

DORJILUNG HYDROPOWER PROJECT



BIDDING DOCUMENT FOR HIRING OF VEHICLE

Tender No. Dorjilung/CPD/08/2025/ 279

Dated July 23, 2025



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SECTION I – INSTRUCTION TO BIDDERS



SECTION I – INSTRUCTION TO BIDDERS

ITB. 1. Scope

ITB.1.1. Dorjilung Hydropower Project (DHPP), invites sealed quotation from Bhutanese vehicle owners for hiring of following vehicles:

SN	Type of Vehicle	Nos.	Period of Hiring	Model	Location
1	Mahindra Bolero Camper, Double Cabin, 2WD	3	12 months w.e.f within August, 2025	Jan 2022 and later	Mongar & Lhuntse Dzongkhag

ITB.1.2. The detailed scope and the responsibilities of the Bidder are detailed at Section-II, Terms and Conditions of the Bidding Document.

ITB.1.3. Upon the completion of period of hiring, DHPP may decide to extend the period of hiring at its own discretion.

ITB. 2. Bidding Documents

ITB.2.1. The scope of Work, bidding procedures, terms and conditions are prescribed in the Bidding Documents. The set of Bidding Documents issued for the purpose of bidding includes the sections stated below together with any addendum/amendment to be issued.

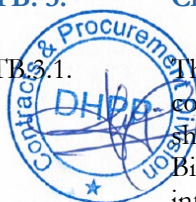
Section I	:	Instructions to Bidders
Section II	:	Terms and Conditions
Section III	:	Annexure
		Annexure-I- Integrity Pact Statement
		Annexure-II- Price Schedule
		Annexure-III- Lease Agreement

ITB.2.2. DHPP is not responsible for the completeness of the Bidding Documents and their addenda, if any, if these were not obtained directly from DHPP. Downloading the document from the website will not be regarded as obtaining the Bidding Documents directly from DHPP. Bidders downloading the documents from the website should register themselves by intimating the nodal officer of DHPP, before the deadline for submission of Bid, its intention to submit the Bid on the basis of downloaded documents.

ITB.2.3. The Bidder is expected to examine all instructions, terms and conditions, and other information in the Bidding Documents and shall be deemed to have carefully examined the Bidding Documents and also to have satisfied himself as to the nature, character and scope. Failure to furnish all information and documents required as per the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of his Bid.

ITB. 3. Clarifications on Bidding Documents

ITB.3.1. The Bidder shall examine the Bidding Documents thoroughly in all respects and if any conflict, discrepancy, error or omission is observed, Bidder may request clarification which shall be replied promptly as it may think fit in writing and also be sent to all prospective Bidders who have downloaded the Bidding Documents and registered themselves by intimating the nodal officer of DHPP.



ITB.3.2. For the information of Bidders, the clarifications shall also be uploaded on the website. The Bidders are advised to visit the website of the company from time to time in their own interest.

ITB. 4. Amendment of Bidding Documents

ITB.4.1. At any time after the NIT issue date, but not later than three (3) days prior to the deadline for submission of Bids, DHPP may amend the Bidding Documents by issuing an addendum/ amendment. This may be done either on DHPP's own initiative or in response to clarification requests from any prospective Bidder who have registered themselves after having downloaded the Bid Documents.

ITB. 5. Cost of Bidding

ITB.5.1. The Bidder shall bear all costs, direct or indirect associated with the preparation and submission of his Bid and DHPP in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

ITB. 6. Language of the Bid

ITB.6.1. The Bid, and all correspondence and documents related to the Bid shall be in English.

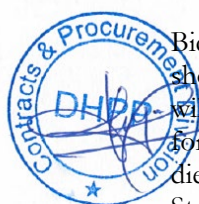
ITB. 7. Documents Constituting the Bid

ITB.7.1. The Bid to be prepared and submitted by the Bidder shall consist of the following documents:

- a. **Bid Security** as per ITB. 11. Bids not accompanied by the requisite bid security or Bids accompanied by bid security of inadequate value, shall not be entertained;
- b. **Signed Integrity Pact Statement** as per format at Annexure –II at Section-IV;
- c. Copies of the Citizenship Identity Card of the owner and the Driver proposed;
- d. A copy of valid Vehicle Registration Certificate and Fitness Certificate;
- e. A copy of valid Driving Licence of the Driver proposed;
- f. A copy of valid Insurance Policy Document.

ITB. 8. Bid Price

ITB.8.1.1. Bidders shall provide the quoted rate and details of the vehicle offered for lease in accordance with the Price Schedule outlined in Annexure-II of Section –III.



Bidders are required to quote only the lump sum monthly hiring charges for the vehicle. It should be noted that the total charges for the hired vehicle (awarded to the successful bidder) will comprise the quoted lump sum monthly hiring charge, plus the cost of 1 litre of diesel for every 8.6 kilometres travelled. The total amount payable monthly for the cost of the diesel shall be determined in line with the prevailing regulated price of the same at the Fuel Station at Mongar town.

ITB.8.1.2. The Bid Prices must include all applicable taxes. However, DHPP will deduct Tax Deducted at Source (TDS) at the rate of 5% on the gross monthly bill and will issue a TDS Certificate to the vehicle owner.

ITB. 9. Currency of Bid

ITB.9.1. The unit rates and prices shall be quoted by the Bidder in Bhutanese Ngultrum only.

ITB. 10. Period of Validity of Bids

ITB.10.1. Bids shall remain valid till **October 06, 2025** from the last date of bid submission date.

ITB. 11. Bid Security

ITB.11.1. The Bidder shall furnish, as part of its Bid, a Bid Security in original form for an amount equivalent to **Nu. 15,000.00 (Fifteen Thousand) only** in the form of Demand Draft/ Banker's Cheque/ Cash Warrant issued by any Banks in Bhutan in favour DGPC/DHPP payable at Thimphu.

ITB.11.2. Any Bid not accompanied by adequate Bid Security shall be rejected by DHPP as non-responsive.

ITB.11.2.1. The Bid Security shall be returned to successful and unsuccessful Bidders as promptly as possible upon signing of Contract and upon the receipt of Security Deposit from successful Bidder.

ITB.11.3. The Bid Security shall be forfeited:

- a) if a Bidder withdraws its Bid as a whole or in part during the period of Bid validity.
- b) if the successful Bidder fails to:
 - i. accept the correction of its Bid Price;
 - ii. sign the Contract;

ITB. 12. Submission of Bids

ITB.12.1. Bids shall be delivered by hand, courier or registered post so as to reach DHPP at the address specified below.

**Head
Contracts and Procurement Division
Dorjilung Hydropower Project
Yandren Lam,
Ashee Complex, Chubachhu,
Thimphu.
Contact No: 17685128**



Bids submitted by telex / telegram / fax / e-mail shall not be considered under any circumstances. DHPP shall not be responsible for any delay in receipt of the Bid when sent by post or courier.

ITB.12.1.1. Bids are to be submitted in a single closed Cover envelope with superscription of the Tender reference number and shall be sealed with adhesive or other sealant to prevent reopening and be signed across their seals by the person authorized to sign the Bid on behalf of the Bidder.

ITB.12.1.2. If the envelopes is not sealed and marked as above, DHPP shall assume no responsibility for the misplacement or premature opening of the Bid.

ITB. 13. Deadline for Submission of Bids

ITB.13.1. Bids must be received by DHPP on or before **1500 hours of August 07, 2025.**

ITB.13.2. DHPP may, at its discretion, extend the deadline for the submission of Bids/ opening of Bids by issuing an addendum and hosting the same on the website, in which case all rights and obligations of DHPP and the Bidders previously subject to the original deadline shall thereafter be subject to the deadline as extended.

ITB.13.3. In the event, the deadline for submission of Bid is extended by DHPP, the Bidders who have already submitted their Bids within the original deadline of submission shall have the option to submit their revised Bid in substitution either in full or in part of earlier Bid. In the absence of a revised Bid, the original Bid shall be considered for opening and subsequent evaluation if otherwise in order. Wherever, the Bidder has submitted the revised Bid in modification of earlier Bid, the earlier Bid shall be returned unopened to the Bidder.

ITB. 14. Late Bids

ITB.14.1. Any Bid received by DHPP after the Bid submission deadline will be declared late, rejected and returned unopened to the Bidder.

ITB. 15. Withdrawal, Substitution or Modification of Bids

ITB.15.1. A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written withdrawal/ substitution/ modification notice prior to the deadline for submission of Bids, duly signed by an authorized representative. The Bid requested to be withdrawn shall be returned unopened to the Bidder.

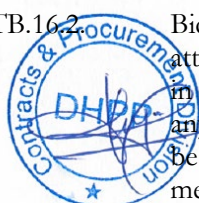
ITB.15.2. No Bid may be withdrawn, substituted or modified in the interval between the deadline for submission of Bids and the expiry of the period of Bid validity.

ITB.15.3. Withdrawal, substitution or modification of a Bid between the deadline for submission of Bids and expiration of the period of Bid validity (or any extension thereto) shall result in the forfeiture of the Bid Security.

ITB. 16. Bid Opening

ITB.16.1. DHPP shall conduct the Bid opening in the office of DHPP, Thimphu Conference Hall, on **1530 hours of August 07, 2025.**

ITB.16.2. Bidders or their authorized representatives who have submitted the Bids shall be allowed to attend the Bid opening. Bidders who chose to attend shall sign the attendance sheet provided in the record of Bid opening with their name, designation, firm name and phone number or any other particulars as may be required. Bidders who chose to attend the opening shall not be allowed to speak on matters related to the Bid until and unless required by the committee members or by seeking permission from the Chairperson by raising hand. Bidders who have



any complain with regard to the Bid opening shall write in the complaint sheet and duly sign the sheet.

ITB.16.3. The written withdrawal notice duly signed by an authorized representative of the Bidder for withdrawal of Bids, if any, shall be opened first and read out and such Bids shall be returned to the Bidder unopened.

ITB.16.4. Cover envelopes of all other Bids shall be opened one at a time. Bids not accompanied by requisite Bid Security, and Integrity Pact Statement will be rejected and returned to the Bidder.

ITB.16.5. The following information shall be publicly announced during the Bid opening for the Bidders to note:

- a. The name of the Bidder;
- b. The presence or absence of Bid security and its amount;
- c. The total price offered;
- d. Discounts offered, if any;
- e. Such other details as DHPP may consider appropriate.

ITB.16.6. DHPP shall prepare a record of the Bid Opening, which shall include the information disclosed to those present. The record of the Bid Opening shall include, as a minimum:

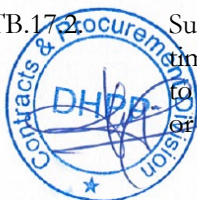
- a) the NIT title and reference number;
- b) the Bid submission deadline date and time;
- c) the date, time and place of Bid opening;
- d) Bid prices, offered by the Bidders, including any discounts and alternative offers;
- e) the presence or absence of Bid Security and, if present, its amount;
- f) the name of each Bidder;
- g) the names and signature of attendees at the Bid opening, and name of the Bidders they represent (if any);
- h) details of any complaints or other comments made by attendees/ representatives attending the Bid opening, including the names and signatures of the attendees/representatives making the complaint(s) and/or comment(s); and
- i) the names, designations and signatures of the members of the Bid Opening Committee.

ITB.16.7. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's representatives' signature on the record shall not invalidate the contents and effect of the record.

ITB. 17. Confidentiality

ITB.17.1. Except as may be required by law, information relating to the examination, clarification, evaluation, comparison and qualification of Bids, and recommendation of Contract Award, or any other matter concerning the Bid shall not be disclosed to Bidders or any other persons not officially concerned with such process after the public opening of the Bids until issuance of the Letter of Acceptance.

ITB.17.2. Subject to above, no Bidder shall contact DHPP on any matter related to its Bid from the time of the opening of the Bid to the time the Contract is awarded. Any attempt by a Bidder to influence DHPP in the examination, evaluation, comparison and qualification of the Bids or Contract award decisions may result in the rejection of its Bid.



ITB.17.3. All documents, correspondence, decisions and other matters concerning the Contract shall be considered of confidential and restricted nature by the Bidder and he shall not divulge or allow access thereto by any unauthorised persons.

ITB. 18. Clarification of Bids

ITB.18.1. To assist in the examination, evaluation, comparison and qualification of the Bids, DHPP may, at its discretion, ask any Bidder for a clarification on its Bid including justification. Any clarification submitted by a Bidder that is not in response to a request by DHPP shall not be considered.

ITB.18.2. No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by DHPP in the evaluation of the Bids.

ITB.18.3. If a Bidder does not provide clarifications of its Bid by the date and time set in DHPP's request for clarification, its Bid may be rejected.

ITB. 19. Evaluation

ITB.19.1. DHPP shall examine the Bid to confirm that the bid is substantially responsive and all terms and conditions specified in the Bidding Documents have been accepted by the Bidder without any material deviation, reservation, conditionality or omission. DHPP's determination of a Bid's responsiveness shall be based on the contents of the Bid itself without recourse to extrinsic evidence.

ITB.19.2. If a Bid is not substantially responsive to the requirements of the Bidding Documents, it shall be rejected by DHPP and the same may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, conditionality or omission.

ITB.19.3. DHPP may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material deviations or omissions in the Bid related to 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 the Bid.

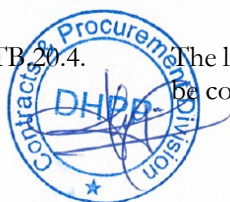
ITB. 20. Comparison of Bids and Selection of Vehicle

ITB.20.1. DHPP shall examine whether the vehicle meets the minimum eligibility criteria as per ITB.1. before further examination of the financial aspects of the Bids. The Bids which meets the minimum eligibility criteria shall be considered for further evaluation of the financial bids.

ITB.20.2. The selection of the vehicle shall be based on the lowest Lump Sum monthly hire charges quoted by the bidders as per the models specified. Quoted Lump Sum rates of other bidders shall be then negotiated at the lowest Lump Sum rate for selection.

ITB.20.3. If two or more bidders quote the same rates, preference will be given to the vehicle with the lower mileage at the time of bid submission.

ITB.20.4. The listed vehicle serials will be kept on record for future requirements. Vehicle owners may be contacted if a specific type of vehicle is needed later.



ITB. 21. DHPP's Right

- ITB.21.1. DHPP reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to Bidders or any obligation to inform the affected Bidders of the grounds for such action of the DHPP.

ITB. 22. Letter of Acceptance

- ITB.22.1. Prior to expiry of the period of Bid validity, DHPP will notify the successful Bidder, by a Letter of Acceptance (LoA) in writing that its Bid has been accepted indicating the rates for the hire.
- ITB.22.2. Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract between the successful Bidder and DHPP.

ITB. 23. Signing of Contract Agreement

- ITB.23.1. The successful bidder shall report to the Dorjilung Hydropower Project office in Thimphu for signing the Contract Agreement, in accordance with the Terms and Conditions specified in Section-II, within one (1) week from the date of issuance of the LOA.



SECTION II – TERMS AND CONDITIONS



SECTION II – TERMS AND CONDITIONS

1. Maintenance of the Vehicle

The owner shall ensure that the vehicle is maintained in good working condition at all times. Two (2) days per month will be permitted for vehicle servicing and maintenance, with hire charges included in the monthly fee.

Vehicles must be kept under the care of the drivers and parked either in the garage or within the DHPP office premises after duty hours.

2. Drivers

Drivers must possess a valid driving license, maintain good behavior, be physically fit for duty, and strictly refrain from consuming alcohol, particularly during working hours. They are also required to be available for duty on public holidays, including Sundays, based on the urgency of work, without any additional payment from DHPP.

The vehicle owner is responsible for the payment of the driver's salary and other benefits. DHPP will not provide any accommodation, temporary or permanent, nor pay house rent for the drivers.

Any fines or penalties incurred due to the driver's default shall be borne by the vehicle owner.

3. Service, Repair and Maintenance

All costs related to servicing, repairs, maintenance, fittings, and spare parts shall be the responsibility of the vehicle owner.

4. Taxes and Fees

All statutory taxes and fees, including but not limited to insurance premiums, income tax, road tax, renewal fees, etc., shall be borne by the vehicle owner. The vehicle must have valid insurance coverage, as DHPP will not be liable for any claims related to damages or losses arising from accidents.

Any fines or penalties imposed due to non-compliance with the above statutory requirements shall be the responsibility of the vehicle owner.

5. Breakdown

In the event of a sudden breakdown, the owner must provide an alternative vehicle within 24 hours. Failure to do so will result in a deduction of Nu. 1,000/- (One Thousand) per day from the monthly bill. If the vehicle is not made available within 3 days, the vehicle hiring contract will be terminated.

6. Limitation of Liability

DHPP shall not be responsible for any payment related to loss or damage resulting from any accident involving the vehicle under any circumstances.

Any fines, penalties, or compensation arising from such accidents shall be borne solely by the vehicle owner.



7. Location

The vehicle will primarily be stationed in the Mongar and Lhuntse Dzongkhags within the Project area. Occasionally, it may also be deployed to the Indian states of Assam and West Bengal for official duties.

8. Payment

The following payment shall be released on monthly basis:

SN	Description	Amount (Nu)
1	Hire charges with the salary of the driver per month (Lump Sum)	Nu.
2	Reimbursable fuel (diesel) cost	Nu. (Equivalent to the regulated rate at the fuel station at Mongar town for 1(one) litre of diesel for every 8.6 kilometer travelled)
3	Halt charges per night for driver outside the Project area	Nu. 1,000.00

Hire charges will be paid at the end of each month.

Each vehicle must maintain a log book. The driver is responsible for recording the vehicle's daily movements and mileage, and ensuring the entries are duly signed by the DHPP Officer using the vehicle.

9. Security Deposit

The vehicle owner must deposit a security amount of BTN 15,000.00(Fifteen Thousand) only at the time of signing the agreement. Alternatively, this amount will be deducted from the first monthly bill. The security deposit will be refunded within one month after the vehicle is released by DHPP.

10. Notice

A 30-day notice from either party is required to withdraw the vehicle at any time. Failure to provide such notice by the vehicle owner will result in the forfeiture of the Security Deposit.



SECTION III –ANNEXURE



Annexure-I: Integrity Pact Statement

1 General

Whereas **Mr. Darjay Wangdi**, Head, Contracts and Procurement Division, representing the Dorjilung Hydropower Project (DHPP), hereinafter referred to as the **“Employer”** on one part, and **xxxxxxxxxx** representing, hereinafter referred to as the **“Bidder”** on the other part hereby execute this agreement as follows:

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

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.

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 _____ on _____.

EMPLOYER

BIDDER/REPRESENTATIVE

Name: Darjay Wangdi
CID : 11105003940

Name:
CID :

Witness:
Name: Sonam Zangmo
CID : 10601002314

Witness:
Name:
CID :



Annexure-II: Price Schedule

Sl. No.	Details of Vehicle	To be filled by the Bidder
1	Registration No. of the Vehicle	
2	Name of Owner of the Vehicle:	
3	Model / Year of Make of Vehicle:	
4	Date of Initial Registration:	
5	Engine No. & Chassis No. of Vehicle offered for Hire :	
6	Present Mileage or KM Reading at the Time of Bid Submission:	
7	Quoted Rate Lump sum Amount (Nu. Per Month)	



Annexure-III: Lease Agreement

Shall be as per the terms and conditions specified above.

