

**STANDARD BIDDING DOCUMENT**

**Procurement of services**

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**CITY BUS SERVICE, THIMPHU**

**Tender Form**



1. Name of the Work:  **Retreading of Tyres of City Bus Service for the FY2025-2026**
2. Name of the Supplier: ………………………………………….
3. Address of the Supplier: ……………………………………………… Phone No.: ………… Fax No.: ………… Mobile No.: …………………………
4. Earnest Money Deposit: Nu. 5,000.00 EMD No.: ………………
5. Tender Document available on: [**www.citybusservice.bt**](http://www.citybusservice.bt/)
6. Date of Tender Submission: on or before **2:30 PM of 2nd June 2025**
7. Date of Bid Opening: **3:00 PM of 3rd June 2025**

# Instructions to Bidders



The Management of City Bus Service invites sealed bids from registered firms for retreading of tyres of City Bus Service for the FY2025-2026

You are requested to submit the bid as per the terms and conditions mentioned thereof.

# Deadline for Bid Submission.

The sealed bid should be addressed to the **Manager, AFHRD City Bus Service, Thimphu** and submit to the **Administration** on or before **2:30 PM of 2nd June 2025.**

# Eligibility of Bidder

Each bidder shall submit only one bid either by itself, or as a responsible officer in the management of the firm having the power of attorney. A bidder who submits or participates in more than one bid will be disqualified.

# Clarification of Bidding Documents

The bidder shall not be allowed to seek any clarification on the bidding documents in person.

# Amendment of Bidding Documents

The Client, City Bus Service, Thimphu, shall reserve the right to amend or modify the bidding documents for any reasons by issuing addendum either on its own initiative or in response to a clarification request from a prospective bidder any time prior to the deadline for submission of bids.

# Contract Period

The contract period is for **1 year** with effect from the date of signing of contract agreement and the contract period will be extended based on performance.

# Terms & Conditions



* + The bidders are required to submit a copy of valid trade license, tax clearance certificate and other relevant documents.
  + The bidder(s) must quote for all items under this invitation. Price quotations will be evaluated for all items together and contract will be awarded to the firm (s) offering the lowest evaluated total cost under this invitation.
  + The bid security of **Nu. 5,000.00** (Five Thousand ngultrums only) in the form of demand draft or cash warrant should be submitted along with the bid, in favor of the City Bus Service, Thimphu which is a Refundable deposit.
  + The bid security of unsuccessful bidders shall be discharged/returned promptly upon the award of the contract. The lump sum amount of **Nu. 20,000/-** shall be retained as performance security deposit with the City Bus Service and paid at the end of the contract period. The validity of performance security deposit should be one month beyond the end of the contract period and details shall be drawn during the contract signing.
  + Bidder shall sign the integrity pact
  + In a case that the City Bus Service wishes to terminate the contract before the expiry of contract, a written notification shall be served, one month in advance. And similarly, the successful bidder wishes to discontinued the service, the bidder should inform the City Bus Service management in one month advance.
  + If the City Bus Service receive any genuine complaint against the firm, the Committee will look into the matter and upon serving three warning letter, City Bus Service will have the right to terminate the contract.



* + Any serious dispute shall be settled in a court of law of the Kingdom.

# Bidding Document

The service required, bidding procedures and contract terms are prescribed in the bidding document. In addition to the invitation of bids, the bidding documents include:

✔ Tender forms

✔ Price Schedule

✔ Integrity Pack



The bidders are required to examine the bidding document carefully, including all instructions given in the ‘terms and conditions’, and the ‘Rate and specifications. Failure to furnish all information required by the bidding documents or a submission of a bid not substantially responsive to the bidding documents in every respect, will result in the rejection of the bid. In case of any error made in the rate column, the bidder is required to countersign on it, failing which the bids shall be rejected without any further notification.

# Late Bids

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser, pursuant to clause 1, will be declared “Late” and shall be rejected and returned unopened to the bidder.

# Format and Signing of Bids

The bidder should submit two copies of the documents (ORIGINAL and COPY)

All bid forms accompanying the tender documents and rate forms should be signed with official seal. The name and position held by the person signing the bid must be written below the signature.

**(Name & competent signature are compulsory).**

# Bid Opening



The bid will be opened on **3rd June 2025 at 3:00 PM**, in the presence of interested bidders’ representatives and tender opening committee members of City Bus Service.

# Bid Validity

The bid is valid for a period of 1 year from the date of entering into rate contract agreement.

# Taxes and Duties

The firm shall be entirely responsible for taxes, stamp duties and other levies/ duties etc. payable unless otherwise specifically exempted by the Department of Revenue and Customs.



# Forfeit of Bid Security

The bid security shall be forfeited:

✔ if a bidder withdraws its bid during the period of bid validity.

✔ if the bidder fails to sign the contract.

✔ if a bidder fails to furnish the performance security.

# Signing of Contract

The successful bidder(s) is/are required to contact this office to sign the contract agreement within five working days from the date of issuance of Letter of Acceptance along with performance security, failing which the contract shall be terminated and forfeit the earnest money and award the contract to the 2nd lowest evaluated bidder.

# Other Terms and Conditions

The other terms and conditions not covered by this document will be governed by the Financial/Procurement Manual. The bidders should sign in the tender register upon submission of tender, Name and detailed addresses of the tenderer.

**The Tender Committee member’s decision will be final and binding.**

# Price Schedule



The tender will be award to the total lowest evaluated bidder and bidders should sign with legal stamp and seal in the price schedule page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidders are requested to quote the rate for the following Tyres** | | | | |
| **SL.**  **No** | **Description of items** | **Size** | **Rate** | **Rate in words** |
| 1 | SML Bus | 8.25\*16 |  |  |
| 2 | Eicher Bus |  |  |  |
| 3 | Costar Bus | 7.00\*16 |  |  |
| 4 | Maintenance Van | 7.00\*16 |  |  |

# Note: Procurement of services “Retreading of Tyres for the FY2025-2026” will be evaluated lot wise.

Name of owner:

Name of business:

Signature:

Legal Stamp



**INTEGRITY PACT**

* + 1. **General:**

Whereas *(Name of head of the procuring agency or his/her authorized representative, with power of attorney)* representing the (*Name of procuring agency*), Royal Government of Bhutan, hereinafter referred to as the **“Employer”** on one part, and *(Name of bidder or his/her authorized representative, with power of attorney)* representing M/s. (*Name of firm*), hereinafter referred to as the **“Bidder”** on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document. This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

* + 1. **Objectives:**

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process**15 and **contract administration**16, with a view to:

* + - 1. Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
      2. Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.
    1. **Scope:**

The validity of this IP shall cover the bidding process and contract administration period.

* + 1. **Commitments of the Employer:**

The Employer Commits itself to the following:-

* + - 1. The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through

intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.



* + - 1. The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.
      2. Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
      3. Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.
    1. **Commitments of Bidders**

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following :-

* + - 1. The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
      2. The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
      3. If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.
    1. **Sanctions for Violation:**

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

* + - 1. The breach of the IP or commission of any offence (forgery, providing false information, mis-representation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including De-barment Rules.
      2. The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.
    1. **Monitoring and Administration:**
       1. The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
       2. The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *(place)* on *(date)*

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ffix Legal Stam

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ffix Legal Stam

EMPLOYER BIDDER/REPRESENTATIVE

Witness: Witness:

Name: Name

