the presence of [insert signature] [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier, affix legal stamp]
in the capacity of [insert title or other appropriate designation]

in the presence of [insert signature] [insert identification of official witness]

Form II: Contract Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Bid submission]

Tender No. [insert tender number]

Name of the Tender: [insert name of the tender]

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

Beneficiary: [insert complete name of the Purchaser]

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s)]¹ in figures and in words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert day/ month/ year],² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed [six months]/[one year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

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

1 The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

2 Date established in accordance with Clause 16.4 of the General Conditions of Contract ("GCC"). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

Form III: Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: [insert date (as day, month, and year) of Bid submission]

Tender No. [insert tender number]

Name of the Tender: [insert name of the tender].

Bank’s Branch or Office..... [insert complete name of Guarantor]

Beneficiary: [insert Name and address of the Purchaser]

ADVANCE PAYMENT GUARANTEE No.: [insert Advance Payment Guarantee no.]

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert amount(s)¹ in figures and words] upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

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 Supplier in its account [insert account number and domicile of the account]

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [insert date²]. We agree to a one-time extension of this Guarantee for a period not to exceed [six months]/[one year], in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signature(s) of authorized representative(s) of the bank]

- 1 The bank shall insert the amount(s) specified and denominated in the Notification of Award,
- 2 Insert the Delivery date stipulated in the Contract Delivery Schedule. the Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
1	Toner Cartridge, C7020 Versalink (Black)	Type	Black Extra High-Capacity Toner Cartridge (106R03745)	1	No		
		Make	Versalink (Made in Japan)				
		Model	Xerox Versalink C7020 C7025 C7030				
2	Toner Cartridge C7020 Versalink (Yellow)	Type	Yellow Extra High-Capacity Toner Cartridge (106R03746)	1	No		
		Make	Versalink (Made in Japan)				
		Model	Xerox Versalink C7020/C7025/C7030				
3	Toner Cartridge, C7020 Versalink (Cyan)	Type	Cyan Extra High Capacity Toner Cartridge (106R03747)	1	No		
		Make	Versalink (Made in Japan)				
		Model	Xerox Versilink C7020 C7025 C7030				
4	Tiner Cartridge C7020 Versalink (Megenta)	Type	Megenta Extra High Capacity Toner Cartridge (106R03748)	1	No		
		Make	Versalink (Made in Japan)				
		Model	Xerox Versilink C7020 C7025 C7030				
5	Drum Cartridge B7030	Type	Drum Cartridge /113R00779	1	No		
		Make	Versalink (Made in Japan)				
		Model	Xerox Versilink B7025/B7030/B7035				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
6	Toner cartridge B7030	Type	High Capacity Toner Cartridge/106R3396	3	No		
		Make	Versalink (Made in Japan)				
		Model	Xerox Versilink C7020/C7025/C7030				
7	Photocopy Paper A4, 80g/m2, moist free	Brand	JK Copier	150	Rea		
		Paper Density	75 GSM				
		Size	21.0 cmX29.7 cm				
		Colour	White				
8	PVC Lever Arch File- Heavy Duty	Brand	Bindex Blue	150	No		
		Size	A4				
		Clip Material	Stainless Steel				
		Clip Size	95mm				
9	Case file	Brand	Ammbassador flate File	200	No		
		Size	Standard				
		Material	Paper				
		Colour	Yellow				
10	Envelope 10" x 5"	Brand	Generic	100	No		
		Size	10X5				
		Material	Paper				
		Colour	White				
11	Envelope (A4) with inside cloth lining,	Brand		100	No		
		Size	22.0 cmX29.9 cm				
		Material	Paper				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
		Colour	Light Green				
12	Envelope A3size with inner cloth lining,	Brand		100	No		
		Size	29.9 cmX42 cm				
		Material	Paper				
		Colour	Light Green				
13	Tyre - 225/60 R-18	Brand	Bridgestone	4	No		
		Size	255/60R18 100H				
		Model	Toyota RAV 4 Hybrid.				
14	hydraulic Punch with Hand Pump	Type	Hydraulic punch with hand pump	1	SET		
		Make	Greenlee or Equivalent				
		Model	746A: Hydraulic ram 767: Hand pump				
		Die size	0.5", 0.75", 1", 1.25", 1.5", 2"				
		Capacity	12 Ton				
15	Chain pulley 3T, 3M	Type	Chain pulley block, 3 Ton lift 3 mtr	6	NO		
		Make	KEPRO				
		Model Number	KE 3/3				
		Colour	Blue				
		Lift height	3m				
		Weight	23 KG				
		Product dimension	30 x 35 x 25 cm				
		Power source	hand operated				
		Gear box	High quality				
16	Cutting wheel 5"	Type	Cutting disc, 125mm	1	SET		
		Make	BOSCH				
		Usage	Metal cutting				
		Thickness	1.6mm				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
		Size (Diameter)	125mm				
		Material	Mild steel				
17	MA Calibrator, Model: Fluke 715	Type	mA calibrator	1	NO		
		Make	Fluke				
		Model Number	Fluke 715				
18	Digital Multimeter	Type	Industrial tru RMS multimeter	5	No		
		Make	Fluke				
		Model number	Fluke 87-5				
19	Clamp Meter, Model: Fluke-375	Type	AC/DC clamp meter	2	NO		
		Make	Fluke				
		Model number	Fluke-375				
20	Electrical Tester, Model: Fluke-T6-100	Type	Electrical tester W/Fieldsense (TH), FLAT, APAC	2	SET		
		Make	Fluke				
		Model number	Fluke-T6-1000/APAC, T6-1000				
21	Electronic Test Probes	Type	Electronic test probes with replacement tips	2	SET		
		Make	Fluke				
		Model number	Fluke-TL910				
22	Aluminum Scalfolding, 1T	Type	Outdoor	1	SET		
		Make	Youngman				
		Capacity	1 Ton				
		Size	Height: 6.2m Width: 2.6m Depth: 1.5m				
23	Tool kit, Model: Fluke-Pack30	Type	Fluke Pack30 tool backpack+insulated hand tools starter kit	5	SET		
		Make	Fluke				
		Model number	Fluke-Pack30				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
24	Handtool Starter Kit	Type	Fluke insulated hand tools starter kit	5	SET		
		Make	Fluke				
		Model number					
25	Aluminium Ladder, 100Kg, 5ft	Type	Step ladder (Foldable) with platform	1	No		
		Make	EUROSTAR or equivalent				
		Material	Aluminum				
		Usage/application	Industrial				
		Max load	150 kg				
		Height	5 feet				
		Capacity	100 kg				
		Back Style	Mid back				
		Arms	Fixed				
		Chair Cover Material	Fabric Mesh				
		Colour	Silver				
26	Nitrogen Cylinder, Capacity: 47L	Type	Nitrogen cylinder	2	No		
		Make	Reputed				
		Capacity	47L				
		Cylinder weight	52KG				
		Service pressure	150 Bar				
		Test pressure	250 Bar				
27	Nylon Sling, 3 Ton,Safety factor: 7:1	Type	Nylon slings	4	No		
		Make	Reputed				
		Capacity	3 Ton				
		Maximum working	90 Deg celcius				
		Safety factor	7:1 and 5:1				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
28	Centre punch, 5"	Type	Center punch for metal	6	No		
		Make	Bosch or reputed				
		Material	Metal with plastic cap				
		Colour	Silver				
		Length	12.8 cm				
29	Hands Free Head Lamp, Black	Type	Hands-free head lamp, HL-200 EX, 200 light output	5	Set		
		Make	Fluke				
		Material	Plastic				
		Colour	Black				
30	Helmet with Lamp Bracket, White	Type	helmat with lamp bracket	10	No		
		Make	CATU/3M or equivalent				
		Material	Deformable shock resistant ABS industrial helmat with a gutter brim, leather trim 21 cm along with insude for added comfort, Multiple adjustment with ratchet headband, built in cusion for added ventalation.				
		Colour	White				
		Standard	EN 397 440 and EN 50365 1000V				
31	Ear muff	Type	Comfort ear muff	5	No		
		Make	Reputed				
		Material	ABS, Polystyrene				
		Noice reduction rating	32 dB				
		Colour	Black				
32	Ear plug	Type	Disposable corded earplug	2	No		
		Make	VENUS				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
		Model	H-101				
		Noise reduction rating	32 decibles				
33	Protection Face Shield, Transparent	Type	Resuable safety face shield, Anti-fog	5	No		
		Make	Weispo				
		Closure type	pull-on				
		Weight	150 gram				
		Colour	Transparent				
34	Rubber Hand Gloves, Colour: Blue/Yellow	Type	Hand glove (soft)	10	Pairs		
		Make	Ansell				
		Model	224				
		Material	Rubber, Heavy duty flock-lined chemical resistant gloves made from natural rubber Latex/Neoprene				
		Colour	Blue/Yellow				
		Standard	EN 420				
35	Hand Gloves, Type: MexiFlex cut 34-8743	Type	MexiFlex cut 34-8743	100	Pairs		
		Make	MexiFlex (imported)				
		Material	Nitrile coated work gloves with green knit shell and premium nitrite coated ending				
		Design	Palm coated knitwrist				
		Coating	NBR (Nitrite Butadiene Rubber)				
		Coating testure	Micro foam for controlled grip				
		Patent number	EP 1 608 808				
		Standard	EN ISO 21420:2020, EN 388:2016 +A1 2018, ANSI/ISEA 105 (2016): A2				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
36	Raditor Heater, 9 fin, 230V AC	Type	Radiator heater, 9 Fin	2	NO		
		Heater material	Copper				
		Voltage	230V AC				
		Usage/application	Room heater				
		Color	White				
		Room thermostat	Yes				
		Heating element	Magnesium alloy				
37	Plastic bin tray, ARTB-25	Type	Plastic bin tray (ARTB 25)	20	No		
		Make	Rhino				
		Model	ARTB 25				
		Size	205(L) x 139(W) x 126(H)				
		Colour	Blue				
38	Plastic bin tray, ARTB-30	Type	Plastic bin tray (ARTB 30)	20	No		
		Make	Rhino				
		Model	ARTB 30				
		Size	124(L) x 140(W) x 127(H)				
		Colour	Blue				
39	Almirah	Type	Storwel almirah	3	No		
		Make	Godrej				
		Material	CRCA steel				
		Dimensions (W x H x D)	76.5 x.127 x 44)				
		Colour	Grey				
40	Respiratory nose mask	Type	Reusuable nose mask with exhalation vlave	5	nos		
		Make	Venus				
		Model	V 2424 SLV FFP2 Mask N95				

Sl. No.	Materials	Specification	Description (Value)	Quantity	UOM	Unit Price (BTN)	Total Price (BTN)
		Style	Polyurethane nose liner for comfortable fit				
		Colour	Grey				
Total amount in words:							

NOTES;

With the quotation you have submitted, we assume that you have gone through the detailed specification for the materials in order prevent wrong supply of materials, unnecessary rejection and returns.

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]

