

**STANDARD BIDDING DOCUMENT**

# **Procurement of Goods**



**Anti-Corruption Commission  
Royal Government of Bhutan**

**June 2017**

## **Preface**

This Standard Bidding Document for the Procurement of Goods has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Goods through National Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

The instructions in italics and footnotes provided are for guidance and are not part of the document therefore it should be removed while preparing the bid document.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement can contact:

Anti-Corruption Commission  
Royal Government of Bhutan  
[www.acc.org.bt](http://www.acc.org.bt)  
Telephone no. 02-334863/64/66/67  
Fax no.02-334865

**Request for Quotation for Supply of Goods**

**Bidding Documents for Annual  
Maintenance of Pool Vehicle**

**2017-2018**



དཔལ་ལྷན་འབྲུག་གཞུང་ལྷན་ལྷན་གྲོམ་ལྷན་ཚོགས།  
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ANTI-CORRUPTION COMMISSION  
'NATION'S CONSCIENCE'  
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June 26, 2017

**Invitation for Quotation (IFQ)**

Project title: **Annual Maintenance of Pool Vehicle.**

Source of Funding: RGoB

Contract Ref: ACC/SECT-PRO (15)/2017/1080

To:

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

You are invited to submit your priced bid for the supply of the following items;

**1. Annual Maintenance of Pool Vehicle.**

*[Information on technical specifications and required quantities are attached]*

1. The bidder(s) may quote for any or all items under this invitation<sup>1</sup>. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item
2. The bidder(s) must quote for all the items under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. The bidder(s) shall submit one original of the priced quotation with the Form of Bid and clearly marked ORIGINAL. In addition, the bidder(s) should also submit one copy marked as COPY. The quotation including all documents in the attached format should be sealed in an envelope as required by PRR 2009 clause 5.1.7.2 and addressed to and delivered at the following address

<sup>1</sup> The procuring agency shall specify the evaluation criteria and should use appropriately. It should be clarified that whether the evaluation will be done item wise or as whole package.



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Your quotation in the required format should be addressed and submitted to:

**Offtg. Head, Secretariat Services**  
**Anti-Corruption Commission**  
**Post Box No-1113, Thimphu Bhutan**  
**Telephone: 00975-02-334863/64/66/67/68/69**  
**Fax: 00975-02-334865**  
**Email: knamgay@acc.org.bt**

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **[July 26,2017 at 10.30 AM]** and the bids will be opened on the same day in **ACC Conference hall at 2.30PM**
5. The bid shall be accompanied by a bid security of Nu. **Nu.20, 000** [*Ngultrum Twenty Thousand*] in the form of cash warrant, demand draft or unconditional Bank Guarantee valid for **30 days** *beyond bid validity*. Any bid not accompanied by bid security shall be treated as non responsive.
6. Quotation by fax or by electronic means (**are** or **are not**) acceptable. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
  - a) **PRICE:** all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is **Secretariat services, ACC.**
  - b) **EVALUATION OF QUOTATION:** offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;
    - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
    - (ii) 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



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quoted shall govern unless in the opinion of the Employer 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.

(iii) if the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

- c) **AWARD OF PURCHASE ORDER:** the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications. The successful bidder will sign a contract as per attached form of contract and terms and conditions of supply.
- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **1 year** from the deadline for receipt of quotation(s).
7. Further information can be obtained from: , ***Dorji Dema, Record Assistant, ACC.***
8. The **[ACC]** has a budget allocation for the purchase of Goods and wishes to apply some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
9. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
11. 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. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
13. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
14. Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the



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equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.

15. Ninety percent (90%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. The ten (10) percent performance security shall be retained as security deposit and paid at the end of the warranty period or after six (6) months whichever is later after adjustment of dues if any.

**Schedule of Items and Priced Quotation (bid form)**

*[Specification of the Maintenance & Repair of the Pool Vehicle(s)]*

SL.	Name of the parts	Qty	Labor Charges (Nu.)	Prado Standard model (Nu)	Vigo Hilux (Nu.)	Santa Fee (Nu.)	Marti Van (Nu)
1	Alternator bearing	1 no					
2	Alternator Regulator	1 set					
3	Alternator Rectifier	1 set					
4	Alternator Carbon	1 set					
5	AC pulley	1 Pic					
6	AC belt	1 pic					
7	AC radiator	1 Pic					
8	ABS censer	1 No					
9	AC Oil Refill	Per Veh.					
10	Arm Steering knuckle RH	1set					
11	Arm	1 no					
12	Arm Steering Knuckle LH	1set					
13	Bearing differential side gear	1set					
14	Bearing front wheel inner	1set					
15	Bearing front wheel outer	1set					
16	Bush spring leaf	1set					
17	Bearing assembly (Santa fee)	1 set					
18	Leaf spring shackle bush	1 no					
19	Bearing tail pinion inner	1set					

FIGHTING CORRUPTION IS A COLLECTIVE RESPONSIBILITY

THIMPHU, BHUTAN. Post Box No. 1113, Tel: +975-2-334863/64/66/67/68/69 Fax No. 334865, Website: www.acc.org.bt



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20	Bearing tail pinion outer	1set				
21	Bearing rear axle/wheel	1set				
22	Back light assy	1set				
23	Back light bulb single point	1set				
24	Bumper front	1 no				
25	Bumper rear	1 no				
26	Bumper grill	1 no				
27	Brake light bulb double point	1 no				
28	Belt V for compressor & cooler	1PC				
29	Battery	1PC				
30	Bush front stabilizer	1set				
31	Bush front suspension UPR-RH/LH	1set				
32	Bush front suspension WLR-RH/LH	1set				
33	Ball Joint LWR RH	1set				
34	Ball Joint LWR LH	1set				
35	Ball Joint UPR RH/LH	1set				
36	Brake servicing for 4 tyres	charges				
37	Brake fluid Dot 3	Liters				
38	Body Polish	1pc				
39	Boot kit drive shaft inboard joint	1set				
40	Brake pad	1set				
41	Brake shoe	1set				
42	Brake disc cutting	change				
43	Brake disc	1pc				
44	Bearing camshaft	1set				
45	Bearing connection rod	1set				
46	Bearing Centre support	1set				
47	Bearing rear excel wheel	1no				
48	Brake Booster assy	1No				
49	Cy. Assy. Clutch master	1set				
50	Cy Assy. Brake Master	1No				
51	Cushion front stabilizer	1set				





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52	Cushion front shock absorber	1set					
53	Check nut	1 set					
54	Coil Spring	1PC					
55	Clutch cable	1no					
56	Clutch release bearing	1set					
57	Connecting Bearing	1 Set					
58	Crank Shaft Bearing	1 Set					
59	Clutch Plate	1set					
60	Cy. Kit front disc brake	1set					
61	Cylinder kit brake master	1set					
62	Cy. Kit clutch master	1set					
63	Cy. Kit clutch release	1set					
64	Radiator Cap	1 no					
65	Clutch starter	1set					
66	Cy. Kit rear wheel	1set					
67	Disc clutch	1set					
68	Door head lamp RH	1no					
69	Dynamo Assembly	1 No					
70	Door lamp L/R	1 no					
71	Dash Board Polish	1pc					
72	Door Handle	1Set					
73	Delivery Valve	1set					
74	Denting & painting						
75	Air Filter	1 no					
76	End sub. Assy. tie rod RH	1set					
77	End sub Assy. tie rod LH	1set					
78	Engine Mounting	1 pc					
79	Engine Cylinder	Per set					
80	Engine Piston	Per set					
81	Engine oil	Per L					
82	Engine Coolant	Per ltr					
83	Engine Block for all the vehicle	1PC					
84	Fan belt	1PC					
85	Flywheel	I no					
86	Front wheel check nut	1 pc					



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87	Front Grill	1 pic					
88	Fog light assy	1 Pic					
89	Fog light bulb	1 Pic					
90	Fog light switch	1 Pic					
91	Flashing Oil	Per Ltr					
92	Foot matt	1 set					
93	Fuel Filter	1No					
94	Fuel injector	1 set					
95	Fan sub Assy	1set					
96	Gasket engine overhaul	charge					
97	Gasket power steering control	1set					
98	Glow plug	1 Pic					
98	Grille Radiator back	1set					
99	Grille Radiator chrome plate	1set					
100	Gear oil change	Per Ltr					
101	Hub Greasing for both side	charge					
102	Heating timer	1PC					
103	Head Lamp Assy.	1set					
104	Hub Oil seal						
105	Hubs bearing front assy.						
106	Hood stretching fitting						
107	Hose Pipe						
108	Hand brake cable Front	1No					
109	Hand brake cable rear	1No					
110	Hand brake shoe	1 set					
111	Horn (Imported)	1 set					
112	Head & rotor	1set					
113	Head gasket	1set					
114	Idler Timing belt No.2	1set					
115	Idler Timing belt No.1	1set					
116	Injector Nozzle	1set					
117	Ignition coil & spark plug						
118	Indicator/side light bulb	1set					
119	King pin bearing	1PC					
120	Lens front indicator LH	1set					
121	Lens RR combination RG	1set					



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122	Lens RR combination LH	1set				
123	Lens front indicator RH	1set				
124	Lock free wheel hub	1no				
125	Link rod front	1set				
126	Link rod rear	1set				
127	Link rod bush front & rear	1 Pic				
128	Master cylinder for brake	1 set				
129	Mirror RH	1PC				
130	Mirror LH	1PC				
131	Mud Guard	1 Set				
132	Number Plate Writing	2 nos				
133	Oil Filter	1No				
134	Oil seal rear axle inner	1set				
135	Oil seal camshaft	1set				
136	Oil seal front axle inner	1set				
137	Oil seal tail pinion	1set				
138	Oil seal timing gear case	1set				
139	Oil seal front hub outer	1set				
140	Oil seal engine gear	1set				
141	Oil seal rear axle outer	1set				
142	Oil Pump Gear	1PC				
143	Power Steering oil	Per Ltr				
144	Pressure plate	1 No				
145	Power steering Motor	1 no				
146	Window switch assy	1 No				
147	Power steering belt	1 No				
148	Power Steering Vane pump	1No				
149	Piston	1PC				
150	Pitman Arm for Steering	1set				
151	Propeller shaft greasing	charges				
152	Propeller shaft rear	1set				
153	Piston Ring	1set				
154	Power steering belt	1Pic				
155	Pump Servicing	charges				
156	P/Shaft Cross bearing	1No				
157	Rain Guard	1set				



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157	Regulator MC for windows	1set				
158	Rear view mirror RH & LH	1PC				
159	Rear Axle Cone	1set				
160	Relay starter	1set				
161	Relay switch	1 No				
162	Relay glow plug	1set				
163	Radiator Cap	1set				
164	Radiator grille	1Set				
165	Radiator	1 No				
166	Steering Yoke	1set				
167	Steering Box Assy.	1set				
168	Steering shaft Assembly					
169	Steering cover	1no				
170	Stabilizer bar (rear)	1 No				
171	Stabilizer bar (front)	1 no				
172	Steering knuckle	1 No				
173	Stabilizer D bush	1 no				
174	Seat cover	1 set				
175	Self starter	1 set				
176	Steering rack	1 set				
177	Steering Cover	1 pc				
178	Shock absorber front each	1no				
179	Shock absorber rear each	1no				
180	Switch fuel level warning	1no				
181	Shock absorber bush each	1no				
182	Spring rear leaf main	1set				
183	Spiral cable	1set				
184	Spring rear leaf 2nd	1no				
185	Spring rear leaf 3rd	1no				
186	spring rear leaf 4th	1no				
187	Spring rear leaf 5th	1no				
188	Sun Visor Assy.	1set				
189	Self Bindex	1Pic				
190	Self-Armature	1Pic				
191	Self-Carbon	1 Pic				
192	Steering knuckle Kit	1set				



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193	Starter Assy.	1set					
194	Spider kit universal joint	1set					
195	Seat cover (cloth)	1 set					
196	Thermostat valve	1PC					
197	Tie rod ends	1Pic					
198	Thrust washer	1PC					
199	Timing Belt	1set					
200	Voltage Regulator	1set					
201	Valve sheet	1PC					
202	Valve cap	1PC					
203	Water servicing	charge					
204	Wheel Bearing	1 No					
205	Wheel nut & bolt	1PC					
206	Window glass	1PC					
207	Wiper arm	1PC					
208	Wiper blade	1set					
209	Wiper Motor	1Set					
210	Windshield glass	1PC					
211	Windshield gum	1PC					
212	Water pump Assy.	1set					
213	Dash board opening & fitting	charges					
	<b>Sub-Total for Supply of Goods</b>						
	<b>Total Amount for Supply of Goods to Purchaser (including all types of cost)</b>						
	Goods to be supplied to [ACC, Thimphu]						

Delivery period	<i>Number of days from the date of issue of the Purchase Order by the Purchaser</i>
Warranty Provided	<i>Months from date of supply or commissioning of the Goods.</i>



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

*[The Supplier may attach copies of relevant brochures/catalogue for the goods to be supplied, which will give sufficient information to carry out effective evaluation]*

**Technical Specification of the Goods Required**

Sl	Item	Specification
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



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The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Signature of Supplier	Supplier's Stamp
Name of Supplier	
Date	

**Documents required to be submitted as part of the Quotation**

**The original and *copy(ies)* of quotation submitted by the supplier shall comprise the following:**

- A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- A valid Trade License<sup>2</sup>;
- A valid Tax Clearance Certificate;
- The required bid security
- Technical Specification of the Goods to be supplied; and
- Any other requirements specified in this document

**Terms and Conditions for the Supply of Goods and Payment.**

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- The Supplier shall be required to submit a performance security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee issued by a financial institution located in Bhutan ,which shall be furnished upon signing the

<sup>2</sup> The non submission of historical (b & c) documents should not become rejection criteria and should be given one chance to the bidder(s) to submit.



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contract. Performance security shall be valid till the end of warranty period and will be returned after the end of warranty period.

2. The supply of the goods shall be completed within [state number] days from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
3. Payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days upon submission of original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
4. The quoted price shall include all taxes, duties, insurance and any other costs involved and nothing extra shall be paid.
5. 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.
6. The supplier shall pay liquidated damages at the rate of 0.1% per day for each day of delay to a maximum of 10% of the quoted price.
7. 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:
  - a. if the Supplier fails to perform any other Terms and conditions specified with the Purchase Order, or exceeds the maximum amount of liquidated damages.
  - b. if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - c. if the Supplier does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
  - d. if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
8. The Supplier shall provide the warranty, as stipulated in the Quotation document, 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 security deposit shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
9. The purchaser may procure any of the items from the open market in case the supplier fails to supply the goods within the stipulated time and realise the difference amount between the quoted price & market price from the security deposit.





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[Purchaser to use normal Letter Head format]

**PURCHASE ORDER FOR THE SUPPLY OF GOODS**

<b>Purchase Order No:</b>	<b>Purchase Order Date:</b>
<b>From:</b> [name and address of Purchaser]	[Contact person, Telephone Number Fax Number e-mail address]

<b>To:</b> [name and address of the Supplier]	[Contact person, Telephone Number Fax Number e-mail address supplier reference]
<b>Delivery date:</b>	<b>Order Value (Nu.):</b>
<b>Delivery terms:</b>	

The [insert name of procuring agency] has accepted your Quotation dated [insert date] for the supply of Goods as listed below and request you to supply the goods within the delivery date stated above, in the quantities and units and on these Terms and Conditions. For convenience a copy of your signed quotation is attached.

ORDER ITEMS					
Item No	Description	Supplier Ref	Unit Price	Qty	Total Price



དཔལ་ལྷན་འབྲུག་གཞུང་ལྷན་བཀག་སྐྱོམ་སྐྱོན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ANTI-CORRUPTION COMMISSION  
‘NATION’S CONSCIENCE’  
LEAD BY EXAMPLE”



In acceptance of this Purchase Order you are requested to sign below, at which time the Contract shall become legally binding upon both parties. You are also requested to confirm that you will be supplying the goods within the Delivery date mentioned above.

For the Purchaser:	For the Supplier:
Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date



དཔལ་ལྷན་འབྲུག་གཞུང་འཛིན་སྣང་བཀའ་སློམ་སྣོན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
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## Contract Agreement

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

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called "the Purchaser"), and
- (2) *[insert name of Supplier]*, a corporation 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 ancillary 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 in the 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) Terms and Conditions;
  - (c) Technical Requirements (including Schedule of Supply and Technical Specifications);
  - (e) The Supplier's Bid and original Price Schedules;
  - (f) The Purchaser's Notification of Award of Contract;
  - (g) The form of Performance Security;
  - (h) The form of Bank Guarantee for Advance Payment;
  - (i) *[insert here any other document(s) forming part of the Contract]*



དཔལ་ལྷན་འབྲུག་གཞུང་ལྷན་བཀག་སྐྱོམ་སྐྱོན་ཚོགས།  
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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]*  
in the capacity of *[insert title or other appropriate designation]*

i

n 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]*  
in the capacity of *[insert title or other appropriate designation]*

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



དཔལ་ལྷན་འབྲུག་གཞུང་འབྲུག་སྐད་བཀག་སྡོམ་ལྷན་ཚོགས།  
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### 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]*  
IFB No. and title: *[insert no. and title of bidding process]*

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

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>3</sup> in figures and 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 number]* day of *[insert month]* *[insert year]*,<sup>4</sup> 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]*

<sup>3</sup> 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.

<sup>4</sup> Date established in accordance with Clause 19.4 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.



དཔལ་ལྷན་འབྲུག་གཞུང་འཛིན་སྣང་བཀག་སྡོམ་ལྷན་ཚོགས།  
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**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]*  
IFB No. and title: *[insert number and title of bidding process]*

*[bank's letterhead]*

**Beneficiary:** *[insert legal name and address of Purchaser]*

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

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Contract]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee.

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) 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 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 date<sup>5</sup>]*. 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]*

<sup>5</sup> 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