

# Bid Instruction

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1. Drukair Corporation Limited, Paro (hereinafter referred to as "the Employer" wishes to receive bids from small class Bhutanese eligible Contractors to carry out Catering Building Renovation and Maintenance at Paro International Airport. Bidders have to visit the site and detail scope of work requirements will be explained physically by the Catering Manager during office working hours. Bidders have to submit confirmation letter for scope of works as explained at the site and submit along with the bidding documents.
2. All Bids are to be completed and return to the Employer in accordance with these instructions to the Bidders.
3. The invitation for bids are open tender having valid license (Please submit Photocopy of Trade License, CDB certificate and tax clearance certificate).
4. The Contractor shall bear all costs associated with the preparation and delivery of its bid, and the Employer will in no case be responsible or liable for those costs. Entry permit for any purposes for the said work shall be at the Bidder's responsibility and if bidders need assistant may seek from Employer for obtaining of permission from Bhutanese authorities.
5. The Contractor is expected to examine the bidding documents, including all instruction, forms, terms and requirements physically, Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.
6. Prospective Contractor requiring any further information or clarification of the bidding documents may notify the Employer in writing or by Fax at the Employer's mailing address indicated in the invitation for bids. The Employer will respond in writing to any request for information or clarification of the bidding documents, which it receives no later than 5 days prior to the deadline for the submission of bids prescribed by the Employer. The Employer's response will be sent in writing or by fax to all prospective bidders who have received the bidding documents.

7. At any time to the deadline for submission of bids, the Employer may extend for any reason. Whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by addendum.
8. The amendment shall be part of the bidding documents, and it will be notified in writing or by fax to all prospective bidders who have received the bidding documents, and will be binding on them.
9. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of bids.
10. The Bid prepared by the bidders, and all correspondence and documents relating to the bid exchanged by the bidder' and the Employer, shall be written in English/Dzongkha Language. Any printed literature furnished by the bidder may be written in any other language. Provided that this literature is accompanied by an English/Dzongkha translation, in which case for purpose of interpretation of the bid, the English translation shall govern.
11. Documents comprising the bid: The bid prepared by the bidder shall comprise the following components:
  - Bid form completed in all respect and prepare price schedules base on physically inspected scope of works at the site.
  - Performance security form may duly complete later.
  - Bid security of 1% in form of cash bank draft or Bank Guarantee in favor of Chief Executive Officer, Drukair Corporation limited, Head office, Paro
  - Integrity Pact shall be signed on all the pages and needs to fill up the form adequately. Such integrity Pact shall be submitted along with the tender documents.
12. The bidder shall complete the bid form and mark AS an original Bid (No.1) and a copy Bid (No.2) and with prepared price schedules.
13. The bidder shall complete the appropriate price schedules included herein, stating the unit prices.
14. Price quoted in the price schedules should be FOR Paro International Airport, Bhutan. Price quoted by the bidder shall remain fixed and valid until completion of the contract performance and will not be subject to variation on any account.

15. The bidder shall furnish, as part of its Bid, a bid security of 1% in favor of Chief Executive Officer, Paro and shall valid for 30 days. Bid documents submitted without bid security will be rejected by the Employer as non-responsive to the bidding documents.
16. Unsuccessful bidders bid security will be discharged/returned as promptly as possible upon award of contract, but in any event not later than 15 days after expiration of the period of bid validity prescribed by the Employer
17. The successful bidder's bid security will be discharged/returned upon furnishing of 10% performance security and the bidder's executing the contract agreement. Such security shall valid 30 days after the completion of the work.
18. The bid security will be forfeited:
  - If a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
  - If the successful bidder fails to sign the agreement and to furnish the performance security.
  - If the bidder fails to publish and deliver on time, consequently bids will be cancelled.
19. Bids shall remain valid for **Financial Year 2013** after the date of bids closing prescribed by the Employer in the **INVATATION OF BID**.
20. Bidders shall submit bids' which comply with the bidding documents. Alternative bids will not be considered.
21. The Original and Copy bid form and accompanying documents must be received by the Employer at the date, time and place specified.
22. The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to sign on the behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid. Except for un-amended printed literature, shall be initialed by the persons signing the bid. The name and position held by each person signing must be typed or printed below the signature.
23. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialed by the person or persons signing the bid.

24. The bidder shall seal the bid in an outer envelope, duly marking the envelopes as Bid for Catering Building Renovation and Maintenance at Paro International Airport.
25. The envelopes shall be addressed to Administration & Procurement Officer, Head Office, Nyemizampa, and Paro and shall write the words Bids for Catering Office Renovation and Maintenance at Paro Airport. and the words "DO NOT OPEN BEFORE DEADLINE".
26. If the envelope is not sealed and marked, the Employer will assure no responsibility for the bid misplacement or premature opening.
27. The bid must be received by the Employer at the address given above not later than 28 April 2013 before 1700 hours. Bid received by the Employer after the deadline for submission of bids prescribed in the document will be declared 'Late' and rejected and returned unopened to the bidder.
28. The bids shall be opened at Drukair Corporation Limited head office, Paro in the presence of intending bidders or representative on 29 April 2013 at 11.30 AM in the Drukair head office conference Hall.
29. The bidder's prices of bids, all discounts offered modifications and the presence or absence of the requisite bid security and such other details at its discretion and recorded at the opening.
30. To assist in the examination, evaluation and comparison of bids, the Drukair may, at its discretion, ask the bidder for clarification of its bid. All responses to requests for clarification shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
31. No bidder shall contract the Employer on any matter relation to its bid, from the time of bid opening to the time of the contract is awarded.
32. The Employer reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidder or bidder of the grounds for the purchaser's action.

33. The Employer will determine to its satisfaction whether the bidder selected as having submitted the lowest-evaluated, responsive bid is qualified to satisfactorily perform the contract.
34. The successful bidder will be called to complete the contract formalities within 7 days of receipt of such information, the successful bidder shall sign and date the contract and submit to the Employer.
35. Within ten days of the receipt of the notification of award from the Employer, the successful bidder shall furnish the performance security 10% of the total quoted value which shall valid for one month. Such Security shall reckon from the date of completion of work.
36. The items rates once submitted by the successful bidder will be treated as final and no further changes will be entertained. The Bidders shall bear and pay all applicable taxes, stamp duties, license fees and other similar levies imposed both outside and inside of Bhutan as per the rules and regulation of Revenue & Customs, Bhutan.
37. In case of delay in work, zero five (0.05%) percent up to zero point one (0.1%) percent for every day on the particular/s total value shall be deducted accordingly. The maximum deduction shall be up to 10% and if failed action shall be taken as Employer's Procurement Manual. Completion of work/s shall be within 45 days.
38. Undertaking.
- I have read the terms and conditions given above.
  - I accept and agreed to all points mentioned above.

**Name and signature-----**

**(Affix Legal Stamp)**

**Seal of Supplier-----**

**Date-----**



**Bid Form and Price schedules**  
**Bid Form**

To,

Date-----

\_\_\_\_\_  
\_\_\_\_\_.

Sir,

Having examined the bidding documents, requirements and visited the site for the above contract, including the specification, the receipt of which is hereby duly acknowledge, we the undersigned, offer to carry out the Catering Office Renovation and Maintenance at Paro Airport on conformity with the said bidding documents.

We undertake, if our Bid is accept, to commence to carry out the Catering Building Renovation and Maintenance at Paro International Airport as specified and complete within 45 days, calculated from the date or receipt of your work order.

If our bid is accepted, we will provide the performance security 10% of the quoted value and shall valid for one month which shall reckoned from the date of completion of works.

We agreed to abide by this Bid for the period of financial year 2013, pursuant to clause 21 of the instructions to bidders, and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Award shall constitute a bidding contract between us.

Date\_\_\_\_\_ day of \_\_\_\_\_ 2013.

**Duly authorized to sign Bid for an on behalf of** \_\_\_\_\_

**Signature of witness:**

**Witness**-----

**Address**-----

