

**TENDER BIDDING DOCUMENT FOR  
PROVIDING AND FIXING BOOTHS OF  
COMPLETE STALL**

**FOR THE FINANCIAL YEAR 2019-2020**

**BHUTAN CHAMBER OF COMMERCE &  
INDUSTRY,**

**THIMPHU**

Cost of Tender Document: Nu.00.00



<b>BIDDING GUIDE</b>		
<b>Sl.No.</b>	<b>Item/Activity/Provision Name</b>	<b>Description of Items/Activity/Provision</b>
1	Bidding Guide Detail	This is the Tender bidding guide for the <b><i>PROVIDING &amp; FIXING BOOTHS OF COMPLETE STALL</i></b>
2	Address of Bid	Please address your bids to <b>"The Secretary General, Bhutan Chamber of Commerce &amp; Industry (BCCI) Thimphu"</b> . Also please label your bid envelope clearly as <b>"Confidential: Bids for PROVIDING &amp; FIXING BOOTHS OF COMPLETE STALL"</b> .
3	Place of Providing & Fixing of Structure	The providing & fixing of structure shall be at Multi Level Car Parking (MLCP 1), Zangdhopelri Shopping complex.
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	<b>06/02/2020 on or before 10:00 Am and will be opened on the same date at 2:30 pm in the conference hall of BCCI, Thimphu.</b>
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.20000 in the form of bank demand draft/ cash warrant 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 envelop, & (vi) the bids conform to any other criterion specified in the Bidding guide.
10	Bid Submission Procedure	Bids are to be submitted in duplicates and shall be delivered by hand, courier or registered post. The Bidder shall seal both the original and the duplicate copies of the Bid (hereinafter referred to as inner envelopes) and submit them packaged inside a single large envelopes shall be sealed with adhesive or other sealant to prevent reopening.



		<ul style="list-style-type: none"> <li>i. The inner envelopes shall: <ul style="list-style-type: none"> <li>(a) Be signed across their seals by the person authorized to sign the Bid on behalf of the Bidder;</li> <li>(b) Be marked "ORIGINAL", and COPIES."</li> </ul> </li> <li>ii the outer envelope shall: <ul style="list-style-type: none"> <li>(a) Be marked "Confidential";</li> <li>(b) Be addressed to the BCCI at the address provided in the Bidding Guide;</li> <li>(c) Bear the name of the Contract as defined in the Bidding Guidelines; and</li> <li>(d) Provide a warning not to open before the specified time and date for Bid opening.</li> </ul> </li> <li>iii. In addition to the identification required, the inner envelopes shall indicate the name and address of the Bidder, to enable the Bid to be returned unopened in case it is declared late.</li> <li>iii. If the outer envelope is not sealed and marked as above, the BCCI shall assume no responsibility for the misplacement or premature opening of the Bid.</li> </ul>
11	Bid Form (Annex A)	Please fill up the necessary spaces in "Annexure A: "Bid Form" with your bids and others details.
12	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.
13	Bid Evaluation Criteria	<p>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 :</p> <ul style="list-style-type: none"> <li>i. The origin of goods (Goods of Bhutanese origin shall receive preferential treatment to a maximum of 1 score point),</li> <li>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)</li> <li>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 then lowest bidder and so on.),</li> <li>iv. Presence of catalogues/brochures/samples etc of the goods being offered with the bid.</li> </ul>
14	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.
15	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 chairmen 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.
16	Contract Validity Period (price validity period)	The price of structure should have validity of 1 year from award of contract. The quoted price must remain unchanged for duration of 1 year.
17	Advance Payment	<b>NONE</b>
18	Payment For Work Delivery	The payment for work shall be made to the firm in full within 30 days from the date of exhibition end in full.
19	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 <b>(Total value*0.1*Number of days [late]) to be deducted from the final payment</b> . 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.
20	Sample of Works Being Sought & Price Schedules	Refers " <b>Annexure 1</b> " for specification of works & Price Schedule which is being sought by the procuring agency.
21	Transportation and Taxes	For every work order, the bidder <b>MUST</b> 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 price for the good <b>INCLUSIVE</b> 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.
22	Require Documents/Formalities	All the required documents/formalities regarding manufacturing/import/transportation of the specified goods should be arranged by supplier.
23	Clarification on the Bidding Document	Please direct any valid quires 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.
24	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: Supply providing and fixing of booths for Made in Bhutan Exhibition.**

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 provide and fix the structure in conformity with the said Bidding Documents.
2. We undertake, if our Bid is accepted, the construction of booths 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. We agree to abide by this Bid for Made in Bhutan Exhibition to be held from 19-21 February 2020 and it shall remain binding upon us.
5. 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.
6. 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, the .....and 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 sing above, the .....shall 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 .....

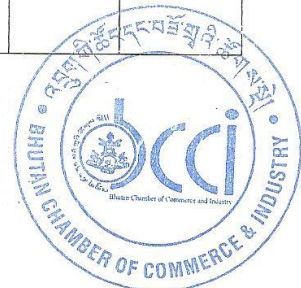


**Head, Administrative & Finance Division**



## ANNEX: 1

Sl.No	Particular	Specification	Qty	Rate	Remarks
1	Sound & Lighting	Stage super structure	Sq. ft		
		Back drop with frame & fixing	Sq. ft		
		Back drop without frame & fixing	Sq. ft		
		Flex Banner Printing	Sq. ft		
		Stage light-2 power point, 4 tube light	Set		
		Stage main line charge	Power line		
		Sound system 1000W	Per day		
		Light system 16 park light with chaser	Per events		
		Flood light 1000Watts	Per events		
		2	Structure	Super structure with ceiling	
Octonum Partition	Per events				
Carpet New	Sq.ft				
Flooring 3" Height	Per Sq.ft				
Power point	Per events				
Tube light	Per events				
Table,	Per events				
Chair	Per events				
Name Fascia (Printing & Fixing)	Per pcs				
Dust Bin	Per pcs				
Ceiling	Sq.ft				
Display shelf wood 19mm	Per events				
Chukheb	Per meter				
Mentshi Yoela	Per meter				
Main event gate 16'x14' Complete	Per events				
Opening gate 12'x10' complete	Per events				
Pavilion gate 12'x10' complete	Per events				
Canopy	Per events				
Portable Toilet	Per Event				
LED Screen	Per Events				
Fire Extinguisher	Per Event				
3	Complete Stall 3x3	Octonum Partition			
		Carpet New			
		Flooring 3" height			
		Internal Light, 1 Power Point & 2 Tube light			
		Dust bin			
		Name Fascia (Printing & Fixing) & 2 Nos. for the corner stall			
		1 Table & 2 Chairs			
4	Complete Stall 3x2	Octonum Partition			
		Carpet New			
		Flooring 3" height			
		Internal Light, 1 Power Point & 2 Tube light			
		Dust bin			
		Name Fascia (Printing & Fixing) & 2 Nos. for the corner stall			
		1 Table & 2 Chairs			



5	Outdoor complete stall 3x3	Super Structure with roof			
		Octonum Partition			
		Carpet New			
		Flooring 3" height			
		Internal Light, 1 Power Point & 2 Tube light			
		Dust bin			
		Name Fascia (Printing & Fixing) & 2 Nos. for the corner stall			
		1 Table & 2 Chairs			
6	Outdoor complete stall 3x2	Super Structure with roof			
		Octonum Partition			
		Carpet New			
		Flooring 3" height			
		Internal Light, 1 Power Point & 2 Tube light			
		Dust bin			
		Name Fascia (Printing & Fixing) & 2 Nos. for the corner stall			
		1 Table & 2 Chairs			
7	Platinum: (Open Space measuring 70ftx40ft)	20ftx20ft stall			
		Stab backdrop banner size 20ftx10ft			
		Flooring of 20ftx10ft with internal ceiling/carpert			
		Railing & stall entry gate			
		Imprint logo on ads banners & other print material			
		2 table & 4 Chairs			
		3 name fascia( printing & fixing)			
		Dustbin			
Internal light 2 power point & 4 tube light					
8	Gold: (Open Space measuring 50ftx30ft)	20ftx20ft stall			
		Stab backdrop banner size 20ftx10ft			
		Flooring of 20ftx10ft with internal ceiling/carpert			
		Railing & stall entry gate			
		Imprint logo on ads banners & other print material			
		2 table & 4 Chairs			
		3 name fascia( printing & fixing)			
		Dustbin			
Internal light 2 power point & 4 tube light					
9	Sliver: (Open space Measuring 40ftx30ft)	20ftx20ft stall			
		Stab backdrop banner size 20ftx10ft			
		Flooring of 20ftx10ft with internal ceiling/carpert			
		Railing & stall entry gate			
		Imprint logo on ads banners & other print material			
		2 table & 4 Chairs			
		3 name fascia( printing & fixing)			





		Dustbin			
		Internal light 2 power point & 4 tube light			
10	Premium stall	36 sq meter stall size			
		Carpet New			
		Flooring 3" height			
		Internal light 2 power point, 4 tub light			
		2 table & 4 Chairs			
		3 Name fascia (Printing & fixing)			
		1 Dustbin			
11	Stage	Complete set with size of 20'x20' with flooring & ceiling			
12	V.I.P Lounge	Complete set with size 20'x20' with flooring & ceiling			



*[Handwritten signature]*