

STANDARD BIDDING DOCUMENTS

Procurement of Goods

(up to Nu. 0.500 Million)



Royal Government of Bhutan
Ministry of Finance

2019

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(For value up to Nu. 0.500 million)



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PREFACE

This Standard Bidding Document for the Procurement of Goods have been prepared by the Ministry of Finance to be used for the Procurement of Goods through National and International 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 2019. This document will come into effect from 1st July, 2019.

For any comments or clarifications on this Standard Bidding Document contact:

Government Procurement and Property Management Division
Department of National Properties
Ministry of Finance
Royal Government of Bhutan

Request for Quotation for Supply of Goods

[Maintenance of Vehicle and supply of Tyre 2022]

Invitation for Quotation (IFQ)

Date:

Project title: _____

Source of Funding: _____

Contract Ref: _____

To:

Dear Sir/ Madam,

1. You are invited to submit your priced bid for the supply of the following items:

i) _____

ii) _____

iii) _____

[Information on technical specifications and required quantities are attached]

2. The bidder(s) may quote for any or all items under this invitation¹. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item
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

¹ 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.

be sealed in an envelope as required by PRR 2019 clause 5.1.7.2 and addressed to and delivered at the following address

Green Bhutan Corporation Limited, Simtokha, Above Nirmal Lauge, Thimphu.

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

The Chief Executive Officer

Green Bhutan Corporation Limited

Thimphu

Telephone: 02-350643 or 17807223

Fax: _____

Email: kinleyt26@gmail.com

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is *17th March 2022 before 2 pm*
5. Bids must be accompanied by a bid securing declaration using the form 1.
 - i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of Bid Securing Declaration shall be suitably extended.
 - ii. Any bid not accompanied by a Bid-Securing Declaration
 - iii. The Bid-Securing Declaration shall be executed:
 - 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 as Clause per 7 (b) (iii);
 - c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.

² This option is generally not encouraged which should be used only in urgent situation and before initiating any procurement of this sort, the agency initiating this method should seek approval from the concerned higher authority.

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- iv. In case Bid Securing Declaration is executed, the bidder shall deposit the bid security of Nu. *[insert the amount between range of 1-2% of the departmental estimate to be forfeited]* within 14 days from date of notification by Employer.
 - v. In case the bidder fails to comply 5 (iv), bidder shall be excluded from being eligible for Bidding or submitting Bid in any tender with the Employer for a period of two years.
6. Quotation by fax or by electronic means **are not** acceptable
7. 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 Green Bhutan Corporation Limited, Simtokha
 - 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 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-2 of contract and terms and conditions of supply.
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- d) VALIDITY OF THE OFFERS: your quotation(s) shall be valid for a period of 1 year (17th March 2023)
8. Further information can be obtained from: *[GBCL, OR contact 17807223]*
 9. The GBCL 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.
 10. Depending on the final requirement, the purchaser may increase or decrease the quantities by fifteen percent (15%) of the purchase order.
 11. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at the specified venue and time.
 12. 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.
 13. 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 **form- 5**.
 14. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
 15. 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 **form- 4** for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents.
 16. 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 for rate quotation

Maintenance of Pool Vehicle and Tyres and Tubes for Financial Year 2021

#	Particulars	Unit	Toyota Hilux (old model) Nu	Santa Fee (Nu.)	Bolero (DC Turbo)	Bharat Benhz (914R 4X2)	Service/labor charge if fitted (Nu)
A	Vehicle parts						
1	Air Filter	No					
2	Acelater cable	No					
3	Arm bush Lower	No					
4	Arm bush upper	No					
5	Arm Steering knuckle	No					
6	Arm sub-assy. Pitman	No					
7	Axel oil seal and cone	No					
8	Axel Packing	No					
9	Back Light Bulb (Single point)	No					
10	Ball Joint Upper/lower	No					
11	Battery	No					
12	Bearing center support	No					
13	Bearing Diff. Inner	No					
14	Bearing Diff. Side Gear	No					
15	Bearing Front Wheel Inner	No					
16	Bearing Front Wheel Outer	No					
17	Bearing Rear Axle/Wheel	No					
18	Bearing set connecting rod	No					
19	Bearing Set crankshaft	No					
20	Bearing Tail Pinion Outer	No					
21	Belt 'V' for Compressor/Cooler	No					
22	Brake booster Assy	No					
23	Brake Light Bulb (Double point)	No					
24	Brake oil Dot'3'3(per 350 ml)	No					
25	Brake pad	No					
26	Brake Shoe front	No					
27	Brake shoe rear	No					
28	Bumper light assy	No					
29	Bush front suspension	No					

	LWR LH						
30	Bush front suspension LWR RH	No					
31	Bush front suspension UPR RH/LH	No					
32	Bush rear Stabilizer	No					
33	Cam Shaft bearing	No					
34	Camp bearing	No					
35	Cap Assy. fuel filter	No					
36	Center Bolt.	No					
37	Clutch Cable	No					
38	Clutch plate	No					
39	Clutch release bearing	No					
40	Clutch starter	No					
41	Coolant per ltr	No					
42	Cover clutch disc	No					
43	Cross Bearing	No					
44	Cushion Stabilizer rear	No					
45	Cushion Stablizer,Shock Absorder	No					
46	CV joint boot	No					
47	Cylinder assy. Brake Master	No					
48	Cylinder assy. Clutch Master	No					
49	Cylinder Kit Brake Master	No					
50	Cylinder Kit Clutch accumulator.	No					
51	Cylinder Kit Clutch Master	No					
52	Cylinder Kit Clutch Release	No					
53	Cylinder kit front disc brake	No					
54	Cylinder Kit rear wheel	No					
55	Deliver valve	No					
56	Diesel Filter	No					
57	Disc Clutch	No					
58	Door Head Lamp LH	No					
59	Door Head Lamp RH	No					
60	Dust guard	No					
61	Dustguard	No					
62	Element air filter	No					
63	End sub assy. Tie rod LH	No					
64	End Sub Assy. Tie Rod RH	No					

65	Engine liner	No					
66	Engine overhauling	No					
67	Engine overhauling 4 cylinder engine	No					
68	Engine overhauling 6 cylinder engine	No					
69	Fan Belt	No					
70	Fan belt	No					
71	Fan Sub-assembly	No					
72	Feed pump	No					
73	Filter top cover	No					
74	Fly ring gear	No					
75	Fog Lamp	No					
76	Footstand	No					
77	Four wheel bearing	No					
78	Front wheel check nut	No					
79	Front Wheel Checknut lock	No					
80	Fuel Filter	No					
81	Fuel Tank	No					
82	Gasket Engine Overhaul	No					
83	Glass back light assy LH	No					
84	Glass back light assy RH	No					
85	Glass back light LH	No					
86	Glass back light RH	No					
87	Glass front indicator LH	No					
88	Glass front indicator RH	No					
89	Glow plug	No					
90	Grament Steering	No					
91	Grille radiator (black)	No					
92	Grille radiator (chrompated)	No					
93	Hand brake cable front	No					
94	Hand brake cable rear	No					
95	Head and Rotor	No					
96	Head Gasket	No					
97	Headlamp 3 pin.	No					
98	Head lamp assay	No					
99	Head lamp assembly	No					
100	Horn	No					
101	Horn High tone	No					
102	Horn low tone	No					
103	Idler timing belt No. 1	No					

104	Idler timing belt No. 2	No					
105	Indicator/side light bult	No					
106	Injector nozzle	No					
107	Kilometer cable	No					
108	Kin pin Bearing	No					
109	Kinpin Sim	No					
110	Lamp assy front bumper LH	No					
111	Lamp assy front bumper RH	No					
112	Lens front indicator LH	No					
113	Lens front indicator RH	No					
114	Lens RR. Combination LH	No					
115	Lens RR. Combination RH	No					
116	Link rod washer	No					
117	Lifter valve	No					
118	Lock free wheel hub	No					
119	Main bearing oil seal	No					
120	Main bearing oil sealing changing	No					
121	Mirror LH	No					
122	Mirror RH	No					
123	Nut and bolt	No					
124	Oil filter	No					
125	Oil pump gear inner	No					
126	Oil pump gear outer	No					
127	Oil Seal Cam Shaft	No					
128	Oil Seal Engine Rear	No					
129	Oil Seal Front Axle Inner	No					
130	Oil Seal front hub outer	No					
131	Oil Seal Oil Axle Outer	No					
132	Oil Seal Rear Axle Inner	No					
133	Oil Seal Tail Pinion	No					
134	Oil seal valve stem	No					
135	Piston Ring	No					
136	Power Steering oil	No					
137	Power Steering pump	No					
138	Pressure Plate	No					
139	Pressure plate	No					
140	Pump service kit	No					
141	Radiator Assembly	No					
142	Radiator cap	No					
143	Rain Guard	No					

144	Rear axle cone	No					
145	Rear Hub	No					
146	Rear view mirror	No					
147	Relay Glow plug	No					
148	Relay Starter	No					
149	Release Bearing	No					
150	Seal Oil Timing Gear Case	No					
151	Seat Ball Stud for Strg. Drag	No					
152	Self starter armature	No					
153	Shock absorber	No					
154	Shock absorber bush, each	No					
155	Shock Absorber Bush, each	No					
156	Shock Absorber Front, each	No					
157	Shock Absorber Rear, each	No					
158	Shock bush lower	No					
159	Shock bush upper	No					
160	Shocker washer	No					
161	Silencer Assy.	No					
162	Silencer pipe holder bush	No					
163	Solenoid switch fuel cut	No					
164	Spacer rear axle bearing	No					
165	Spider kit universal joint	No					
166	Spring ball stud for steering drag	No					
167	Spring Bush Front	No					
168	Spring Bush Rear	No					
169	Spring Front Leaf 2nd	No					
170	Spring front leaf 3rd	No					
171	Spring front leaf 4th	No					
172	Spring Front Leaf 5th	No					
173	Spring front leaf main	No					
174	Spring Mountain	No					
175	Spring rear leaf 2nd	No					
176	Spring Rear leaf 3rd	No					
177	Spring rear leaf 4th	No					
178	Spring rear leaf 5th	No					
179	Spring rear leaf main	No					
180	Stabilizer link bush	No					

181	Stabilizer link rod	No					
182	Stablizer Bush	No					
183	Stablizer Link rod	No					
184	Starter Assy.	No					
185	Steering damper	No					
186	Steering knuckle kit	No					
187	Steering Rack	No					
188	Steering Rod	No					
189	Steering yoke	No					
190	Suspension arm	No					
191	Switch fuel level warning	No					
192	Thermostat valve	No					
193	Thrust washer	No					
194	Tierod end	No					
195	Timing belt	No					
196	Timing belt no.1	No					
197	Timing belt no.2	No					
198	Top sharp oil seal	No					
199	Vacum blade	No					
200	Valve Exhaust	No					
201	Valve external	No					
202	Valve guide	No					
203	Valve inlet	No					
204	Valve inner	No					
205	Valve seal	No					
206	Valve sem	No					
207	Valve sheet	No					
208	Voltage regulator	No					
209	Water pump assembly	No					
210	Wheel bolt front	No					
211	Wheel Bolt Rear	No					
212	Wheel Drum	No					
213	Wheel nut	No					
214	Wheel nut and bolt	No					
215	Wind shields glass	No					
216	Wind shields glass	No					
217	Wiper Arm	No					
218	Wiper arm moter	No					
219	Wiper Blade	No					
220	wiper tank moter	No					
B	<u>Extra Accessories</u>	-					
1	Air Servicing	No					
2	Anabond Gum	No					
3	Brake servicing	No					

4	Cloth	No					
5	Coolant	No					
6	Desk Board Polish	No					
7	Distilled water	No					
8	Engine Oil (Rimula X)	No					
9	Gear Box Oil seal	No					
10	Gear oil	No					
11	Grease	No					
12	Power Steering Oil	No					
13	Rope	No					
14	Tarpauline	No					
15	Water servicing	No					
C	<u>Electrical System</u>	-					
1	Alternator removing and refitting	No					
2	Alternator repairing	No					
3	Back light changing each	No					
4	Back light glass changing each	No					
5	Battery changing	No					
6	Battery reparing (pole) each	No					
7	C.B point changing	No					
8	Changing of head light bulb	No					
9	Complete electrical wire check up	No					
10	Complete electrical wiring	No					
11	Cut out adjustment	No					
12	Dynamo Armature Rewinding	No					
13	Dynamo overhauling	No					
14	Fog light fitting	No					
15	Fog light new fitting	No					
16	Head light bulbchanging each	No					
17	Head light changign each	No					
18	Horn adjustment/fitting	No					
19	Ignition coil changing	No					
20	Incicator Assembly changing each	No					
21	Indicator buld changing	No					
22	Indicator glass changing each	No					
23	Replacement of electrical switches	No					

24	Replacement of Relays	No					
25	Roof lamp bulb changing	No					
26	Self Armature rewinding	No					
27	Self starter overhauling	No					
28	Self starter removing and refitting	No					
29	Self starter repairing	No					
30	Side light fitting	No					
31	Spark plug changing	No					
32	Wiper arm changing	No					
33	Wiper blade changing	No					
D	<u>Steering Portion</u>	-					
1	Kinpin overhauling both side	No					
2	Knuckle oil sealing changing	No					
3	Power steering overhauling	No					
4	Replacement of pitman arm	No					
5	Steering bearing lower changing	No					
6	Steering bearing upper changing	No					
7	Steering box overhauling	No					
8	Steering yoke changing	No					
9	Tid rod end changing	No					
10	Tube repairing/patching	No					
11	Tyre opening and fitting	No					
12	Wheel aligning	No					
E	<u>Transmission Portion</u>	-					
1	Removing & fitting of spring assy	No					
2	Centre beairng changing	No					
3	Centre bearing replacement	No					
4	Clutch master cylinder kit changing	No					
5	Clutch master cylinder assembly changing	No					
6	Clutch plate changing	No					
7	Clutch release cylinder assembly changing	No					
8	Clutch release kit	No					

	hanging						
9	Cross bearing replacement each	No					
10	Crown and tail fitting	No					
11	Differentail overhauling	No					
12	Fly wheel bearing changing	No					
13	Front axle oil sealing changing & changing each	No					
14	Front hub oil seal changing each wheel	No					
15	Front wheel bearing changing	No					
16	Gear box overhaul	No					
17	Gear oil changing	No					
18	Greasing	No					
19	Hubs greasing per wheel	No					
20	Kinpin overhauling both side	No					
21	Knuckle oil changing	No					
22	Oil sealing changing wheel	No					
23	Pressure plate changing	No					
24	Pressure plate turning /fitting	No					
25	Propeller shaft bolt replacement	No					
26	Properller shaft cress earing changing each	No					
27	Rear axle oil seal changing and greasing each	No					
28	Rear hub oil seal changing each wheel	No					
29	Release bearing changing	No					
30	Shock absorbder changing each	No					
31	Spider kit changing each	No					
32	Spring bush changing complete	No					
33	Spring centre bolt replacement	No					
34	Spring leafs changing	No					
35	Tail pinion bearig changing	No					
36	Tail pinion oil sealing changing	No					

37	Wheel bolt changing each wheel	No					
<u>F</u>	<u>Brake portion</u>	-					
1	Adjustment of brake (one each)	No					
2	Arc welding per inch	No					
3	Brake booster assembly changing	No					
4	Brake booster kit changing	No					
5	Brake disc removing and refitting	No					
6	Brake disc turning/ facing	No					
7	Brake drum turning	No					
8	Brake lining changing	No					
9	Brake pad changing	No					
10	Brake pad changing front bolt wheel	No					
11	Brake pad changing front wheel	No					
12	Brake servicing each wheel	No					
13	Brake shoe changing rear wheel	No					
14	Changing of master cylinder repair kit	No					
15	Changing of master cylinder repair kit(1)	No					
16	Denting per sq. inch	No					
17	Front brake caliper kit changing	No					
18	Gas welding per inch	No					
19	Hoot stitching	No					
20	Master cylinder assembly changing	No					
21	Master cylinder kit changing	No					
22	Number plate writing	No					
23	Painting per sq.inch	No					
24	Servo repair kit changing	No					
25	W. C Kit changing wheel Rear	No					
26	W.C Kit changing each wheel front	No					
27	Wheel bearingchanging	No					
<u>G</u>	<u>Suspension system</u>	-					
1	Coil spring changing	No					
2	Complete spring bush	No					

	changing						
3	Shacker plate/pin changing each	No					
4	Shackle absorber mounting chaging	No					
5	Shock Absorber bush changing	No					
6	Shock absorber changing each	No					
7	Spring bush changing per set of spring	No					
8	Spring leaf changing each spring	No					
9	Spring recambering per set of spring	No					
10	Stablizer bush changing each	No					
H	<u>Exhaust system</u>	-					
1	Silencer brake/mounting changing	No					
2	Silencer box removing and refitting	No					
I	<u>Vehicles Tyres and Tube</u>						
a	Tyres and Tube	Unit	Rate (Nu)				
1	New tyres (235/65 R-17) Santa Fee	No					
2	New tyres (235/75 R-15) Bolero & Hilux	No					
3	New tyres Fortuner R-17	No					
4	New Tyres (16 PR 129/127 K (Bharat Benz)						
5	Tube (235/75 R-15) Bolero & Hilux	No					
6	Tube (BT-334/10.00.20 (Dump Truck)	No					
7	Tube (16 PR 129/127 K (Bharat Benz)						
b	<u>Old Tyres (re-soled)</u>						
1	Old Tyre Size (235/75 R-15)	No					
2	Old Tyre (BT-334/10.00.20 (Dump Truck)	No					
3	Old Tyre (16 PR 129/127 K (Bharat Benz)	No					
c	<u>Retreading Charges of old tyres</u>						

2	Old Tyre Size (235/75 R-15)	No					
3	Old Tyre (BT-334/10.00.20 (Dump Truck)	No					
	Old Tyre (16 PR 129/127 K (Bharat Benz)	No					

Name of Bidder
[.....]
Signature and Seal of Bidder
[.....] Date
[.....]

Total Amount in Nu. (in words)	.
Delivery period	<i>15 days from the date of issue of the Supply Order</i>
Warranty Provided	<i>12 Months from date of supply or commissioning of the Goods.</i>

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]

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) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation.
- (b) A valid Trade License³;
- (c) A valid Tax Clearance Certificate;
- (d) Bid Security (10,000 Lumpsum) BG, demand draft or cash warrant in favour of Chief Executive Officer, GBCL
- (e) 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.

1. The Supplier shall be required to submit a performance security of Nu 10,000 Lump sum 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 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.

³The non submission of historical (b & c) documents should not become rejection criteria and bidder should be allowed to submit again.

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- 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.

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) 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]*, 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]

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]*
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.

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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:

in the capacity of.....

..... (designation)

in the presence of

.....

..... (Witness)

For and on behalf of the Supplier

Signed:.....

in the capacity of.....(designation)

in the presence of

.....(Witness).

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 date⁴]*. 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]

⁴ 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

[Purchaser to use normal Letter Head format]

PURCHASE ORDER FOR THE SUPPLY OF GOODS

Purchase Order No: From: <i>[name and address of Purchaser]</i>	Purchase Order Date: <i>[Contact person, Telephone Number Fax Number e-mail address]</i>
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To: <i>[name and address of the Supplier]</i>	<i>[Contact person, Telephone Number Fax Number e-mail address supplier reference]</i>
Delivery date: Delivery terms:	Order Value (Nu.):

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

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:
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Signature	Signature
Print Name	Print name
Designation	Designation
Date	Date