

Bid no: DCHS-DoC/DDRP/Package-II/2016-17/451

**DRUGYEL DZONG RECONSTRUCTION PROJECT
DIVISION FOR CONSERVATION OF HERETAGE SITES
DEPARTMENT OF CULTURE
MINISTRY OF HOME CULTURAL AFFAIRS**



**BIDDING DOCUMENTS
FOR
HIRING OF VEHICLES & MACHINERIES
FOR
DRUGYEL DZONG RECONSTRUCTION PROJECT
(FISCAL YEAR 2017 – 2018)**

Name of works: Hiring of Vehicles & Machineries for the Drugyel Dzong Reconstruction Project.

Terms and condition:-

1. The Drugyel Dzong Reconstruction Project under Department of Culture, Thimphu (herein after referred to as the Client) wishes to receive bids from the individual or company vehicle owners for Hiring of Vehicles & machineries here of (here in after referred to as "the Contractor")
2. The cost of bidding document prescribed in the Notice Inviting Tender shall be borne by the bidders.
3. The tender Committee shall not be bound to accept the lowest or any particular quotation. It shall have the right to reject any of all quotation without assigning any reason.
4. A sealed Quotation should be submitted on or before **5.00Pm of 7th September, 2017** and it will be opened in presence of intending bidders on **8th September, 2017 at 2.00Pm** in the office of **Director General, Department of Culture, Thimphu.**
5. Earnest money/security deposit of **Nu. 20,000.000 (Twenty thousand)** only shall be deposited at the time of submitting the quotation in **demand draft/cash warrant** issued by the Financial institute of Bhutan payable to the **Project Manager, Drugyel Dzong Reconstruction Project**. No other forms of earnest money shall be accepted. Quotation not accompanied by the earnest money or otherwise not conforming to the terms and condition shall be liable for rejection without explanation.
6. The earnest money of the unsuccessful bidders shall be refunded on award of the contract to the successful bidder.
7. The schedule of rate/format is enclosed and must be completed carefully by the firm/owner before submitting the quotation.
8. The bill for the hire charges must be submitted at the end of every month and the same shall be paid at the earliest after proper verification from the concerned official at site.
9. Cost should include running, maintenance, driver's pay and fuel, changing of Mobile, parking fees, tyres and all consumable and non consumable items of the vehicle.
10. The owners should renew all documents related to the vehicle/machines as and when required and should bear the cost for it. And also any matter related to RSTA or government agency etc. is the responsibility of the owner only. The hiring charges of machineries/vehicles shall not be entitled during major break down or idle situation.

11. The intending bidder must timetable for periodical maintenance including changing of engine oil etc during submission of the bid.
12. If the owners fails to depute another vehicle/machine after five (5) days during maintenance or break down, a penalty of 10% per day of the total cost per month shall be levied as liquidity damage and if does not turn up for work within another five (5) days under liquidity damage, the security deposit shall be forfeited and the contract shall be cancelled.
13. The payment shall be made on daily basis for total number of day used if the vehicle/machines are utilized by the project is less than 30days
14. The rate offered shall be valid for one year and in any case/reason shall not be liable for change/adjustment
15. Usual work time starts at 7.00AM to 5.00PM. However, in order to complete the works in time, the overtime will be done till 9.00PM. Therefore, it is obligatory to keep the vehicle at site to cater the above time and during emergency at night.
16. If any misfortune/accident occurs, the owner is liable for penalty or to pay compensation to partial disablement or to total disablement of death etc as per the Rules & regulation of RSTA. In any case, the Client is not liable for such payment /penalties.
17. The owner is also responsible for repair of his or other party's vehicle/properties or if any, incase of accidents etc.
18. It is obligatory on the part of the owner to keep the vehicle/machines well maintained every time. The owner shall inform the project management in writing one week before for doing maintenance or changing of engine oil etc.
19. It is obligatory on the part of intending bidder to acquaint himself/herself with the nature of work and terms & conditions laid in this document before filling the rate. You may contact the concerned office for further clarification.
20. The contractor's tax etc shall be recovered from the contractor's bill as per rules laid down by the Government from time to time.
21. The project management shall inform the selected bidder one day in advance to depute the vehicle/machine to the project site as and when required and the selected bidder should be in the position to send the vehicle/machines whenever the project orders.
22. The rates asked for the vehicles & machineries are not for hiring full time but for use of vehicle as and when required at the site.

23. Any terms and condition not covered herein shall be governed by the financial manual of the RGOB.
24. After expiry of contract agreement, a fresh contract will be floated or if agreed by the parties, the agreement based on same rates will be renewed from time to time.
25. The bidder must submit 2nos of copies in one envelope (duplicate and original) and must be addressed to the employer as follows:

**The Project Manager.
Drugyel Dzong Reconstruction Project,
Paro Bhutan**

- a) bear the following identification on the main envelope:

Bid for **"Hiring of Vehicles & Machineries"**