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Bhutan Power Corporation Limited

(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)

Registered Office, Thimphu

Distribution & Customer Services Department

Civil Works Division

Thimphu : Bhutan



BPC/DCSD/CWD/Tend-09/2019/ 27

June 14, 2019

Mr. / Ms.
Registered Architect
Thimphu

Subject: Open Enquiry

Sir/Madam

Civil Works Division under Distribution & Customer Services Department, BPC would like to invite bid for “*Architectural Design and Drawing Services*” for the various projects for a duration of one year.

For more details, kindly refer to the *Terms of Reference* attached with this letter. Interested candidates can submit your quotations in a sealed envelope along with a copy of your valid CDB registration certificate before **1200 hours, June 25, 2019** addressed to the person given below:

The Manager
Civil Works Division
Distribution & Customer Services Department
Thimphu

Yours sincerely,

Kinley Yangdon
14/6/2019

(Kinley Yangdon)
Manager



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Terms of Reference

1. Background

With BPC's vision "To be innovative and efficient power utility driving the socioeconomic transformation of Bhutan", there is need for various ESSD and ESD offices to provide better services and with increase in the numbers of Operation and Maintenance Staff working under various ESDs and SMDs. Additionally, the staff quarters in various BPC's designated areas in the country are also to help cater the company's mandate, hence housing and other infrastructures are a basic necessity for our staff residing in remote areas or crowded urban areas.

Therefore, as CWD works to accomplish the targets for the financial year (2019-2020), the designs for our infrastructures to also be needs to be efficient and sound.

2. Objectives & Scope of the services

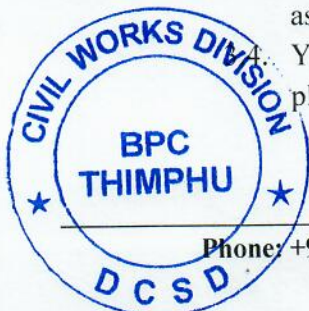
The main objectives for inviting the services of the Architect(s) are as follows:

- 2.1. To provide Architectural design, drawing and consulting services for new buildings and landscaping aspects.
- 2.2. To vet the existing standard BPC's staff quarters, office buildings and provide consulting services to improve the same including detailed Architectural facades & features.
- 2.3. To sign/vet/certify the drawings to seek approval from concern authorities.
- 2.4. To work on standardizing architectural drawings inclusive of all component designs (details for façade, door, window, etc.) for BPC Staff Quarters.

3. Terms & Conditions

- 3.1. Your minimum work experience should be 3 years or more.
- 3.2. Your services shall be utilized for the works associated with Architectural Design, Drawing and consulting services for new buildings.
- 3.3. All tasks in regards to point 3.1. Shall be completed in all respect within the date assigned to you by the concern division.

Your services shall also be utilized to vet and endorse architectural (architectural, plumbing, sanitary, etc.) drawings of BPC buildings.





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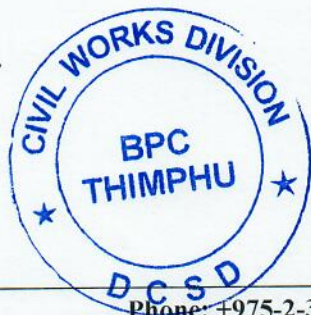
Civil Works Division

Thimphu : Bhutan



- 3.5. Any job assigned to you in regard to point 3.3. shall be completed in all respects within three (03) days from the date of intimation for such requirement and furnishing of the drawings by BPC. Any changes required to be made to the drawings based on your review/scrutiny and/or during approval process by the relevant authorities, shall be indicated to BPC.
- 3.6. Your services shall be utilized on need basis throughout the operating period of this contract.
- 3.7. Your rates shall be valid for a period of at least one year from the date of acceptance of your offer.
- 3.8. BPC is not obliged to assign all its job associated with services to you only but is free to appoint/engage other persons/agencies at its sole discretion for any such services.
- 3.9. The payment shall be released only when the drawings are approved by the relevant agencies. Tax deduction at source (TDS) shall be deducted at the rate of 2%.
- 3.10. In case if similar rates are offered by Architects, then work experience will be considered during evaluation.
- 3.11. This contract can be terminated by BPC by giving a notice of one month during the period in force without assigning any reason for such termination. However, all jobs assigned till the date of such notice of termination, which has not been completed, must be completed in all respect and BPC shall pay the compensation for the jobs carried out by you, notwithstanding the completion of such works after the notice of termination.
- 3.12. This contract does not restrict you to accept any other works from any other agencies and shall not be construed as a full-time appointment of BPC
- 3.13. Documents to be Submitted :

1. Degree Certificate
2. CDB Registration Certificate
3. CV with supporting document for work experience.
4. Duly filled Financial Form



Phone: +975-2-325095, (Extn.460) Direct: 975-2337305 Fax: +975-2-335406: web: www.bpc.bt.



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Financial Form

Table 1. Rates for providing Architectural Designs, Drawings and Consulting Services for new buildings (refer point 2.1. & 3.1.)

| Sl.no. | No. of floors | Unit | Rate (Nu.) in figures | Rate (Nu.) in words |
|--------|---------------|------|-----------------------|---------------------|
| i | 1 | Each | | |
| ii | 2 | Each | | |
| iii | 3 | Each | | |
| iv | 4 | Each | | |
| v | 5 | Each | | |
| vi | 6 | Each | | |

Table 2. Rates for vetting and endorsing Architectural Drawings for existing BPC Buildings. (Refer point 2.2. & 3.3.)

| Sl.no. | No. of floors | Unit | Rate (Nu.) in figures | Rate (Nu.) in words |
|--------|---------------|------|-----------------------|---------------------|
| i | 1 | Each | | |
| ii | 2 | Each | | |
| iii | 3 | Each | | |
| iv | 4 | Each | | |
| v | 5 | Each | | |
| vi | 6 | Each | | |

