



**TENDER BIDDING DOCUMENT FOR REPAIR &
MAINTENANCE OF OFFICE POL VEHICLE**

FOR THE FINANCIAL YEAR 2020-2021

**BHUTAN CHAMBER OF COMMERCE &
INDUSTRY,**

THIMPHU

Cost of Tender Document: Nu.00.00



BIDDING GUIDE

SI.No.	Item/Activity/Provision Name	Description of Items/Activity/Provision
1	Bidding Guide Detail	This is the Tender bidding guide for the 'REPAIR & MAINTENANCE OF OFFICE POL VEHICLE'
2	Address of Bid	Please address your bids to "The Secretary General, Bhutan Chamber of Commerce & Industry (BCCI) Thimphu" . Also please label your bid envelope clearly as "Confidential: Bids for REPAIR & MAINTENANCE OF OFFICE POL VEHICLE" .
3	Place of Supply	The REPAIR & MAINTENANCE OF OFFICE POL VEHICLE shall be at BCCI Office.
4	Work Supplying Agency	The Successful Firm.
5	Firms' eligibility to participate in the invitation for Bids (IFB)	Any National firm with a valid registration for the specified goods with Department of Trade, Ministry of Economic Affairs, Bhutan. The bidder must submit with their bid a copy of the certificate of their firm's registration with the competent authority ideas Trade license, etc. A bid unaccompanied by such eligibility documents may have a high probability of being rejected.
6	Last Date of bid submission	15/07/2020 on or before 10:00 Am and will be opened on the same date at 3:30 pm in the conference hall of BCCI, Thimphu.
7	Bid Validity Period	45 days from the last date of bid submission.
8	Earnest Money Deposit (EMD) CUM Performance security.	A minimum of a Nu.10, 000 lump sum should be deposited with BCCI, Which shall be considered as EMD and must be valid for 1 year. This should be submitted during submission of bid.
9	Bid Submission Conformity	Please ensure that your bid conform to the following list: (i) the bids are filled in the Bid form and price schedules format, (ii) the bids are accompanied with Earnest Money Deposit cum performance security and other requested documents, (iii) the bids are signed properly by the rightful authority, (iv) the contract agreement form is signed by the bidder, (v) the bids are presented in a sealed and signed envelope, & (vi) the bids conform to any other criterion specified in the Bidding guide.
10	Bid Form (Annex A)	Please fill up the necessary spaces in "Annexure A: "Bid Form" with your bids and others details.
11	Bid Opening	Every bidder is invited to join in the bid opening session at the specified data time. However, whether or not to allow the participation of the bidders in the actual bid evaluation session shall be decided by the BCCI procurement committee as and when necessary. The invitation to the opening session does not automatically translate into an invitation into evaluation session.
12	Bid Evaluation Criteria	The price offered by the bidder shall be only one of the criteria for the evaluation of bids. In addition to the price, the bids shall also be evaluated on the basis of :



		<ul style="list-style-type: none"> i. The origin of goods (Goods of Bhutanese origin shall receive preferential treatment to a maximum of 1 score point), ii. Date of delivery of goods (The BCCI will consider 45 days as base period for 'Good Delivery'. Hence, commitment to supply goods, every days less from base period shall receive an additional score point 0.25) iii. Quoted Rate (As per the rate quoted by the participating firms, lowest bidder shall receive point equivalent to number of participating firm, second lowest bidder shall receive 1 point less than lowest bidder and so on.), iv. Presence of catalogues/brochures/samples etc of the goods being offered with the bid.
13	Rejection of Bids	Any or all bid (s) may be rejected by the BCCI without the liability to offer any explanation if: (i) the bid(s) is not found responsive in accordance with the Bid submission conformity, (ii) the bid(s) is abnormally high, (iii) the bid(s) is abnormally low, (iv) the bid(s) is not accompanied by the earnest money Deposit cum Performance Security and other requested documents, & (v) the bid(s) deviated seriously from the provision for this Bidding Guide.
14	Contract Agreement	The bidder must submit their bid with the contract Agreement (Annex B) included in the Bid Document signed, later, if the bidder turns out to be the successful one, the chairman of the BCCI tender committee shall also put their signature in the agreement, and then only the two parties shall have legally entered into concerning the supply of the good in question.
15	Contract Validity Period (price validity period)	The price of goods should have validity of 1 year from award of contract. The quoted price must remain unchanged for duration of 1 year.
16	Advance Payment	NONE
17	Payment For goods Delivery	The payment for goods shall be made to the firm in full within 30 days from the date of exhibition end in full.
18	Late delivery penalty	Every additional/extra day from the Goods Delivery period taken by the successful bidder to supply the goods shall invite a late penalty equaling to (Total value*0.1*Number of days [late]) to be deducted from the final payment. Failure to still supply the goods shall result in the (i) forfeit of the Performance Security, and (ii) Termination of the contract with the supplier, and the BCCI may then explore other way of acquiring the goods, including which may be through awarding the contract to the next promising/ lowest bidder or retendering depending upon the convenience of BCCI.
19	Sample of goods Being Sought & Price Schedules	Refers " Annexure 1 " for specification of goods & Price Schedule which is being sought by the procuring agency.
20	Transportation and Taxes	For every work order, the bidder MUST bear (i) the full cost of transporting the structure from its own location till the procuring agency that had issued the work order and (ii) all applicable taxes. Therefore, the bidder is advised to quote the

[Handwritten signature]



		price for the good INCLUSIVE of (i) the estimated transportation cost and (ii) all applicable taxes. Under no circumstances shall be procuring agency bear the cost of transportation or the applicable taxes on the goods.
21	Require Documents/Formalities	All the required documents/formalities regarding manufacturing/import/transportation of the specified goods should be arranged by supplier.
22	Clarification on the Bidding Document	Please direct any valid queries regarding the bid document to the procurement officer @02-324254. However, please be advised that queries with the motive to entice any employee of the BCCI into any form of corrupt practice shall be viewed seriously and the concerned bidder shall be disqualified from participating in the bid process.
23	Settlement of Disputes	For whatsoever reason if the BCCI and the supplier get into dispute regarding the contract for the supply of the goods in question, the same shall be forwarded to court of law for arbitration.

ANNEX: A

BID FORM

Name of Contract: REPAIR & MAINTENANCE OF OFFICE POL VEHICLE.

The Secretary General,
Bhutan Chamber of Commerce & Industry,
Thimphu.

1. Having examined the bidding documents for the above contract, including the specification, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply office stationaries & toiletries items in conformity with the said Bidding Documents.
2. We undertake, if our Bid is accepted, TO **REPAIR & MAINTENANCE OF OFFICE POL VEHICLE** shall be completed as specified in the contract agreement and deliver the same.
3. If the Bid is accepted, we will provide the performance security as instructed in the tender document.
4. Until and unless a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest price or any bid you may receive.



Dated this.....day of.....2020.

In witness whereof, the parties have caused this agreement to be executed in accordance with the law of Kingdom of Bhutan on the day and year written above.

Signature with Seal.....
Name of Bidder.....
Address.....
Citizenship ID card No.....
Telephone No.....

Signature of Witness.....
Name of.....
Address.....
Citizenship ID card No.....
Telephone No.....

ANNEX: B

CONTRACT AGREEMENT

We have fully understood the stipulation/provisions/terms and conditions in the bidding guide, and have done our best to make our bids conform to them. If we are selected to supply any of the goods for which we have offered our best bids in the Bid form & Price Schedule. I, on behalf of the firm, hereby vow to respect and strictly abide by the stipulations/provisions/terms and conditions of the contract, for which this would be the agreement once the procuring agency has put their signature on it. I also understand that putting my signature on this document, I am only expressing the willingness of my firm to enter into a contract for the.....

.....and that this document SHALL NOT become a CONTRACT AGREEMENT until the procuring agency above puts their signature to it. However, once the procuring agency puts their signature to this document below, my firms shall have automatically entered into a formal contract with the procuring agency on the strength of my signature put below, and shall be obliged of executed the contract activity within the confines of the stipulations/provision/terms and conditions of the Bidding Guide.

On behalf of.....

(Bidding firms name and address), I put my signature on this document hereunder on this date.....

(Please affix a legal stamp and put your name, signature, & seal (if available) in the space)



(For Procuring Agency's Use)

In awarding the contract to supply the goods in the contracted Good's list attached herewith, i, on behalf of..... hereby put my signature to this document. Having done so, theand the firm above have now formally entered into contract for the activity described in provision# I titled "Bidding Guide Details" of the Bidding Guide. On the basis of the firm's authorized signatory's sign above, theshall hereafter hold the firm above responsible to honor their obligation by executing the contract activity as described in provision #1 of the Bidding Guide in the complete adherence to the stipulations/provision/terms and condition of the Bidding guide.

On behalf of the



Head, Administrative & Finance Division

Head, AFD
General Affairs Department
Bhutan Chamber of Commerce & Industry
Thimphu : Bhutan



ANNEX 1: REPAIR & MAINTENANCE OF OFFICE POL VEHICLE

Sl	Name of Parts	Quantity	Toyota Fortuner	Mahindra Pick up	Alto 800
1	1st hubs Assy.				
2	2nd Hubs assy				
3	3rd hubs assy				
4	3rd pinion gear				
5	4th pinion gear				
6	AC belt				
7	AC filter				
8	Air Filter				
9	Air servicing				
10	Arm assy. Steering idler				
11	Arm bush lower				
12	Arm bush upper				
13	Arm Steering knucke RH				
14	Arm Steering Knuckel LH				
15	Axcle boot				
16	Axcle Cone				
17	Back light assy				
18	Back light bulb single point				
19	Balancing rod				
20	Ball Joint LWR LH				
21	Ball Joint LWR RH				
22	Ball Joint UPR RH/LH				
23	Bar rode Assy back				
24	Bar rode Assy front				
25	Battery amaron				
26	Battery exide				
27	Bearing camshaft				
28	Bearing Centre support				
29	Bearing connection rod				
30	Bearing crankshaft				
31	Bearing differential side gear				
32	Bearing front wheel inner				
33	Bearing front wheel outer				
34	Bearing rear axle/wheel				
35	Bearing tail pinion inner				
36	Bearing tail pinion outer				
37	Belt V for compressor & cooler				
38	Body balance bush				
39	Body balance rod				
40	Body bush				
41	Body control bush				
42	Body Control rod bush Lower				
43	Body Control rod bush upper				
44	Body mountaion bush rear				

45	Body Polish				
46	Boot kit drive shaft inboard joint				
47	Boot kit drive shaft inboard joint				
48	Brake light bulb double point				
49	Brake master sylender assy.				
50	Brake pad				
51	Brake servicing for 4 tyres				
52	Brake shoe				
53	Bush front stablizer				
54	Bush front suspension LWR-RH/LH				
55	Bush front suspension UPR- RH/LH				
56	Bush front suspension WLR- RH/LH				
57	Bush spring leaf				
58	Bush spring shackle				
59	Camshaft assy				
60	Camshaft oil seal				
61	Cap. Assy. Fuel filter				
62	Centre lock Assy.				
63	Clutch release bearing				
64	Clutch Plate				
65	Clutch starter				
66	Coil Spring				
67	Coil spring bush				
68	Combinatioin awitch assy				
69	Connecting bearing				
70	Coolant				
71	Cover clutch disc				
72	Crankchaft oil seal				
73	Cross bearing				
74	Crown bearing				
75	Cushion front shock absorber				
76	Cushion front stablizer				
77	CV joint				
78	Cy Assy. Brake Master				
79	Cy. Kit clutch master				
80	Cy. Kit clutch release				
81	Cy. Kit front disc brake				
82	Cy. Kit rear wheel				
83	Cy.Assy. Clutch master				
84	Cycle pin				
85	Cylinder kit brake master				
86	D- Bush				
87	Dainama bearing				
88	Dainamia amiture				
89	Dalla bush				
90	Dash Board Polish				
91	Defferintail oil seal				
92	Deky lock				

93	Deky shocker				
94	Delivery Valve				
95	Dinama bearing inner				
96	Dinama bearing outer				
97	Disc clutch/pressure plate				
98	Door glass regulator motor				
99	Door head lamp LH				
100	Door head lamp RH				
101	Door pad				
102	Dot 3 orginal				
103	Drive shaft assy				
104	Drive shaft oil seal				
105	End sub Assy. tie rod LH				
106	End sub. Assy. tie rod RH				
107	Engine Block for all the vehicle				
108	Fan belt				
109	Fan sub Assy				
110	Flashing oil				
111	Flashing oil				
112	Floring				
113	Fly wheel assy.				
114	Fog light				
115	Foot mat				
116	Frog				
117	Front brake booster Assy				
118	Front wheel check nut				
119	Front wheel cross bering				
120	Fuel/diesel Filter				
121	Gasket engine overhaul				
122	Gasket power steering control				
123	Gear box coupling				
124	Gear box Oil seal				
125	Gear lever bush				
126	Gear oil				
127	Glow timer				
128	Glowplug				
129	Grass mating				
130	Grease				
131	Greasing for chases				
132	Grille Radiator back				
133	Grille Radiator chrom plate				
134	Hand brake cable				
135	Hand brake cable Front				
136	Hand brake cable front				
137	Hand brake cable rear				
138	Hand brake cable rear				
139	Hand brake shoe				
140	Hand break shoe				

141	Hand pump Assembly				
142	Head & rotor				
143	Head gasket				
144	Head Lamp Assy.				
145	Heating timer				
146	Hose pipe clam				
147	Hub Greasing for both side				
148	Idle Arm				
149	Igenation Assembly				
150	Indicator relay				
151	Indicator/side light bulb				
152	Injector Nozzle				
153	Jug & lever				
154	Kerosene oil				
155	King pin bearing				
156	Lateral bush				
157	Lateral rod				
158	Lens front indicator LH				
159	Lens front indicator RH				
160	Lens RR combination LH				
161	Lens RR combination RG				
162	Lateral arm bush big				
163	Lateral arm bush small				
164	Linner				
165	Lock free wheelhub				
166	Main bearing				
167	Mechanic hire charge				
168	Mirror LH				
169	Mirror rear view				
170	Mirror RH				
171	Mobile Oil				
172	Mud guard				
173	Nipple greasing				
174	Number plate writing				
175	O ring				
176	Oil Filter/M filter				
177	Oil pump assy				
178	Oil Pump Gear				
179	Oil seal camshaft				
180	Oil seal engine gear				
181	Oil seal front axle inner				
182	Oil seal front hub outer				
183	Oil seal rear axle inner				
184	Oil seal rear axle outer				
185	Oil seal tail pinion				
186	Oil seal timing gear case				
187	out put gear assy				
188	Penion				

189	Petrol filter				
190	Piston Ring				
191	Pitman Arm				
192	Pitman Arm with Power Steering				
193	Popular sharf assy. Front				
194	Popular sharf spider kid				
195	Power steering belt				
196	Power steering kit				
197	Power steering motor				
198	Power steering oil				
199	Propeler shaft rear				
200	Pump sercice kit				
201	Pump switch				
202	Rack end				
203	Radiator assy				
204	Raidator Cap				
205	Rain Guard				
206	Rear balance spring				
207	Rear balance spring rod				
208	Rear cabin glass (Laminated				
209	Rear Dickey glass				
210	Regulator MC for windows				
211	Relay glowplug				
212	Relay starter				
213	Release bearing				
214	Roller bearing				
215	Rope				
216	Seat Ball stud for steering drag				
217	Seat Cover				
218	Self Armature				
219	Self Bindix				
220	Shifting lever				
221	Shock absorber bush each				
222	Shock absorber front each				
223	Shock absorber rear each				
224	Side bearing				
225	Side light assy				
226	Spare key				
227	Spare tyre cover				
228	Spider kit universal joint (Cross bearing)				
229	Sprial cable assy.				
230	Spring rear leaf 2nd				
231	Spring rear leaf 3rd				
232	spring rear leaf 4th				
233	Spring rear leaf 5th				
234	Spring rear leaf main				
235	Stablizer rod assy.				

236	stablizer link rod end				
237	Starter Assy.				
238	Steering Box Assy.				
239	Steering Cover				
240	Steering Damper				
241	Steering knuckle Kit				
242	Steering rack				
243	Steering rack boot				
244	Steering Yoke				
245	Sterring column bush				
246	Sun Visor Assy.				
247	Switch fuel level warning				
248	Terpolin 14/8				
249	Thermostat valve				
250	Thrust washer				
251	Tie rod end				
252	Timing Belt				
253	Timing tension bearing				
254	Top shaft bearing				
255	Valve				
256	Valve cap				
257	Valve guide				
258	Valve lifter sim				
259	Valve sheet				
260	Voltage Regulator				
261	Water pump Assy.				
262	Water servicing				
263	Weel drum				
264	Wheel alignment				
265	Wheel bearing with bubs assy				
266	Wheel bolt front/rear				
267	Wheel nut				
268	Windshield bid				
269	Windshield glass (Double)				
270	windshield gum				
271	Wiper arm				
272	Wiper blade 2 nos				