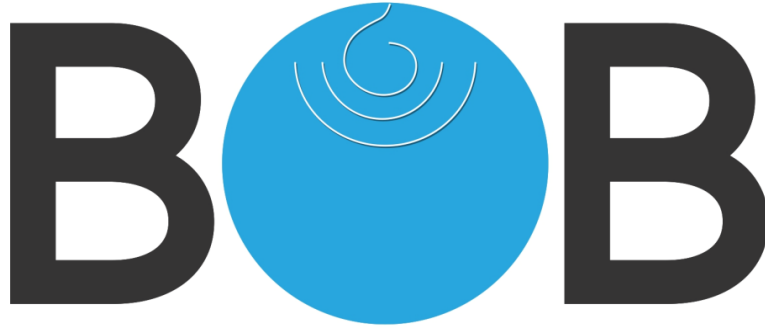


འབྲུག་གི་དངུལ་ཁང་།



BANK OF BHUTAN

A **dhi** Company

Banker to the Nation since 1968

**STANDARD BIDDING DOCUMENT
FOR NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC)
OF DIESEL GENERATORE (DGs) IN THIMPHU HEAD OFFICE AND
PHUENTSHOLING MAIN BRANCH.**

Table of Contents

1.	SCOPE OF SUPPLY	5
2.	CLARIFICATION TO THE BIDDING DOCUMENT	5
3.	DOCUMENTS COMPRISING BID	6
4.	BID PRICE.....	6
5.	BID VALIDITY	6
6.	BID SECURITY.....	6
7.	SUBMISSION OF BIDS	6
8.	SUBMISSION DEADLINE	6
9.	BID OPENING.....	6
10.	EVALUATION OF BID.....	6
11.	PURCHASER'S RIGHT TO ACCEPT ANY BID, AND REJECT OR CANCEL ANY OR ALL BIDS	7
12.	AWARD OF CONTRACT	7
13.	PERFORMANCE SECURITY.....	7
14.	FORCE MAJEURE	7
15.	PAYMENT TERMS	8
17.	TERMINATION	8
18.	GOVERNING LAW	8
19.	DISPUTE RESOLUTION	8

NOTICE INVITING TENDER

NIT No.: 000/BoB/Tender/2025/0

Date: 14 February 2025

- **Purchaser Name:** Bank of Bhutan

- **Procurement of Goods:**

Bank of Bhutan would like to invite the Bhutanese and International firm with the valid trade license to participate for Non-Comprehensive Annual Maintenance Contract (AMC) of Diesel Generators (DGs) for Thimphu Head Office and Phuentsholing Main Branch

- **Scope of Work for Non-Comprehensive AMC of Diesel Generators (DGs)**

For:

- I. 625 KVA DG at HO Thimphu
- II. 250 KVA DG at HO Thimphu (Under warranty, so AMC is not required for first year)
- III. 125 KVA DG at Phuntsholing Main Branch

1. General Scope

This **Non-Comprehensive Annual Maintenance Contract (AMC)** covers **routine servicing, preventive maintenance, and breakdown support** for the Diesel Generators (DGs) mentioned above. The contractor shall provide scheduled maintenance services and inspections to ensure the generators function optimally, with minimal downtime. However, the cost of spare parts and major repairs will be borne by the Bank on a case-by-case approval basis.

2. Preventive Maintenance Services

The contractor shall perform **quarterly preventive maintenance** to ensure optimal DG performance. The scope includes:

2.1 Engine System Maintenance

- Checking and replacing engine oil as per schedule (cost of oil to be borne by the Bank).
- Cleaning and replacing air, fuel, and oil filters (filters to be supplied by the Bank).
- Inspecting belts, hoses, and tightening connections.
- Checking coolant levels and inspecting the radiator.
- Inspecting the engine for abnormal noise, vibrations, or leaks.

2.2 Fuel System Maintenance

- Inspecting the fuel tank and fuel lines for leaks and contamination.
- Draining water from the fuel filter/sedimenter.
- Checking the fuel pump for proper operation.
- Ensuring proper fuel injector performance.

2.3 Battery & Electrical System Maintenance

- Checking battery voltage, electrolyte levels, and terminal connections.



- Cleaning battery terminals and applying anti-corrosion treatment.
- Inspecting the alternator, starter motor, and wiring for faults.
- Testing the charging system and electrical connections.

2.4 Control Panel & Safety Features

- Testing all indicators, meters, and alarms.
- Verifying auto start/stop function and load transfer operation.
- Checking DG protection mechanisms (low oil pressure, high temperature, overload, etc.).
- Reviewing historical fault logs and resetting alarms.

2.5 Exhaust & Emission Control

- Inspecting exhaust piping, muffler, and mountings for leaks or damage.
- Ensuring compliance with noise and emission standards.

2.6 Alternator & Load Testing

- Checking alternator output voltage and frequency.
- Inspecting all wiring and terminations.
- Performing **load testing** to ensure performance (fuel cost borne by the Bank).

3. Breakdown & Emergency Support

- **Response time:** Contractor to respond within **24 hours** for minor issues and within **48 hours** for major breakdowns.
- **Diagnosis & minor repairs** (covered in AMC); however, parts replacement will be chargeable.
- **Spare parts & repairs:** Any required spare parts, major repairs, or overhauls will be **charged separately** upon approval from the Bank.

4. Exclusions (Chargeable Separately)

- Supply of **consumables** (oil, filters, coolant, batteries, etc.) to be arranged by the Bank.
- **Major repairs, overhauls, or part replacements** (including alternator, turbocharger, injectors, etc.).
- Fuel for testing and operational use.
- Damage due to **negligence, accidents, or external factors** beyond standard wear & tear.

5. Reporting & Documentation

- **Quarterly service reports** detailing the maintenance work performed.
- **Breakdown reports** including fault diagnosis and recommendations.
- **Annual performance review** with efficiency assessment and improvement suggestions.

6. Compliance & Safety Standards

- All servicing will be done as per OEM guidelines and industry best practices.
- Safety measures will be strictly followed to prevent hazards.
- DGs will be maintained to meet environmental and emission compliance.

7. Liability Clause

In the event of performance failure or non-fulfillment of obligations under the AMC, the contractor shall be held liable for any damages, financial losses, or operational disruptions caused by negligence, inadequate service, or failure to comply with the agreed maintenance schedule. The contractor shall rectify any such failures at no additional cost to the Bank within a reasonable timeframe. Repeated non-compliance may lead to termination of the contract, financial penalties, or legal action as deemed necessary by the Bank.

8. Contract Duration & Terms

- The AMC will be valid for **two- years** from the date of signing.
- Services will be scheduled as per the agreed maintenance plan.
- Payment terms, penalties for non-performance, and renewal conditions to be mutually agreed upon.

OWNERSHIP OF THIS STANDARD BIDDING DOCUMENT (SBD)

The content of this SBD is a copy right material of Bank of Bhutan (BoB).

▪ DUE DILIGENCE

The bid shall be deemed to have been submitted after careful study and examination of this SBD. The bid should be precise, complete and in the prescribed format as per the requirement of this SBD document. Failure to furnish all information or submission of a bid not in-line with this SBD will be at the bidders' risk and shall result in rejection of the bid. Also, the grounds for rejection of Bid should not be questioned after the final declaration of the successful Bidder.

The bidder is requested to carefully examine the SBD and the terms and conditions specified therein and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the SBD, Bidder should seek necessary clarification.

TERMS AND CONDITIONS OF SBD

1. Scope of Supply

- 1.1. The bidder(s) price quoted shall be as per the technical specification mentioned above and the Price Schedule as attached at **Annexure -II**.

2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from Admin & Procurement Section **OR** email to tandin.wangchuk@bob.bt and kinga.tshering2682@bob.bt not later than two calendar days from the date of bid submission. Clarification received after the deadline shall not be entertained.



3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:
- i. Valid Trade license;
 - ii. Tax clearance;
 - iii. Past Experience;
 - iv. Bid Submission Form in Annexure-I; and
 - v. Price Schedule in Annexure-II.

4. Bid Price

- 4.1. Prices shall be quoted in Ngultrum (BTN) or Indian Rupee (INR).

5. Bid Validity

- 5.1. The bid shall be valid for **30 calendar 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.

6. Bid Security

- 6.1. Not required.

7. Submission of Bids

The bidder(s) shall submit the bid via **tender.bt**.

8. Submission deadline

- 8.1. The deadline for receipt of your bid(s) and other required documents as per clause 3 of the above by the Purchaser at the indicated is on or before **3 March 2025 at 2:30 PM** Bhutan Standard Time (BST). Late submission of bid(s) shall not be entertained.

9. Bid Opening

- 8.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend **on 3rd March 2025 at 3:00 PM** (BST).

In case the 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

- i. The evaluation shall be based on the quoted amount of the AMC for two years.
- ii. To assist in the examination, evaluation and comparison of Bids, the Client may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing, and no change in the price or substances of the Bid shall be sought, offered or permitted. Failing to respond to the clarifications sought by the client within two working days will be treated as non-responsive and hence be rejected.
- iii. Non-compliance with the technical/product specification shall be considered as non-responsive bid and shall not be

evaluated.

b. While evaluating the quotations, the Bank will determine for each quotation and evaluate price by adjusting the quoted price in case there is any arithmetical errors as follows:

- i. Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
- ii. Where there is discrepancy between the Unit Rate and the line item, the resulting figure from multiplying the Unit Rate by the quantity shall prevail unless in the opinion of the Bank there is an obviously gross misplacement of the decimal point in the Unit Rate; and
- iii. If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

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

11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject or cancel 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 Notification of Award/ Purchase Order/Work Order to the successful Bidder.

12.2. Item shall be evaluated in lot wise and contract shall be awarded to the bidder offering the lowest evaluated bid.

13. Performance Security

The contractor shall provide Performance Security of 10% of contract amount; The bidder shall submit an unconditional bank guarantee issued by a reputable financial institution enforceable in any banks in Bhutan.

14. FORCE MAJEURE

- a) The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to fulfil its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15. Payment Terms

- 15.1. The payment shall be made quarterly after the submission of the quarterly servicing report and the payment will make within 30 working days after submitting the invoices.
- 15.2. 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 Bhutan.

16. Submission of Bid

- 16.1. The Bidder shall submit the Bid Submission and Price Schedule Form using the Form in the **Annexure I and II**: This form must be completed without any alterations to its content. All blank spaces shall be filled in with the information requested.
- 16.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

17. Termination

- 17.1. 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:
- 17.2. If the Supplier fails to perform any other terms and conditions specified with the Purchase Order/Contract,
- 17.3. If the Supplier does not take any remedial action of the default within a given time period after notifying by the Purchaser.

18. Governing Law

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

19. Dispute Resolution

- 19.1. 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.



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 the 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 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 the terms and conditions of the Contract.



SBD FOR AMC OF DIESEL GENERATOR (DGs)

- (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]



SBD FOR AMC OF DIESEL GENERATOR (DGs)

Annexure II: Price Schedule

[Describe below the items, unit and quantity of the Goods and related Service required].

SN	Description of Work	1 st Year AMC Cost	2 nd Year AMC Cost	Total AMC Cost
1	625 KVA DG at Thimphu Head Office			
2	250 KVA DG at Thimphu Head Office	Not required as it is under warranty		
3	125 KVA DG at Phuentsholing Main Branch			
4	Total			
5	Total Bid Price (in words)		
Name of Supplier: Contact No.: Email id: Date :/...../2025			Suppliers Official Stamp & Signature	

