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# STANDARD BIDDING DOCUMENT

## Procurement of Goods

(Supply of Spare Parts and Maintenance of Vehicle)



**Dzongkhag Administration, Mongar**

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## **Preface**

This Standard Bidding Document for the Procurement of Goods has been prepared by the Procurement Management and Development Division (PMDD), 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:

**Dzongkhag Administration**  
**Mongar: Bhutan**  
**Telephone No##+975-4-641198**

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**Request for Quotation:**

**Package Identification- Supply of Spare parts & Maintenance Vehicle for the Fiscal Year  
2024-2025**

**Procuring Agency:**

**DZONGKHAG ADMINISTRATION  
Mongar**

27<sup>th</sup> September, 2024**Invitation for Quotation (IFQ)**Project title: **Vehicle Maintenance for the fiscal year 2024-2025.**Source of Funding: **Royal Government of Bhutan (RGoB)**

Dear Sir/Madam,

1. You are invited to submit your priced bid for the:  
**Vehicle Maintenance for the fiscal year 2024-2025 on a framework contract**

*(Information on items are attached separately)*

2. The bidder(s) must quote for **all the items** under this invitation. Price quotations will be **evaluated as per the evaluation criteria as furnished below.**
  - a) Bid will be evaluated on the Lot wise basis.
  - b) All the items in the package should be quoted and failing to do so will lead to rejection of bids.
  - c) The contract will be awarded to the bidders who quoted average lowest in the majority of 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 bids shall be delivered in seal envelopes to the appropriate addressee and shall be marked "Confidential". A "sealed envelope" shall mean that:
  - i. A bid shall be contained in an inner envelope sealed with adhesive or other sealant, which will prevent re-opening;
  - ii. The inner envelope shall be signed across the seal. The name of the bidder shall be written on the inner envelope.
  - iii. The inner envelope shall be placed inside a further outer Envelope similarly sealed. On this outer envelope, only the addressee, the word "Confidential", and any other relevant information in accordance with the bidding documents shall appear.

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

**Chairperson  
Dzongkhag Tender Committee  
Mongar**

The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **5<sup>th</sup> October, 2024 on or before 10:00 AM (Bhutan Time) and will be opened on the same date at 10:30 AM (Bhutan Time) at the Mini Conference Hall.**

5. The lump sum bid security of **Nu. 10,000.00 (Ngultrum: Ten Thousand) only** in the form of Unconditional Guarantee issued by a reputed financial institutions or Cash Warrant or Demand Draft Account Payee addressing **Chairman, Dzongkhag Tender Committee, Dzongkhag Administration, Mongar** should be paid if the bidder;
- have withdrawn the Bid during the period of Bid validity
  - having not accepted the correction of errors in accordance with the Instructions to Bidders or
  - having been notified of the acceptance of the Bid by the procuring agency during the period of Bid validity,
    - (i) Fail or refuse to furnish the performance security
- Or
- (ii) Fail or refuse to execute the Contract.
6. The bid validity period for this tender is 60 days.
7. Quotation by fax or by electronic means **is not** acceptable.
- 8. Bidders have to fill up the Price Schedule Forms in the original sheet provided by the Dzongkhag Administration without using extra forms or sheets.**
9. 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 until the

The non-submission of historical documents should not become rejection criteria and should be given one chance to the bidder (s) to submit. 5

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end of the contract period.

- 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 price 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;

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(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 average lowest evaluated price for each lots 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 till **30<sup>th</sup> September, 2025. However, the rates of the items will be valid only for the period till the contract end.**

**10. Further information can be obtained from: Dzongkhag Procurement Office, Dzongkhag Administration, Mongar.**

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. The **Power of Attorney** letter shall be asked if the representatives other than the legal owner attend the bid opening.

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 bid validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

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14. The lump sum amount of **Nu. 50,000.00 (Ngultrum: Fifty Thousand) only** shall as Performance security should be deposited with the Dzongkhag Administration against each lots. The validity of Performance security should be one year.
15. The description of lots as follows:
- i. Lot 1- Kinglong Ambulance
  - ii. Lot 2- Hilux (Vigo and Vevo)
  - iii. Lot 3- Hilux ( Revo)
  - iv. Lot 4- Refuse Collector
  - v. Lot 5- DCM- Eicher
  - vi. Lot 6- Marco polo Bus
  - vii. Lot 7- Maruti Van
  - viii. Lot 8- Mahindra Bolero
  - ix. Lot 9- Cesspool
  - x. Lot 10- Tata Winger
  - xi. Lot 11- Land Cruiser (Ambulance)
  - xii. Lot 12- Fortuner
  - xiii. Lot 13- ECO Van
  - xiv. Lot 14- Compactor Truck

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

Bidders have to fill up the Bid Forms in original provided by the Dzongkhag Procurement Office without using extra forms or sheets.

Contract Duration	<i>Till 30<sup>th</sup> September, 2025 from the date of contract signing agreement</i>
Warranty Provided	.....N/A.....

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

*Note:*

*Contract duration is extendable at the discretion of the Administration*

*The Evaluation and the comparison of the rates shall be based on the Item wise and award to the suppliers who quote lowest in majority of the items (counted only major items/parts). You are required to quote the rates for all the items under this package.*

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### Specification of the Services Required

SI	Item	Specifications
1	Vehicle Maintenance on framework contract basis for the year 2024-2025.	1. Refer Terms & Condition of the Vehicle Maintenance.

#### 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 (**Item Form**);
- (b) A copy of valid workshop License;
- (c) A copy of valid Tax Clearance Certificate;
- (d) Power of attorney letter if the bid is signed other than the proprietor himself/herself to ensure legality of the bidding process.
- (e) Any other requirements specified in this document

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### **Terms and conditions for Vehicle Maintenance**

1. The Bidder should have his/her Workshop stationed in and around Dzongkhag Administration.
2. The Bidder should carry out the maintenance work as soon as work order is placed.
3. The spare parts required should be ready within a week from the date of work order placed at your firm.
4. Lack of spare parts should not be the problem for delay in maintenance of vehicle mentioned in work order.
5. Failing to adhere to the terms and conditions laid above shall lead to termination of contract and forfeiture of Performance security.
6. No deviation from quoted price of the item except Dzongkhag Tender Committee grants special approval.
7. The rate quoted should be inclusive of spare parts plus service charge and tax
8. The Dzongkhag Tender Committee's decision on any matter shall be final and binding.

Price Schedule for Vehicle Maintenance and Spare Parts for the financial year 2024-2025

**Dzongkhag Administration, Mongar**  
**Financial Year 2024– 2025**

**SUPPLY OF VEHICLE SPARE PARTS AND MAINTENANCE FY 2024-2025**

SL	Description of Parts	Unit	Kinglong(Ambulance)	Hilux (Vigo and Vevo)	Hilux (Revo)	Refuse Collector	DCM Eicher	Marco polo Bus	Maruti Van	Mahindra Bolero	Cesspool	Tata Winger	Land Cruiser (Ambulance)
1	Battery terminal end	Each											
2	A/C Filter	Per piece											
3	Alternator Assy	Each											
4	Alternator Carbon bush	Each											
5	Alternator cut out	Each											
6	Anabond paste(big)	Each											
7	Anabond paste(small)	Each											
8	Back bumper	Each											
9	Back Light Assy(left)	Each											
10	Back Light Assy(right)	Each											
11	Battery cable +ive	Each											
12	Battery cable -ive	Each											
13	Bendix pinion	Each											
14	Brake kight switch	Each											
15	Coolant	Per liter											
16	Dash board polish	Per piece											
17	Distilled water	Per liter											
18	Dust guard back & front	Set											
19	Dynamo bearing	Each											
20	Foot mate	Set											
21	Front bumper	Each											
22	Fuel pipe	Per piece											
23	Glow plug	Each											
24	Grease	Per kg											
25	Horn high	Each											
26	Horn low	Each											
27	Horn relay	Per piece											
28	Horn switch	Per piece											





8														
10	9	Spring clamp	Each											
11	0	Air filter	Each											
11	1	Air filter hose pipe	Each											
11	2	Hose pipe clamp	Each											
11	3	Vacuum pipe	Each											
11	4	Steering adjuster bolt assy	Each											
11	5	Steering box oil seal	Each											
11	6	Steering cross	Each											
11	7	Steering cross bearing	Each											
11	8	Back glass	Each											
11	9	Front windshield glass	Each											
12	0	Power steering bearing	Each											
12	1	Window glass	Each											
12	2	Power steering oil	Per liter											
12	3	Engine oil.	per liter											

**Price Schedule for Vehicle Maintenance and Spare Parts for the financial year 2024-2025 (Cont.)**

<b>Sl No.</b>	<b>Description of Parts</b>	<b>Unit</b>	<b>Fortuner</b>	<b>ECO Van</b>	<b>Compactor Truck</b>
1	Battery terminal end	Each			
2	A/C Filter	Per piece			
3	Alternator Assy	Each			
4	Alternator Carbon bush	Each			
5	Alternator cut out	Each			
6	Anabond paste(big)	Each			
7	Anabond paste(small)	Each			
8	Back bumper	Each			
9	Back Light Assy(left)	Each			
10	Back Light Assy(right)	Each			
11	Battery cable +ive	Each			

The non-submission of historical documents should not become rejection criteria and should be given one chance to the bidder (s) to submit.

12	Battery cable -ive	Each			
13	Bendix pinion	Each			
14	Brake kight switch	Each			
15	Coolant	Per liter			
16	Dash board polish	Per piece			
17	Distilled water	Per liter			
18	Dust guard back & front	Set			
19	Dynamo bearing	Each			
20	Foot mate	Set			
21	Front bumper	Each			
22	Fuel pipe	Per piece			
23	Glow plug	Each			
24	Grease	Per kg			
25	Horn high	Each			
26	Horn low	Each			
27	Horn relay	Per piece			
28	Horn switch	Per piece			
29	Ignition switch	Each			
30	Movel (15w40)	Per liter			
31	Nozzle pipe	Per piece			
32	PVC tape	Each			
33	Seat cover	Set			
34	Self-armature 12v	Each			
35	Self-field coil 12v	Each			
36	Self-housing	Each			
37	Self-top cover	Each			
38	Speedo meter assy	Each			
39	Vehicle no. plate	Per piece			
40	Wheel drum	Each			
41	Wiper motor	Each			
42	Benjo washer	Each			
43	Cam shaft	Each			
44	Cam shaft gear	Each			
45	Connecting bearing	Each			
46	Connecting bush	Each			
47	Connecting rod	Each			
48	Crank shaft	Each			
49	Crank shaft oil seal	Each			
50	Diesel filter	No.			
51	Drain plug	Each			
52	Feed pump assy	Each			
53	Fuel injection overflow pipe	Each			
54	Fuel injection nozzle	Each			
55	Fuel injection pipe	Each			

The non-submission of historical documents should not become rejection criteria and should be given one chance to the bidder (s) to submit.

56	Fuel pump assy	Each			
57	Fuel pump washer	Each			
58	Main bearing	Each			
59	Mobil	Per liter			
60	Mobil filter	Each			
61	Piston	Each			
62	Piston ring	Each			
63	Rocker Arm	Each			
64	Ricker shaft	Each			
65	Silencer pipe	Each			
66	Silencer box	Each			
67	Timing cover oil seal	Each			
68	Timing belt	Each			
69	Timing cover oil seal	Each			
70	Timing cover	Each			
71	Timing cover gear	Each			
72	Wheel wrench	Each			
73	Wiper arm	Each			
74	Wiper blade	Each			
75	Wiper motor assy	Each			
76	Axel shaft	Each			
77	Axel lock	Each			
78	Axel shaft oil seal	Each			
79	Ball Joint	Per piece			
80	Clutch release bearing	Each			
81	Cross bearing	Each			
82	Fly wheel	Each			
83	Fly wheel ring	Each			
84	Front hub bearing inner	Each			
85	Front hub bearing outer	Each			
86	Gear box mounting	Each			
87	Gear box oil seal	Each			
88	Gear box packing	Each			
89	Gear oil	Per liter			
90	Hubs bearing	Per piece			
91	Hubs checknut	Each			
92	Pressure plate	Each			
93	Rear hub bearing inner	Each			
94	Rear hub bearing outer	Each			
95	Release bearing fork	Each			
96	Release bearing lock	Each			
97	Top shaft bearing	Each			
98	Wheel bearing inner front	Each			
99	Wheel bearing inner rear	Each			

The non-submission of historical documents should not become rejection criteria and should be given one chance to the bidder (s) to submit.

100	Wheel bearing oil seal inner(front)	Each			
101	Wheel bearing oil seal inner(rear)	Each			
102	Wheel bearing outer (front)	Each			
103	Wheel bearing outer (rear)	Each			
104	Accelerator cable	Each			
105	Brake flexible pipe (front)	Each			
106	Brake fluid dot 3	Each			
107	Centre bolt	Each			
108	Shocker nut bolt	Each			
109	Spring clamp	Each			
110	Air filter	Each			
111	Air filter hose pipe	Each			
112	Hose pipe clamp	Each			
113	Vacuum pipe	Each			
114	Steering adjuster bolt assy	Each			
115	Steering box oil seal	Each			
116	Steering cross	Each			
117	Steering cross bearing	Each			
118	Back glass	Each			
119	Front windshield glass	Each			
120	Power steering bearing	Each			
121	Window glass	Each			
122	Power steering oil	Per liter			
123	Engine oil	per liter			

\*The rate quoted should be inclusive of mechanic charge

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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) Dzongkhag Administration, Mongar, a Government of Bhutan, and having its principal place of business at Mongar (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); (**List of items**)
  - (e) The Original Supplier’s Bid Bid security
  - (f) The Purchaser’s Notification of Award of Contract;
  - (g) The form of Performance Security;
  - (h) *[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.

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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:.....  
in the capacity of.....

in the presence of .....  
*in the capacity of*.....

For and on behalf of the Supplier

Signed: .....  
in the capacity of.....

in the presence of.....  
*Witness*.....

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**Bid Security (Bank Guarantee)**

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

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*[insert Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Purchaser]*

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its Bid dated (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No. *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

\_\_\_\_\_  
*[signature(s)]*

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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>1</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>2</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]*