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**DRUK HOLDING & INVESTMENTS LTD.**

## **GROUP STANDARD BIDDING DOCUMENT**

### **SUPPLY AND DELIVERY OF GENERAL ITEMS**

(Tender No.: DHI/DTF/GENERAL/2024/352)

October 2024

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## NOTICE INVITING QUOTATION

NIQ No.: DHI/DTF/GENERAL/2024/352

Date: October 4, 2024

Druk Holding and Investments Ltd. invites eligible bidders to submit your bid for the *Supply and Delivery of General items* as per the following Terms and Conditions:

### Terms and Conditions

#### 1. Scope of Supply

- 1.1. The bidder(s) shall quote for all the items as per the Technical Specification (Annexure I), and Price Schedule (Annexure III) and comply with the delivery schedule (Annexure IV).

#### 2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from the following address not later than three working days from the date of bid submission. Clarification received after three working days from the date of bid submission shall not be entertained.

SN	Name	Address
1	Mr. Chencho Rinzin	Sr. Analyst, Druk Technology Fund, Druk Holding and Investments Limited <a href="mailto:chenchorinzin@dhi.bt">chenchorinzin@dhi.bt</a>
2	Mrs. Sonam Pelden	Analyst, Druk Technology Fund, Druk Holding and Investments Limited <a href="mailto:sonampelden@dhi.bt">sonampelden@dhi.bt</a>

#### 3. Documents comprising bid

- 3.1. The Bid shall comprise the following:

SN	Activity	Purchaser's requirement	To be filled by Bidder
		Required or not	Submitted or not
1	Bid Submission Form ( <i>Annexure II</i> )	Yes	
2	Price Schedule ( <i>Annexure III</i> )	Yes	
3	Delivery Schedule ( <i>Annexure IV</i> )	Yes	
4	Bid Security	Yes	

SN	Activity	Purchaser's requirement	To be filled by Bidder
		Required or not	Submitted or not
5	Valid Trade License	Yes	
6	Integrity Pact	Yes	
7	Catalogs/samples	Optional	
8	Any other document	Optional	

\* This table is provided to assist Bidders in preparing their submissions. Bidders are not required to include this table in their bid.

#### 4. Submission of Bid

- 4.1. The bidder(s) shall submit one's bid through tender.bt. The bid including all documents should be duly filled, signed and sealed.
- 4.2. Bidders shall submit the Bid Submission Form using the Form in *Annexure II*. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 4.3. Bid with complete details should be addressed to *The Director, Druk Technology Fund, Druk Holding and Investments Limited, Motithang, Thimphu.*

#### 5. Submission deadline

- 5.1. The deadline for receipt of your bid(s) by the Purchaser is **October 21, 2024 at 1230 hours.**

#### 6. Bid Opening

- 6.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **October 21, 2024 at 1530 hours in the Conference Room, DHI, Motithang.** In case the due date of the opening of the bid falls on non-working days, the opening of the bid shall be on the next working day at the same time.

#### 7. Bid Price

- 7.1. All prices shall be quoted in **Ngultrum (BTN)**. The quoted price shall be in incoterm **Delivered Duty Paid (DDP)** including taxes, duties, freight, insurance and other levies to the final place of delivery.
- 7.2. The final place of delivery will be at **Centralized Store, Jamjee, Thimphu** addressed to the Director, DTF, Druk Holding and Investments Limited.

## 8. Bid Validity

- 8.1. The bid shall be valid for **60 days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.

## 9. Bid Security

- 9.1. The Bid shall be accompanied by a Bid Security of **BTN 30,000/-** in the form of a Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the *Director, Druk Technology Fund, Druk Holding and Investments Limited* issued by the Financial Institution enforceable in any Banks in Bhutan:
- a. The Bid security shall be valid up-to 21 December 2024.
  - b. The Bid Security is to be submitted as a part of the Bid.
  - c. A copy of bid security should be submitted with the bid through tender.bt and the original should be handed over to the Procurement Office before the submission time.
  - d. Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.
  - e. If the Bidder(s) opts to **Bank Transfer** the Bid Security, it may be deposited to the DHI's BOB Account No. **205233524**, and submit the transaction details along with other documents during bid submission as well as email to [sonampelden@dhi.bt](mailto:sonampelden@dhi.bt) and cc to [chenchorinzin@dhi.bt](mailto:chenchorinzin@dhi.bt)/ [ranjanapradhan@dhi.bt](mailto:ranjanapradhan@dhi.bt).
- 9.2. The bid security shall be forfeited in the following cases:
- a. If the Bidder withdraws the bid after the Bid opening during the period of Bid validity.
  - b. If the Bidder does not accept the correction of the Bid price;
  - c. In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

## 10. Evaluation of Bid

- 10.1. Evaluation shall be carried out item-wise based on the quoted price. Alternative prices shall not be accepted.
- 10.2. In evaluating the bids, the Purchaser will determine for each bid the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows;

where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

- 10.3. To assist in the examination, evaluation, and comparison of Bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered, or permitted. Failing to respond to the clarifications sought by the purchaser within two working days will be treated as non-responsive and hence be rejected. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.
- 10.4. Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless, in the opinion of the Purchaser, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

#### **11. Purchaser's Right to Accept Any Bid, and Reject Any or All Bids**

- 11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

#### **12. Award of Contract**

- 12.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue a Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

#### **13. Delivery Schedule**

- 13.1. The supply of the Goods shall be completed within **45 days** from the date of the signing of the contract.

#### **14. Performance Security**

- 14.1. The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in the name of the *Director, Druk Technology Fund, Druk Holding and Investments Limited, Thimphu* issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of the warranty period and will be returned after the end of the warranty period.
- 14.2. The Performance Security shall be forfeited if the successful Bidder fails to adhere to the obligations during the contract period.

## **15. Liquidated Damage**

- 15.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.3%** per day for each day of delay to a maximum of 10% of the quoted price.

## **16. Verification and Acceptance**

- 16.1. DHI shall carry out detailed verification and acceptance of the required items, and in case of fault, mismatching of specification or any other issues found, DHI reserves the right to reject any or all of the items without assigning any reason. It will be at the DHI's discretion to take the final decision if such a situation pertains.

## **17. Payment Terms**

- 17.1. The payment shall be made within 30 days upon verification and acceptance by DHI, based on the receipt of the bill/invoice from the firm.
- 17.2. At the time of the release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan. The Purchaser shall furnish the necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

## **18. Warranty Period**

- 18.1. The Supplier shall provide the warranty for a period of **1 year** from the date of delivery of the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed Goods, the Supplier shall be bound to rectify the fault or replace the Goods as the case may be. The performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 18.2. Any goods found defective during the warranty period shall be replaced/ repaired by the supplier at his cost. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

## **19. Termination**

- 19.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract [if applicable] in whole or in part at any time for its convenience:
- 19.2. if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract or exceeds the maximum amount of Liquidated Damages; and
- 19.3. if the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Supplier does not take any remedial action within a period of **7 days** after receipt

of a notice of default from the Purchaser specifying the nature of the default(s).

**20. Governing Law**

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

**21. Dispute Resolution**

- 21.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier and United Nations Commission on International Trade Law [UNCITRAL] Arbitration Rules of 1976 for International Supplier and will be binding for both parties.



## Annexure - I

### Technical Specification

Bid must adhere to the specifications outlined below.

SN	Item	Specifications	UoM	Qty	Links
1	Portraits	(28"x20") 5th King-6, Prince-1, Je Khenpo-1, K5 Family-4	Nos	12	
2	First Aid box		Nos	3	
3	Induction Stove	Double Burner Preferred Brand: Yoe Ki Thap	Nos	1	
4	Gas Stove	Single Burner Gas Range For Bulk Cooking	Nos	1	<a href="#">Click Here</a>
5	Steel Almirah		Nos	6	<a href="#">Click Here</a>
6	Locker	6 doors storage cabinet	Nos	2	<a href="#">Click Here</a>
7	Locker	18 Door Locker Storage Cabinet	Nos	3	<a href="#">Click Here</a>
8	Fire Extinguisher	Co2 Type Fire Extinguisher Capacity-4.5 kg Fire Rating-34B Model No-4.5C Serial No-4.5C-6814 Preferred Brand: Kanex/VinTex or equivalent	Nos	20	<a href="#">Click Here</a>
9	Helmet with ear muffs	Color White	Nos	17	<a href="#">Click Here</a>
10	Safety belt		Nos	5	
11	Raincoat	Waterproof Raincoat Color-Black (XXL-4, XL-12, L-16 & M-16)	Nos	48	<a href="#">Click Here</a>
12	Heater	Oil Filled Radiator Capacity: 2000W, 240V 9 oil filled panels (fins) Smooth Castors for easy movement Fully adjustable thermostat Preferred brand: Laminox/Bajaj and higher	Nos	5	<a href="#">Click Here</a>
13	Footmat	1000mmx500mm	Nos	27	
14	Window Sticker	Dark Sunshade films	Sqft	370	
15	Floor Carpet	Linoleum Carpet Thickness-0.6 mm	Sqm	960	
16	Tarpaulin	12*18 ft	Nos	11	
17	HDPE pipe	25 mm	Roll	10	
18	Mopping stick	With bucket	Nos	10	

## Annexure - 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 : \_\_\_\_\_ *[insert date of Bid submission]*

Tender No.: \_\_\_\_\_ *[insert number]*

To : \_\_\_\_\_ *[insert complete name of the Purchaser]*

We, the undersigned, declare that:

- a. We have examined and have no reservations about the Bidding Documents, including Addenda number: \_\_\_\_\_ *[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 Schedule of Supply 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 is: \_\_\_\_\_ *[insert the Bid Price in words and figures, indicating the various amounts and their respective currencies]*;
- 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 60 days from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period;
- f. If our Bid is accepted, we commit to provide Performance Security for the due performance of the Contract;
- g. We have no conflict of interest;
- h. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - have not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- i. We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per the terms and conditions of the Contract.
- j. 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.
- k. We understand that you are not bound to accept the lowest 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]*

### Annexure - III Price Schedule

Bidders are required to provide quotes for each item listed in the table below in accordance with the Technical Specifications provided in *Annexure-I*.

SN	Item	Specifications	UoM	Qty	Offered Brand/Origin	Rate, DDP (BTN)	Amount, DDP (BTN)
1	Portraits	(28"x20") 5th King-6, Prince-1, Je Khenpo-1, K5 Family-4	Nos	12			
2	First Aid box		Nos	3			
3	Induction Stove	Double Burner Preferred Brand: Yoe Ki Thap	Nos	1			
4	Gas Stove	Single Burner Gas Range For Bulk Cooking	Nos	1			
5	Steel Almirah		Nos	6			
6	Locker	6 doors storage cabinet	Nos	2			
7	Locker	18 Door Locker Storage Cabinet	Nos	3			
8	Fire Extinguisher	Co2 Type Fire Extinguisher Capacity-4.5 kg Fire Rating-34B Model No-4.5C Serial No-4.5C-6814 Preferred Brand: Kanex/VinTex or equivalent	Nos	20			
9	Helmet with ear muffs	Color White	Nos	17			
10	Safety belt		Nos	5			
11	Raincoat	Waterproof Raincoat Color-Black (XXL-4, XL-12, L-16, M-16)	Nos	48			
12	Heater	Oil Filled Radiator Capacity: 2000W, 240V 9 oil filled panels (fins) Smooth Castors for easy movement Fully adjustable thermostat Preferred brand: Laminex/Bajaj and higher	Nos	5			
13	Footmat	1000mmx500mm	Nos	27			

14	Window Sticker	Dark Sunshade films	Sqft	370			
15	Floor Carpet	Linoleum Carpet Thickness-0.6mm	Sqm	960			
16	Tarpaulin	12*18 ft	Nos	11			
17	HDPE pipe	25 mm	Roll	10			
18	Mopping stick	With bucket	Nos	10			
<b>Total Amount (BTN)</b>							

**Total Amount in Words:**

Signature of the Bidder: .....

Name of the Bidder: .....

Date: .....

Supplier's Official Stamp

**Annexure - IV**  
**Delivery Schedule**

The delivery shall commence from the date of signing the contract.

SN	Description	Delivery Location	Delivery Period
1	General Items	Centralized Store, Jamjee, Thimphu	45 Days from the date of signing the contract

The Bid complies with the delivery schedule (*please tick ✓*): Yes ☐

No ☐

Signature of the Bidder: .....

Name of the Bidder: .....

Date: .....

Supplier's Official Stamp