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DRUK HOLDING & INVESTMENTS LTD.

GROUP STANDARD BIDDING DOCUMENT
GOODS

[For value up to BTN 2 million]



NIQ No.: BPC/TD/TOMD/TOMS-D/2026/02
BIDDING DOCUMENT
FOR

**“Supplying and Installation of AC at Control Room
Building, Guest House & Staff Quarters at Various
Offices Under TOMS Deothang”**

April 2025



Foreword

Based on the DHI Group Procurement Manuals 2021 and with the guidance of the Group Procurement Manual Committee (GPMC), the respective Core Working Teams developed the Standard Bidding Documents (SBDs) for Goods and Works, and the Request for Proposal (RFP) for Services for DHI Group of Companies. The usage of the large and small SBDs and RFP is categorized according to the threshold value. Notwithstanding the general categorization, the procuring agency can also exercise discretion to use the most appropriate SBD or RFP according to the importance and criticality of the requirements as deemed fit.

The category for the SBD and RFP for the respective manuals is as follows:

Procurement Manuals	SBD and RFP	Threshold Value in Ngultrum (Nu.)
Goods, Works, Services	Large	Above 2,000,000
	Small	Less than or equal to 2,000,000

While recognizing that the SBDs and RFP are operational documents within the authority of the respective Companies’ management, the GPMC felt that it would be in congruence with the overall scheme to adopt the SBDs and RFP based on the Group Procurement Manuals. This would enable some of our Group Companies to improve their procurement process. At the same time, the DHI companies should be able to attract more bidders to participate.

The SBDs and the RFP are finalized by the GPMC on 20th May 2021 after several rounds of deliberations and approved by the DHI. On behalf of the DHI Group Procurement Committee, we would like to herein circulate the SBDs and RFP to the DHI Group Companies for adoption and implementation with effect from 28th May 2021.

Tashi Delek!

Recommended by the DHI Group Procurement Manual Committee constituting focal persons from 13 DHI Companies (BPC, BT, BOB, CDCL, DGPC, DCL, DCCL, DPL, KIL, NRDCL, SMCL, TTPL, & DHI) for the DHI Group of Companies. The SBDs and RFP may be adopted for implementation by new companies forming part of the DHI Group in the future.



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NOTICE INVITING TENDER

Bhutan power Corporation Limited

Transmission Department
Transmission Operation & Maintenance Division
Transmission Operation & Maintenance Section
Deothang: Samgrup Jongkhar.

NIQ No.: BPC/TD/TOMD/TOMS-D/2026/02

Date: 02.03.2026

Transmission Operation & Maintenance Section (TOMS), Transmission Operation & Maintenance Division (TOMD), Transmission Department (TD), Bhutan Power Corporation Limited (BPC), Deothang, Samdrup Jongkhar invites eligible bidders to submit your bid for the “Supplying and Installation of AC at Control Room Building, Guest House & Staff Quarters at Various Offices Under TOMS Deothang” as per the following Terms and Conditions:

Terms and Conditions

1. Scope of Supply

1.1. The bidder(s) may quote for any or all items as per the technical specification and the Price Schedule as attached at Annexure -II.

2. Clarification to the bidding document

2.1 Further information can be obtained in writing from Sr. Manager, TOMS, BPC Deothang not later than **16/03/2026 (12 hours)** from the date of bid submission.

3. Documents comprising bid

3.1. The bid must be accompanied by the following document:

- i. Valid Trade license
- ii. Tax clearance
- iii. Price Schedule
- iv. Any other relevant documents

4. Bid Price

4.1. All prices shall be quoted in Ngultrum. The quoted price shall be including taxes, duties and other levies to the final place of delivery, if required.

4.2. The final place of delivery is Motanga, Deothang, Nganglam and Nangkhor Substation under TOMS, BPC Deothang, Samdrup Jongkhar.

4.3. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item.

Or [awarded to the firm(s) offering the lowest evaluated Bid]



4.4. The bidder(s) must quote for all the items under this bid. Price bids will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

5. Bid Validity

5.1. The bid shall be valid for **..30 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.

6. Bid Security

6.1. The bid shall be accompanied by the bid security of. ...**Not Applicable**..... [insert the amount and currency] in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the [insert name] issued by the Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security shall be valid up to ...**Not Applicable**.... [insert date].
- b) The Bid Security is to be submitted as a part of the Bid in a separate sealed envelope.
- c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.2. The bid security shall be forfeited in the following cases:

- a) If the Bidder withdraws the bid after 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.

7. Submission of Bids

7.1. The bidder(s) shall submit one original bid only. The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address Sr. Manager, TOMS, BPC Deothang, S/Jongkhar: Bhutan.

7.2. The price bid in the form attached may be submitted electronically at the following address: *[Not Applicable]*

7.3. Your bid in the required format should be addressed and submitted to: **Sr. Manager, TOMS, BPC Deothang, S/Jongkhar: Bhutan.**

8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser at the indicated **16.03.2026 (13:00 Hours)**. Bids by electronic means...**Not applicable**..... *[are or are not]* acceptable *[delete whichever is not applicable]*.



9. Bid Opening

- 9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend at **Conference Hall of ESD, BPC S/Jongkhar on 16.03.2026 (14:30 hrs)**. In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.

10. Evaluation of Bid

- 10.1. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bids 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;

- 10.2. where there is 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.

- 10.3. To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

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. Quantity Variation

- 12.1. Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty five percent (20%) of the indicated quantity.

13. Award of Contract

- 13.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue 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.

14. Delivery Schedule

- 14.1. The supply of the Goods and related service shall be completed within **60 Days** from the date of issue of the Purchase Order, or the signing of the contract [if applicable].

15. Performance Security

- 15.1. 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 **Assistant Finance Officer, Finance and Account Division, BPC S/Jongkhar** 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 warranty period and will be returned after the end of warranty period.

Or [will be returned after completion of works]

16. Liquidated Damage

16.1. 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% [insert %] per day for each day of delay to a maximum of 10% of the quoted price.

17. Payment Terms

17.1. 100% payment will be released within 30 days from the date of receipt of the materials.

17.2. At the time of release of payment, Tax shall be Deducted at Source [TDS]/GST from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish 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**, for 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. Submission of Bid

19.1. The Bidder shall submit the Bid Submission Form using the Form in the Annexure I: 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.

19.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

20. Termination

20.1. 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:



- 20.2. If the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum number of Liquidated Damages; and
- 20.3. 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 30 days[insert Number days] after receipt of a notice of default from the Purchaser specifying the nature of the default(s).
21. **Governing Law**
- 21.1. The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.
22. **Dispute Resolution**
- 22.1. 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

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 : 16.03.2025

Tender No.: BPC/TD/TOMD/TOMS-D/2026/02.

To

The Sr. Manager

Transmission Operation & Maintenance Section

BPC, Deothang.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to 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: “Supplying and Installation of AC at CRB, Guest House & Staff Quarters at Various Offices Under TOMS Deothang”
- (c) The total price of our Bid, excluding any discounts offered in item is: Nu.....*[In Words.....]*
- (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 and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;



- (h) 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]
- (i) We have no conflict of interest;
- (j) 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;
- (k) 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 terms and conditions of the Contract.
- (l) 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.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

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 16.03/2026



Annexure II

Price Schedule

Sl. #	Description of work	Unit	Qty	Rates (Nu)	Amount (Nu)	Rate in Words	Remarks
1	Providing & fixing Split Type Air Conditioners, including transportation and providing all necessary fittings for installation of AC- 1.5 tonne, split type at Deothang, Nangkor, Nganglam and Motanga Substations: Make- Approved BSB brand with 3 Star and Above.	each	12.00				
2	Providing & fixing Split Type Air Conditioners, including transportation and providing all necessary fittings for installation of AC- 2 tonne, split type at Deothang, Nangkor, Nganglam and Motanga Substations: Make- Approved BSB brand with 3 Star and Above.	each	33.00				
Total Amount (Nu)							

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier :	
Date : 16.03.2026	

