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DRUK HOLDING & INVESTMENTS LTD.

Supply of Uniforms and Shoes

(Tender No.: DHI/PROC/TEN/2025/05)

April 2025

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Notice Inviting Quotation

NIQ No.: DHI/PROC/'TEN/2025/05

Date: April 25, 2025

Druk Holding and Investments Limited invites eligible bidders with valid trade licenses to submit e-bids for the supply and delivery of uniforms as per the following Terms and Conditions:

Activity	Time
Mode of Tendering	Single Stage - Single Envelope
Bid Submission	May 13, 2025, at 1230 hours
Bid Opening	May 13, 2025, at 1430 hours
Bid Security	BTN 5,000

Terms and Conditions

1. Scope of Supply

- 1.1. The bidder(s) must quote for all the items as per the Technical Specification ([Annexure - III](#)) and the Price Schedule ([Annexure - II](#)).

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from the Associate Manager, Procurement Unit, CSD, DHI or by email at kinleygyem@dhi.bt not later than 5 days from the date of bid submission.

3. Documents comprising bid

- 3.1. The bid, accompanied by the following documents, must be submitted on the e-procurement website: www.tender.bt. Please refer the checklist ([Annexure V](#)) to help you with the bid submission.

4. Submission of Bid

- 4.1. Bidders must submit the Bids through the e-procurement website: www.tender.bt. Refer [User Manual for Vendor Registration](#) and [User Manual for Bidding](#) available under the *Downloads* section on the website to guide you through the Bid submission process.
- 4.2. The Bidder shall submit the Bid Submission Form using the Form in [Annexure - I](#). This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

4.3. A bid in which the Bid Submission Form is not duly filled, signed and sealed by the bidder shall be rejected.

4.4. Bidders must **inspect the samples** of each item before submitting the Bid. Please visit the Procurement Unit, CSD, DHI during office hours to check the samples.

4.5. Bidders must submit samples of the items on/before the date of the Bid Opening. Failure to submit a sample for an item shall result in the rejection of the Bid for the item.

5. Bid Price

5.1. All prices shall be quoted in **Ngultrum (BTN)**. The quoted price shall be in **Delivered Duty Paid (DDP)** including taxes, duties and other levies to the final place of delivery if required.

5.2. The final place of delivery is the Procurement Unit, CSD, DHI, addressed to the Associate Manager, Procurement Unit, CSD, DHI.

5.3. Evaluation will be done for: **lotwise**. Alternative prices shall not be accepted.

Lot No.	Lot title	Mode of Evaluation
Lot 1	Uniform	Lotwise

5.4. The bidder(s) must quote for all the items in the lot. Price bids will be evaluated for all the items together in a lot and the contracts shall be awarded to the firm offering the lowest evaluated total cost of the lot.

6. Bid Validity

6.1. The bid shall be valid for **90 days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.

7. Bid Security

7.1. The Bid shall be accompanied by a Bid Security of **BTN 5,000/-** in the form of a Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the *Druk Holding and Investments Limited* issued by the Financial Institution enforceable in any Banks in Bhutan:

- a. The Bid security shall be valid up to **90 days** from the date of submission of the bid.
 - b. The scanned version of the Bid Security should be uploaded with the Bid on www.tender.bt and the original Bid Security shall be submitted to the Procurement Unit, CSD, DHI on/before the date of submission of the Bid. Refer [Manual for EMD Upload](#) under *Downloads* section on the website.
 - c. Any Bid not accompanied by a bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.
 - d. If the Bidder(s) opts to Bank Transfer the Bid Security, it may be deposited to the DHI's BOB Account No. **100893691**, and submit the transaction details along with other documents during bid submission as well as email to passanggyem@dhi.bt /copy: kinleygyem@dhi.bt
- 7.2. The bid security shall be forfeited in the following cases:
- a. If the Bidder withdraws the bid after the Bid opening during the period of Bid validity.
 - b. If the Bidder does not accept the correction of the Bid price;
 - c. In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.
8. [Submission deadline](#)
- 8.1. The deadline for receipt of your bid(s) by the Purchaser is **May 13, 2025 at 12:30 hours**.
9. [Bid Opening](#)
- 9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend on **May 13, 2025 at 14:30 hours in the DHI Meeting Room 1**. In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.
10. [Evaluation of Bid](#)
- 10.1. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bid the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- 10.2. Where there is a 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 Purchaser, 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.

- 10.3. To assist in the evaluation and comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.
- 10.4. QCBS uses a competitive process among the consultants that takes into account the quality of the technical proposal and the cost of the services proposed in the selection of a successful consultant. Cost as a factor of selection shall be used judiciously. The relative weightage to be given to the quality and cost shall be determined depending on the nature of the assignment.

The evaluation of the bids shall be based on the following weighted categories:

SN	Category	Weightage
1	Technical Proposal	40%
2	Financial Proposal	60%

The criteria and the points system for the evaluation of technical proposals are mentioned below:

SN	Criteria	Points
1	<p>Material</p> <ul style="list-style-type: none"> • The material is perfectly suited to the job. It feels comfortable, durable, and well-finished. Fabric is breathable, strong, and shows no visible defects. High resistance to wear and tear. - 15 points • Material is mostly excellent with very slight issues (e.g., slightly stiff feel or less breathable in some areas), but overall still appropriate and durable. - 10 points • Material is generally suitable but has noticeable limitations (e.g., average durability, stiffer texture, or limited breathability). Would function reasonably well but may not be ideal for long-term or intensive use. - 5 points • Material shows clear weaknesses — could be uncomfortable, prone to wear, or not suited to the job environment. Usable, but not recommended. - 1 point <p><i>The Evaluation Committee shall assess compliance with the design specifications based on the sample submitted by the bidder. The sample does not need to be an exact match but should be representative of previous supplies or similar material that reflects the quality, construction, and overall design proposed.</i></p>	15
2	<p>Size</p> <ul style="list-style-type: none"> • The sample matches the labeled size exactly. It fits the wearer comfortably with appropriate ease and movement. Proportions are balanced and align well with standard size expectations. - 15 points • The sample is mostly accurate. Minor fit issues but still wearable and comfortable. These do not affect appearance or function significantly. - 10 points • The sample shows noticeable size inaccuracies — either too tight or too loose in key areas. Fit affects appearance or range of motion. Not ideal for regular wear. - 5 • The sample is markedly off-size — doesn't fit the intended wearer at all. Indicates poor sizing standards or labeling. Uniform cannot be worn comfortably or professionally. - 1 	15

SN	Criteria	Points
	<i>The Evaluation Committee shall assess compliance with the design specifications based on the sample submitted by the bidder. The sample does not need to be an exact match but should be representative of previous supplies or similar material that reflects the quality, construction, and overall design proposed.</i>	
3	<p>Stitching</p> <ul style="list-style-type: none"> • All four elements (stitching, seam finish, thread quality, alignment) are of high standard. Stitching is even and strong, seams are neatly finished, thread is durable and color-matched, alignment is precise. - 20 points • Overall good quality with minor imperfections that do not affect functionality. Stitching may be slightly uneven or seams lightly unfinished in non-critical areas, but overall presentation and durability are acceptable. - 14 points • Noticeable issues in one or more areas — such as loose threads, uneven stitching, or misaligned seams — that reduce visual or structural quality, but the product is still usable. - 6 Points • Serious flaws in stitching, thread quality, seam finish, or alignment. Unfinished seams, weak thread, or crooked alignment likely to impact durability or appearance. - 1 point <p><i>The Evaluation Committee shall assess compliance with the design specifications based on the sample submitted by the bidder. The sample does not need to be an exact match but should be representative of previous supplies or similar material that reflects the quality, construction, and overall design proposed.</i></p>	20
4	<p>Experience of the Supplier</p> <ul style="list-style-type: none"> • The bidder has equal to or more than 5 years of experience supplying uniforms of similar scale and to the same or similar industry. - 25 points • The bidder has equal to or more than 4 years of experience supplying uniforms of similar scale and to the same or similar industry. - 20 points • The bidder has equal to or more than 3 years of experience supplying uniforms of similar scale and to the same or similar industry. - 15 points 	25

SN	Criteria	Points
	<ul style="list-style-type: none"> • The bidder has equal to or more than 2 years of experience supplying uniforms of similar scale and to the same or similar industry. - 10 points • The bidder has equal to or more than 1 year of experience supplying uniforms of similar scale and to the same or similar industry. - 5 points <p><i>The Evaluation Committee shall assess the bidder's experience and track record based on the performance certificates/ purchase orders/ evidence of past supplies furnished by the bidders.</i></p>	
5	<p>Delivery Timeline</p> <ul style="list-style-type: none"> • The bidder commits to delivering the full order within 60 days or less from contract signing. - 25 points • The bidder commits to delivering the full order within 61-90 days or less from contract signing. - 15 points • The bidder commits to delivering the full order within 91-120 days or less from contract signing. - 10 points <p><i>The Bidders shall submit a realistic and achievable Delivery Schedule. The Bidder shall fill out the Delivery Schedule, attached as Annexure - IV, and submit it along with the Bid.</i></p>	25

11. Purchaser's Right to Accept Any Bid, and Reject Any or All Bids

- 11.1. 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.

12. Award of Contract

- 12.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue a Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

13. Delivery Schedule

- 13.1. The supply of the Goods and related services shall be completed within as per the delivery schedule proposed by the Bidder in [Annexure - IV](#) from the date of the signing of the contract.

14. Performance Security

- 14.1. The Supplier shall be required to furnish Performance Security of 10% of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in the name of *Druk Holding and Investments Limited* issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of the warranty period and will be returned after the end of the warranty period.
- 14.2. The Performance Security shall be forfeited if the successful Bidder fails to adhere to the obligations during the contract period.

15. Liquidated Damage

- 15.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.1%** per day for each day of delay to a maximum of 10% of the quoted price.

16. Verification and Acceptance

- 16.1. DHI shall carry out detailed verification and acceptance of the required items, and in case of fault, mismatching of specification or any other issues found, DHI reserves the right to reject any or all of the items without assigning any reason. It will be at the DHI's discretion to take the final decision if such a situation pertains.

17. Payment Terms

- 17.1. The payment shall be made within 30 days upon verification and acceptance by DHI, based

on the receipt of the bill/invoice from the firm.

- 17.2. At the time of the release of payment, Tax shall be Deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of Bhutan. The Purchaser shall furnish the necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

18. Warranty Period

- 18.1. The Supplier shall provide the warranty for a period of **1 year** from the date of delivery of 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 performance security shall be used to cover the cost of supplies not delivered or defective items not replaced or rectified.
- 18.2. 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.

19. Termination

- 19.1. 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:
- 19.2. if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract or exceeds the maximum amount of Liquidated Damages; and
- 19.3. if the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Supplier does not take any remedial action within a period of **7 days** after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

20. Governing Law

- 20.1. The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

21. Dispute Resolution

- 21.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier and United Nations Commission on International Trade Law [UNCITRAL] Arbitration Rules of 1976 for International Supplier and will be binding for both parties.

Annexure - I
Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date : _____ *[insert date of Bid submission]*

Tender No.: _____ *[insert number]*

To : _____ *[insert complete name of the Purchaser]*

We, the undersigned, declare that:

- a. We have examined and have no reservations about the Bidding Documents, including Addenda number: _____
[insert the number and date of issue of each addendum];
- b. We offer to deliver the services in conformity with the Bidding Documents and in accordance with the Price Schedule: _____ *[insert a brief description of the Goods];*
- c. Our proposals shall be valid for a period of 90 days from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiry of that period;
- d. We have no conflict of interest;
- e. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Client under the laws or official regulations of Bhutan;
- f. We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per the terms and conditions of the Contract.
- g. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
- h. We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of Consultant]*

Dated on _____ day of _____ *[insert date of signing]*

Annexure - II
Price Schedule of Lot 1

Item No.	Uniform Type	UoM	Qty	Rate (BTN)	Amount (BTN)	Offered Brand	Country of Origin
1	Uniform (Pant and Shirt) <i>[Fully stitched with embedded logo]</i>	Set	49				
2	Jacket <i>[Fully stitched with embedded logo]</i>	No	22				
3	T-shirt (Full Sleeve) <i>[Fully stitched with embedded logo]</i>	No	52				
4	T-shirt (Short Sleeve) <i>[Fully stitched with embedded logo]</i>	No	53				
5	Shoes	Pair	7				

Total Amount in words:

Signature of the Supplier:

Name of the Supplier:

Annexure - III

Technical Specifications

Item No. 1.1: Uniform (Pant & Shirt)

Fabric: 35% Cotton and 65% Polyester



Item No. 1.2: Jacket

Outer fabric: High-stretch pongee (100% polyester)

Inner lining: Polar Fleece



Item No. 1.3: T-shirt (Full Sleeve)

Fabric: Cotton



Item No. 1.4: T-shirt (Short Sleeve)

Fabric: Cotton



Item No. 1.5: Shoes

- Upper - Cowhide
- Sole - PU
- Lining - Mesh
- Toes - Steel toes



Annexure - IV

Delivery Schedule

The delivery shall commence from the date of signing the contract.

Lot Description	Item Description	Delivery Location	Delivery Period <i>[Bidder(s) to fill up]</i>
Lot 1: Uniform	Item 1.1: Uniform (Pant & Shirt)	Procurement Unit Druk Holding & Investments Ltd. 5th Floor, TCO Building of BOB Norzin Lam, Thimphu	
	Item 1.2: Jacket		
	Item 1.3: T-shirt (full sleeve)		
	Item 1.4: T-shirt (short sleeve)		
	Item 1.5: Shoes		

Annexure - V

Checklist for Bid Submission

The table below is provided to assist the Bidders in submitting their bids.

SN	Documents	Purchaser's Requirement	Bidder(s) to fill up
		Required (✓) or not (✗)?	Submitted (✓) or not (✗)?
1	Annexure - I: Bid Submission Form	✓	
2	Annexure - II: Price Schedule	✓	
3	Annexure - IV: Delivery Schedule	✓	
4	Annexure - V: Checklist for Bid Submission	✓	
5	Trade License	✓	
6	Tax Clearance Certificate	✓	
7	Integrity Pact Statement	✓	
8	Samples	✓	
9	Bid Security	✓	