



༄༧ །འབྲུག་མི་སེར་རྒྱལ་ཁོངས་གཞི་བཟུང་ཚད།

**DRUK HOLDING & INVESTMENTS LTD.**

GROUP STANDARD BIDDING DOCUMENT

---

**GOODS**



**“Power Spares”**

**Table of Contents**

**Table of Contents** ..... 2

**1. NOTICE INVITING TENDER** ..... 3

**2. Terms and Conditions** ..... 4

    2.1. Scope of Work.....4

    2.2. Clarification to the bidding document .....4

    2.3. Documents comprising bid .....4

    2.4. Bid Price.....4

    2.5. Bid Validity .....4

    2.6. Bid Security.....5

    2.7. Purchaser’s Right to Accept Any Bid, and Reject any or All Bids .....5

    2.8. Quantity Variation.....5

    2.9. Award of Contract .....5

    2.10. Delivery Schedule.....6

    2.11. Performance Security .....6

    2.12. Liquidated Damage .....6

    2.13. Payment Terms .....6

    2.14. Warranty Period .....6

    2.15. Inspection and Testing .....6

    2.16. Submission of Bid.....7

    2.17. Termination .....7

    2.18. Force Majeure .....7

    2.19. Governing Law .....7

    2.20. Dispute Resolution .....7

**3. Technical Specification** ..... 8

    3.1. General.....8

**4. Forms** ..... 9

## 1. NOTICE INVITING TENDER

**NIT No: BT/Power Spares/2026**

1. Bhutan Telecom Ltd invites eligible supplier to submit your ebids for the SBD for **Supply of Power Spares**.
2. Bhutan Telecom Ltd would like to inform supplier to kindly visit the website [www.tender.bt](http://www.tender.bt) for vendor registration and to submit the proposal online.
3. The user manual for vendor registration, bidding process and EMD upload is available on the website [www.tender.bt](http://www.tender.bt).
4. SBD Timeline

<b>NIT No.</b>	<b>BT/Power Spares/2026</b>
<b>Bid Submission &amp; EMD Submission Date &amp; Time</b>	On or before 2 <sup>nd</sup> April 2026 (11:00 hrs)
<b>Bid Opening Date &amp; Time</b>	2 <sup>nd</sup> April 2026 (14:00 hrs)
<b>RFP shall be available at</b>	<a href="http://www.tender.bt">www.tender.bt</a>

**2. Terms and Conditions**

**2.1. Scope of Work**

The bidder(s) have to quote for item wise.

**2.2. Clarification to the bidding document**

Further information can be obtained in writing from [manager.powerandinfra@bt.bt](mailto:manager.powerandinfra@bt.bt) / [jigdrel.wangchuk@bt.bt](mailto:jigdrel.wangchuk@bt.bt) and [procurement@bt.bt](mailto:procurement@bt.bt) , not later than 27<sup>th</sup> March 2026.

**2.3. Documents comprising bid**

The bid must be accompanied by the following document:

- a) Bid Security
- b) Valid Trade license
- c) Tax clearance
- a) Compliance statement/sheet for terms & conditions and scope of work for all the technical and general condition of the tender should be provided or by signing the below example compliance sheet, vendors agree to all the terms and conditions in this (technical and general)

Section No.	Clause No.	Sub-Clause No.	Sub-Clause Part No.	Compliance (Yes/No)	Any Deviations and reasons	Price for Compliance
2	2.4	2.4.1	-	Yes		
2	2.4.	2.4.2	-	Yes		
2	2.4	2.4.3				
2	2.7	2.7.1				
2	2.7	2.7.2				
2	2.7	2.7.3				
2	2.7	2.7.4				
2	2.10	2.10.1				
2	2.12	2.12.1				
2	2.13	2.13.1				
2	2.13	2.13.2				

- d) All supporting document for evaluation criteria
- e) Signed Integrity Pack
- f) Any other relevant documents as required

**2.4. Bid Price**

- 2.4.1. The quoted price shall be **CIF, Phuentsholing** as per the Incoterms share in **Annexure IV**. All taxes within Bhutan shall be borne by Bhutan Telecom Ltd.
- 2.4.2. Item wise shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for the item.
- 2.4.3. All prices quoted shall be on a per unit basis and valid till for 12 months from the date of bid opening. The selected bidders shall be contacted for additional supply of any enlisted item in future on repeat order basis for the entire contract period.

**2.5. Bid Validity**

- 2.5.1. 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.

**2.6. Bid Security**

- 2.6.1. The bid shall be accompanied by the bid security (EMD) of **2% of the bid value** in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the **Bhutan Telecom Ltd** issued by the Financial Institution enforceable in any Banks in Bhutan.
  - a) The Bid security shall be valid up to 90 (Ninety) days.
  - b) The Bid Security is to be submitted as a part of the Bid in a separate sealed envelope and be submitted to Finance & Accounts Division or to our nearest Branch Office within the specified time in SBD timeline.
  - c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser and considered as non-responsive.
  
- 2.6.2. The bid security shall be forfeited in the following cases:
  - a) If the Bidder withdraws the bid after 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.

**2.7. Purchaser's Right to Accept Any Bid, and Reject any or All Bids**

- 2.7.1. 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.
- 2.7.2. The purchaser also reserves the right to cancel the bidding process and reject all Bids at any time before the award of the Contract, without assigning any reason and thereby without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for BT's action/decision.
- 2.7.3. BT retains the right and authority to negotiate certain terms with the bidder before signing the Contract.
- 2.7.4. BT also reserves the right to evaluate and award the work order lot wise or item wise.

**2.8. Quantity Variation**

- 2.8.1. Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty five percent (25%) of the indicated quantity.

**2.9. Award of Contract**

- 2.9.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid with all the required specification. The contract will be awarded solely based on the quality of the items. The Purchaser shall issue Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award/Purchase Order shall constitute a binding Contract.

**2.10. Delivery Schedule**

- 2.10.1. The supplier should supply within 2 (two) months from the issue of purchase order date failing which the supplier shall be liable for liquidated damages as specified detailed in [clause 2.12.](#)

**2.11. Performance Security**

- 2.11.1. The contractor 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 Bhutan Telecom Ltd 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 warranty period and will be returned after the end of warranty period.

**2.12. Liquidated Damage**

- 2.12.1. If the bidder fails to perform the related Supply/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 to a maximum of 10% of the contract/Purchase order value.

**2.13. Payment Terms**

- 2.13.1. The Hundred percent (100%) payment of Contract/purchase order shall be paid after the delivery of all the materials as per delivery terms and no part payment shall be entertained during the execution of the supply order.
- 2.13.2. At the time of release of payment, Tax shall be deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.

**2.14. Warranty Period**

- 2.14.1. The Supplier shall provide the warranty for a period of one year, for 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.
- 2.14.2. 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.

**2.15. Inspection and Testing**

- 2.15.1. The Supplier shall conduct standard tests in presence of Bhutan Telecom representatives to conform to general technical standards.
- 2.15.2. Should any tested/ inspected equipment fail to conform to the requirement of Bhutan

Telecom may reject them and the bidder shall resupply/redo/rectify without any cost to Bhutan Telecom.

**2.16. Submission of Bid**

- 2.16.1. The Bidder shall submit the bid online and Bidder shall submit Bid Submission Form using the Form in the Annexure I if so, required in the [clause 2.3](#) above: 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.
- 2.16.2. As such a bid in which the Bid Submission Form. Not duly filled, signed and sealed by the bidder shall be rejected.

**2.17. Termination**

- 2.17.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract in whole or in part at any time for its convenience:
  - a) if the Supplier/contractor fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and
  - b) If the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the contractor does not take any remedial action within a period of one month after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

**2.18. Force Majeure**

- 2.18.1. Either party shall be excused from the performance or punctual performance of any of its obligations under this contract, and such obligations shall be extended for a period reasonable under circumstances, if the performance of this contract is prevented or delayed by any cause beyond the effected parties' reasonable control which, without in any way limiting the generality of the foregoing, shall include acts of God, riots, wars, earth quakes, storms, cyclone landfall, lightning, landslides, accidents, pandemic, embargo or requisition (acts of government), including non- availability of visas and permits for contractors' personnel, or delays in the performance of its subcontractors caused by any such circumstances.
- 2.18.2. Non-availability or withdrawal of any export/import licenses for the goods or any part thereof in this contract cannot be considered as force Majeure events.
- 2.18.3. Events caused due to animals and theft cannot be considered as force Majeure events.
- 2.18.4. In case of Force Majeure, the contractor shall promptly notify the employer in writing and furnish the employer with all relevant information thereto.
- 2.18.5. Should a cause of force majeure continue for more than two (2) month, either party shall then have the right to terminate this Contract.

**2.19. Governing Law**

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

**2.20. Dispute Resolution**

- 2.20.1. 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.

**3. Technical Specification**

**3.1. General**

**DG Spare Part**

Item	Description	Qty	UOM
DG TMTL/TAFE 1 Phase 15/20/25 KVA	Air Filter (Eicher, 20KVA, 1Ph) 1977326	23	Nos
	Mobil Filter (Eicher, 20KVA, 1Ph) 1361168	23	Nos
	Fuel Filter (Eicher, 20KVA, 1Ph) 1153602	23	Nos
	Deep sea controller 4522	12	Nos
	Relay I/P 12VDC 4pin, Output NC-NO 4pin.	6	Nos
	AC Contactor Coil	5	Nos
	AC contractor 4 pole TC 1-D25004	15	Nos
	DC contractor 4 pole	6	Nos
	V-belt	2	Nos
DG FG Wilson 1 Phase 16.5/22 KVA (4-5)	Air Filter (934-694) (10000-65574/135326206)	7	Nos
	Air Filter ( FG Wilson, 22.6KVA, 1Ph)	7	Nos
	Fuel Filter (901-202/915-663) 10000-51232 (265611117)	7	Nos
	Mobil Filter (915 - 155)/140517050	7	Nos
	v belt (20000-12377/080109107-197)	5	Nos
	AVR Card R250	5	Nos
	Self Starter 10000-17675/U5MK8261)	1	Nos
	Fuel Solenoid 10000-93071 (2711)	3	Nos
DG FG Wilson 1 Phase 32 KVA	Air Filter901-048(901-048)	2	Nos
	Fuel Filter Primary10000-59650(26560163)	2	Nos
	Mobile Filter10000-51233(2654403)	3	Nos
	Fuel Solenoid996-622(996-622)	3	Nos
DG FG Wilson 3 Phase 635 KVA	Water PumpKRP1715	9	Nos
	Coolent PipeHeater to coolent(Long and Short)	3	Nos
	Alternator veltCHI 1037 Parkin(size: 197)	3	Nos
Diesel Generator. 700KVA (FG Wilson) 2 Nos. DG A01: SL No. JGYF7145 U11848X DG B01: SL No. JGYF7145 U10566X	Charging ALT belt	2	Nos
	Speed sensor	2	Nos
	Coolant Temp sensor	2	Nos
	Oil pressure sensor	2	Nos
	AVR	1	Nos
	Diodes Forward and Reverse	2	Nos
	Relays DC/AC, Connector, Lugs	2	Nos
Kiloskar 1 Phase 15/20/25	Mobil Filter ( Kiloskar, 25KVA, 1Ph)	10	Nos
	Fuel Filter ( Kiloskar, 25KVA, 1Ph)	10	Nos
	Air Filter ( Kiloskar, 15KVA, 1Ph)	11	Nos
26/45 kVA, 3 Ph Mitsui Deutz (Khangku exchange)	Fuel Filter	4	Nos
	Mobil Filter	2	Nos
	V Belt	2	Nos
DG 7.5 KVA Sterling	Fuel Filter F002H 20364	3	Nos
	Air Filter D10400230	3	Nos

## DHI Group – Standard Bidding Document for Goods and Services

	Oil Filter D10657110	3	Nos
DG 20 KVA Sterling	Air Filter	15	Nos
	Fuel Filter	15	Nos
	Mobil Filter	15	Nos
	Self starter (12V CW 02 225 01006-W PO84-2128	3	Nos
	Magnetic Switch	6	Nos
	AVR card	6	Nos
	V Belt	3	Nos
	Fuel Solenoid	4	Nos
	Self Starter	4	Nos
	Sterling Mains Contactor 4 pole 60 amps	6	Nos
	40/45KVA, 3 Phase Sterling	Air Filter	6
Fuel Filter		6	Nos
Mobil Filter		5	Nos
Fuel Solenoid		4	Nos
Self starter		4	Nos
Magnetic Switch		4	Nos
AVR card		4	Nos
V Belt		6	Nos
Feed Pump		7	Nos
Greaves cotton 15/20 KVA	Air Filter ( Greaves Cotton, 15KVA, 1Ph)	7	Nos
	Mobil Filter ( Greaves Cotton, 15KVA, 1Ph)	5	Nos
	Fuel Filter (Greaves Cotton, 15KVA, 1Ph)	4	Nos
AMF	Emerssion AMF Pannel	4	Nos
	DG Contactor (AC Coil Voltage = 230 V AC)	1	Nos
	Main Contactor (DC Coil Voltage = -48V DC)	4	Nos
	GCU 105 controller for Emerson AMF	4	Nos
160KVA Kirloskar	Air Filter	1	Nos
	Fuel Filter	1	Nos
	Mobil Filter	1	Nos
	AVR card	2	Nos
	V Belt	3	Nos
	Fuel Solenoid	2	Nos
	Coolent Pipe,Heater to coolent(Long and Short)	1	Nos
Cuminus DG 365KVA and 600 KVA Jakar Data Center DGs consumables spares	Fuel filter: Fleet Guard FF540	1	Nos
	Coolant: fleet cool XB premixed coolant. Part nos:cc2654. Cummins part nos:3167224.	1	Nos
	Fuel Separator FS 19666	1	Nos
	Coolant Filter WF2073	1	Nos
	Lube Oil Filter LF 9009	1	Nos
	Fleet Guard Coolant Filter WF 2076	1	Nos
	Fleet Guard Lube Oil Filter FL 14000NN	2	Nos
	Fuel-water separator FS19663	2	Nos
Fleet Guard Fuel Filter FF 5782 NN	2	Nos	
AVR Spare (Jakar Data Center)	10 KG Motor	1	Nos

**DHI Group – Standard Bidding Document for Goods and Services**

	RC Network	1	Nos
	Digital Control Card	1	Nos
	VMR	1	Nos
	VSP	1	Nos



**Other Power Spares**

Item	Specifications	Qty	UOM
Aircon gas cylinder	AirCon Gas (R407C)	11	Cylinder
	AirCon Gas (R410A)	15	Cylinder
	Aircon Gas (R32)	27	Cylinder
RECTIFIER MODULES	R48-3200 e (vertiv)	9	nos
	R48-1800 (emersion)	3	nos
	Quantum-4 (4KW Rectifier) (Exicom)	6	nos
Hybrid rectifier Modules	S48-3000	8	nos
ICON Hybrid Rectifier	IP: 100 ~ 250V, 25 Amps, 4KW. (Rectifier module) (Exicon)	4	nos
	IP: 122~400VDC, 12 Amps, 2KW (Solar Module) (Exicom)	10	nos
	M2000 Controller Module EXICOM ( 38~60V DC, 0.2Amps) (exicom)	3	nos
Exhaust fan (20 kVA, 1 Phase Korloskar)	230 VAC input, 410 Watt, 1.95 Amps	2	nos
AC Contractor	AC Contractor, 4-pole, TC1D4004, 60A	8	nos
AMF Controller	GCU105, AMF Controller	6	nos
Relay (12 VDC Coil) Base Only ( <b>Relay not required</b> )	Schneider Electric RXM Series 14-Pin Relay Base only (12 VDC Coil) <b>Base Only (Relay not required)</b>	56	nos
Relay module card	6 relay module card	6	nos
<p>DC Power Cables: Conductor Material: Plain annealed high conductivity Flexible copper conductor as per Class 5 of IS 8130/2013 latest</p> <p>Insulation: PVC Type 'D' with FR-LSH Properties Make: Polycab, Havells, equivalent.</p> <p>The conductors shall be marked on the external surface with the following:</p> <ul style="list-style-type: none"> <li>• Manufacturer's name.</li> <li>• Year of manufacture.</li> <li>• Length in meters marking in sequential numbers at 1 m intervals, with the lowest number at the inner end of the drum.</li> </ul>	DC Power Cable 10 Sq.mm ( RED) 1.1KV, IC PVC Insulated, unarmoured multi-strand copper Cable	200	Mtrs
	DC Power Cable 10 Sqmm ( Blue/Black) 1.1KV, IC PVC Insulated, unarmoured multi-strand copper Cable	200	Mtrs
	DC Power Cable 6 Sq.mm ( RED) 1.1KV, IC PVC Insulated, unarmoured multi-strand copper Cable	200	Mtrs
	DC Power Cable 6 Sqmm ( Blue/Black) 1.1KV, IC PVC Insulated, unarmoured multi-strand copper Cable	200	Mtrs
	DC Power Cable 4 Sq.mm ( RED) 1.1KV, IC PVC Insulated, unarmoured multi-strand copper Cable	200	Mtrs
	DC Power Cable 4 Sqmm ( Blue/Black) 1.1KV, IC PVC Insulated, unarmoured multi-strand copper Cable	200	Mtrs

**4. Forms:**

**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 to the Bidding Documents, including Addenda number: *[Insert the number and date of issue of each addendum];*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: *[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item is: *[insert the Bid Price in words and figures, indicating the various amounts and their respective currencies];*
- (d) The discounts offered and the methodologies for their application are:

*Discounts.* If our Bid is accepted, the following discounts shall apply: *[Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]*

*Methodology of Application of the Discounts.* The discounts shall be applied using the following methodology: *[Specify in detail the methodology that shall be used to apply the discounts];*

- (e) Our Bid shall be valid for a period of *[insert number]* from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;
- (h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier]*
- (i) We have no conflict of interest;
- (j) Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the

## DHI Group – Standard Bidding Document for Goods and Services

---

- contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- (k) 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 terms and conditions of the Contract.
  - (l) 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.
  - (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
  - (n) We accept the Vendor Performance Management System.

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 bid for and on behalf of: \_\_\_\_\_ [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of signing]

**DHI Group – Standard Bidding Document for Goods and Services**

---

**Annexure II- Performance Security Form**

*[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 The Company]*

**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) 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]*, 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  
company'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]*



**Annexure III- Contract Forms**

*[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. (1) *[insert complete name of Purchaser]*, a  
.....*[insert description of type of legal entity, for example, an agency of the Ministry of*  
.....*of the Government of Bhutan, or corporation incorporated under the laws of Bhutan]* and having its principal  
place of business at *[insert address of Purchaser]* (hereinafter called “The company”), and

2. (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 company 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:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the  
Conditions of Contract referred to.

The following documents shall constitute the Contract between The company and the Supplier, and  
each shall be read and construed as an integral part of the Contract, viz.:

- (a) This Contract Agreement;
- (b) The Special Conditions of Contract;
- (c) The General Conditions of Contract;
- (d) Technical Requirements (including Schedule of Supply and Technical Specifications.)
- (e) The Supplier’s Bid and original Price Schedules;
- (f) The company’s Notification of Award of Contract;
- (g) The form of Performance Security;
- (h) The form of Bank Guarantee for Advance Payment;
- (i) [Insert here any other document(s) forming part of the Contract]

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.

In consideration of the payments to be made by The company to the Supplier as

3. Hereinafter mentioned, the Supplier hereby covenants with The Company to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. 5. The company 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.
5. 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.
6. For and on behalf of The company Signed: *[insert signature]*
7. In the capacity of *[insert title or other appropriate designation]* in the presence of .....*[insert signature]* .....*[insert identification of official witness]*
8. For and on behalf of the Supplier Signed .....*[insert signature of authorized representative(s) of the Supplier]*
9. In the capacity of *[insert title or other appropriate designation]* in the presence of .....*[insert signature]* *[insert identification of official witness]*

Annexure IV- INCOTERMS

Incoterms 2020

Incoterms® 2020 Rules Responsibility Quick Reference Guide											
Inco Docs											
Freight Collect Terms						Freight Prepaid Terms					
Groups	Any Mode or Modes of Transport		Sea and Inland Waterway Transport				Any Mode or Modes of Transport				
Incoterm®	EXW Ex Works (Place)	FCA Free Carrier (Place)	FAS Free Alongside Ship (Port)	FOB Free On Board (Port)	CFR Cost and Freight (Port)	CIF Cost Insurance & Freight (Port)	CPT Carriage Paid To (Place)	CIP Carriage & Insurance Paid to (Place)	DAP Delivered at Place (Place)	DPU Delivered at Place Unloaded (Place)	DDP Delivered Duty Paid (Place)
Transfer of Risk	At Buyer's Disposal	On Buyer's Transport	Alongside Ship	On Board Vessel	On Board Vessel	On Board Vessel	At Carrier	At Carrier	At Named Place	At Named Place Unloaded	At Named Place
Obligations & Charges:											
Export Packaging	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port/Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty, Taxes & Customs Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	Seller	Negotiable	Seller	Negotiable	Negotiable	Negotiable
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading at Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer
Import Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

Inco Docs Create your Sales & Shipping Documents at [www.incodocs.com](http://www.incodocs.com)

\*DDP requires at least an insurance with the minimum cover of the Institute Cargo Clause (C) (Number of listed risks, subject to limited exclusions). \*\*CIP also requires at least an insurance with the minimum cover of the Institute Cargo Clause (C) (All risks, subject to limited exclusions). Copyright © 2020 Incoterms Pty Ltd. All Rights Reserved. This is general information for guidance purposes only. Incoterms and Pty Ltd is not responsible for these contents nor do the contents constitute a contract. For full details and legal details, for a full and complete description, refer to the full version of Incoterms, 2020 by the International Chamber of Commerce at the ICC website.





**DHI Group – Standard Bidding Document for Goods and Services**

