

**DESSUNG SKILLING PROGRAMME
THIMPHU: BHUTAN**



**BIDDING DOCUMENT
FOR
DISPOSAL OF VEHICLES**

March 11, 2025

Tender for "Disposal of Vehicles"

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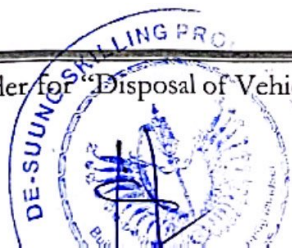
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De-suung Skilling Programme
His Majesty's Secretariat



NOTICE INVITING TENDER

FOR

DISPOSAL OF VEHICLES

NIT No. DSP/SS/NIQ-01/2025/01

Date: March 11, 2025

Desuung Skilling Programme (DSP) invites sealed bids from interested bidders for sale of used Isuzu V-Cross Hilux located at the office of DSP, Taba on "AS IS WHERE IS" basis.

Bidding Document shall be available on the DSP website (www.dsp.org.bt) from 11.03.2025 to 24.03.2025. The document can be downloaded free of cost during this period. Bids shall be received up to 25.03.2025 at 1:00 PM and shall be opened on the same day at 3:30 PM.

Head Shared Services
Tel: +975-17548753



Tender for "Disposal of Vehicles"

TERMS AND CONDITIONS

1. Scope of Bid

- 1.1 Desuung Skilling Programme hereinafter referred to as "DSP" wishes to receive sealed bids from interested bidders for sale of vehicle located at Taba, Thimphu on "As Is Where Is" Basis. A list of Vehicles for disposal is tabulated in Price Schedule.

2. Eligible Bidders

- 2.1 All interested bidders are eligible to participate in the bidding process.
- 2.2 Individuals and Firms participating in this Tender are required to submit a copy of Citizenship Identity Card/Trade License respectively along with the Bid as a proof of their identity/establishment.

3. Cost of Bidding

- 3.1 The bidder shall bear all costs associated with the preparation and submission of its Bid and the DS shall, in no case, be responsible or liable for those costs.

4. Clarification of Bidding Documents

- 4.1 Prospective bidders requiring any further information or clarification on the bidding documents may notify DSP in writing. DSP shall respond in writing to all the bidders who have registered to any request for information or clarification of the Bidding Documents provided the request is received not later than **March 20, 2025**. The contact details for sending clarifications are as under:

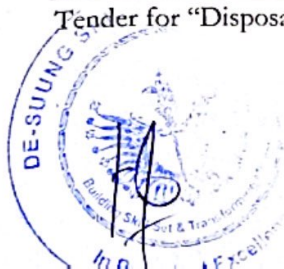
Karma Tshering
Head Shared Services
Desuung Skilling Programme
Thimphu: Bhutan.
(Mobile. No: 1754853)
(Email ID: ktshering@moe.gov.bt)

5. Amendment of Bidding Documents

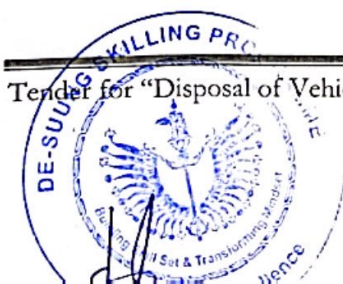
- 5.1 At any time prior to the deadline for submission of bids but not later than **March 20, 2025**, DSP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by addendum. The amendments shall be uploaded to its website and sent to the bidders who have registered with DSP.
- 5.2 The amendment shall be part of the Bidding Documents and will be binding on all bidders.
- 5.3 To allow prospective bidders reasonable time in which to take the addendum/amendment into account in preparing their bids, DSP may at its discretion, extend the deadline for submission of bids.

6. Bid Price

- 6.1 Unless stated otherwise in the Bidding Documents, sale shall be on "As Is Where Is" Basis.
- 6.2 The price to be quoted in the price schedule shall be in unit price and the total price for each item written both in figures and words.



- 6.3 Any interlineation, erasures, overwriting, cutting or alteration shall only be valid if they are initiated by the authorized signatory to the bid.
- 6.4 DSP shall release items on a **item wise** to the highest offered bidder provided bid rates are equal to or greater than the reserve prices and or as decided by the Tender Committee.
7. **Period of Validity of Bids**
- 7.1 The bid shall remain valid up to **June 25, 2025** within which period, the bidders cannot withdraw their bids or change their rates.
- 7.2 Notwithstanding Sub Clause 7.1 above, DSP may solicit bidder's consent to an extension of the period of bid validity. The request and response thereto shall be made in writing. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 8.1 shall be suitably extended.
- 7.3 A bidder may refuse the request to extend the validity of its Bid without forfeiting its Bid security. In such a case, the Bid of the Bidder, refusing to extend the validity of its Bid, shall not be considered for evaluation and award.
8. **Bid Security**
- 8.1 The bidder shall submit along with the Bid, a Bid Security equivalent to 10% of the total quoted amount in the form of Demand Draft/Cash Warrant drawn in favour of Desuung Skilling Programme, Thimphu issued by any financial institution in Bhutan/India acceptable to DSP. The bid security shall be valid up to 30 days beyond the bid validity. Under exceptional circumstances, the bidder shall be allowed to deposit cash through Bank transfer.
- 8.2 The Bid Security shall be submitted as a part of the Bid in a separate sealed envelope. Any bid not secured in accordance with Clause 8.1 above shall be rejected as non-responsive.
- 8.3 The Bid Security of the successful bidders shall be adjusted against the money to be deposited for the items' sold.
- 8.4 The Bid Security of the unsuccessful bidders whose bid is unsuccessful shall be released upon issuance of the Letter of Award to the successful bidders.
- 8.5 The bid security shall be forfeited if:
- i. A Bidder withdraws its bids during the period of bid validity specified by the bidder; or
 - ii. A successful bidder fails to deposit the balance amount within the stipulated time frame; or
 - iii. If a Bidder does not accept the arithmetical corrections of its bid price.
9. **Integrity Pact Statement**
- 9.1 The bidder shall sign the integrity pact statement as per the format provided and submit along with the bid.



10. Signing, Sealing, Submission and Opening of Bids

10.1 All the pages of the bid shall be signed by the bidder. All envelopes shall be sealed with adhesive or other sealant to prevent re-opening and each envelope shall have the NIT title and Reference number. DSP shall not be responsible for the lost or incomplete of the bid if it is not sealed as required. The bidder shall indicate the name and address of the bidder on the envelope to enable the bid to be returned unopened in case it is declared "Late" or "Rejected".

10.2 All bids are to be completed and submitted to the following address as per the terms and conditions of this document within **1:00 PM of 25.03.2025**:

Head Shared Services
Desuung Skilling Programme
Thimphu: Bhutan.
(Mobile. No: 1754853)
(Email ID: ktshering@moe.gov.bt)

10.3 Bids shall be opened on **March 25, 2025 at 3:00PM** in the presence of any bidder(s) or their authorized representative (**one only**) who wishes to attend the bid opening.

10.4 DSP shall prepare a record of Bid opening which shall include the following:

- i. NIT title and reference number
- ii. Bid submission date and time
- iii. The date, time and place of bid opening
- iv. Bid price, offered by the bidder including any discount
- v. The presence or absence of bid security and its amount
- vi. The name and nationality of each bidder
- vii. The name and signature of attendees at the Bid opening

11. Late Bid

11.1 Any bids received by DSP after the deadline for submission of the bid prescribed by DSP, pursuant to Sub Clause 10.2 shall be declared "Late" and returned unopened to the bidder.

12. One Bid per Bidder

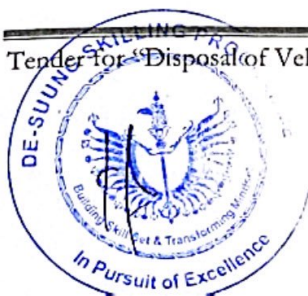
12.1 Each bidder shall submit only one bid against NIT either by self or as a partner. Any bidder who submits more than one Bid against NIT shall be disqualified.

13. Substitution, Modification and Withdrawal of Bids

13.1 The bidder's may withdraw, substitute or modify its bid after it has been submitted by sending a written withdrawal/substitution/modification notice prior to the deadline for submission of bids, duly signed by an authorized representative. The bid requested to be withdrawn shall be sent unopened to the bidder.

13.2 The substitution or modification of the bid must be prepared, sealed and marked in accordance with provisions under Clause 10.

13.3 No bid shall be substituted or modified after the deadline for submission of bids.



14. Correction of Arithmetical Errors in Price Bid

14.1 Arithmetical errors shall be corrected at the time of evaluation of Price Bid and the corrected figure will be considered as evaluated Bid price. The corrections in the Bid price shall be done as per the provisions of this clause and shall be binding on the Bidder. If the Bidder does not accept the correction of errors as per the provisions of this clause, the Bid shall be rejected and the Bid security forfeited.

14.2 If there is a discrepancy between the product of unit price and quantity for each item, and the total price, the unit price and quantity shall prevail and the total price shall be corrected unless in the opinion of the DSP there is an obviously gross misplacement of decimal point in the unit rate, or ignoring to put any zero or putting any extra Zero in the unit price in which case, the total of line item as quoted shall govern and unit rate shall be corrected accordingly.

14.3 If there is discrepancy between summation of subtotals and total price, the summation of subtotal price shall prevail, and the total price shall be corrected.

14.4 If there is a discrepancy between words and figure of the total price for each item/lot, wherever the Bid document requires the figures to be written in both words and figures, the amount in words shall prevail unless the amount expressed in word has an arithmetic error.

15. Inspection of Disposal items

15.1 The bidders are expected to visit and inspect the Vehicles to assess the actual conditions on “As Is Where Is” Basis during the working hours between 09:00 hrs.to 17:00 hrs except on Saturdays, Sundays and Government Holidays. The visit shall entirely be for inspection of vehicles for disposal. DSP also reserves the right to postpone the visit and inspection of items and selectively allow the entry of Bidder or its authorized representative.

15.2 The focal persons for inspection of disposal items are:

Karma
Motor Transport Officer
DSP, 17681178

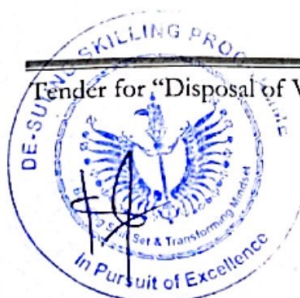
16. Rights to Accept and Reject any or all Bids

16.1 DSP reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for DSP's actions.

17. Letter of Award

17.1 DSP shall notify the successful bidder offering the highest bid price for each item through the issue of Letter of Award indicating the unit price and quantity of item and the total amount to be deposited to DSP account within the stipulated time frame.

17.2 DSP reserves the right not to sell any of the Vehicles, if the quoted price is not equal to or more than the reserve price.



18. Release of Disposal Items

18.1 The Vehicles shall be released to the successful Bidder by the authorized representatives of the DSP upon payment of full amount of Vehicle awarded and on production of original Release Order(s).

18.2 The full amount shall be deposited within 30 (thirty) days from the date of issue of Notification of Award. Failure to do so may result in cancellation of the Award and forfeiture of the Bid Security.

19. Demurrage Charges

19.1 The successful bidders shall complete lifting of the vehicle within sixty (60) days from the date of issue of Letter of Award. After 60 days, rental charges @Nu/Rs.500.00 (Ngultrum/Rupees Five Hundred only) per day shall be charged against each item regardless of the space occupied by the items for a period of thirty (30) days.

19.2 Failure to lift the vehicles within the extended period (i.e., 90 days) from the date of issue of Letter of Award, may result in forfeiture of the Bid Security and the cancellation of Award.

20. Damages or Losses

20.1 DSP shall not be held responsible and accountable for any damages or losses caused to the items for which payment has been made, but not lifted within 60 (sixty) days from the date of issue of Letter of Award.

21. Transportation

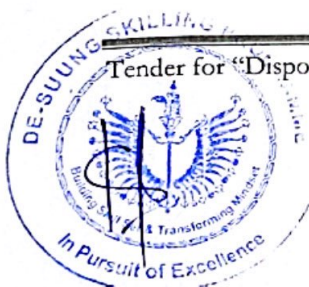
21.1 The successful Bidder shall make its own arrangement to lift and transport the disposal items after the issuance of Letter of Award.

22. Taxes & Duties

22.1 The successful Bidder shall be responsible to pay statutory taxes, duties and levies, etc. which may arise in connection with this Contract.

23. Dispute Resolutions

23.1 The party shall be in good faith resolved disputes arising out of the contract through negotiated settlement. In the event, parties cannot reach an amicable settlement through negotiation within 60 days of the first notice to negotiate, the parties shall initiate judicial proceedings in the Royal Court of Justice, Thimphu, where, in either of the party's opinion, such judicial proceedings are necessary to preserve their rights.



Form 1: Bidder's Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below]

Date:[insert date of Bid submission]

Tender No.: *NIT No. DSP/SS/NIQ-01/2025/01*

1. Bidder's Legal Name:	
2. CID No. (Pl. submit the CID copy)	
3. Address:	
3. Telephone/ Mobile numbers:	
4. E-mail Address if any,	



Tender for "Disposal of Vehicles"

FORM 2: INTEGRITY PACT STATEMENT

1 General:

Whereas, Karma Tshering, Head Shared Service, representing the Desuung Skilling Programme, hereinafter referred to as the "Employer" on one part, and(Name of bidder or his/her authorized representative, with power of attorney) representing M/s.(Name of Person/Firm), hereinafter referred to as the "Bidder" on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document, which shall be signed by both the parties at the time of purchase of bidding documents and submitted along with the tender document. This IP is applicable only to "large" scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

2 Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the bidding process¹ and contract administration², with a view to:

- 2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this IP shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer Commits itself to the following: -

- 4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
- 4.2 The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.
- 4.3 Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
- 4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

1 Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

2 Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/taking over.



Tender for "Disposal of Vehicles"

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following:-

- 5.1 The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
- 5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
- 5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

- 6.1 The breach of the IP or commission of any offence (forgery, providing false information, mis-representation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including De-barment Rules.
- 6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

- 7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at (place) _____ on (date) _____

Affix
Legal
Stamp

EMPLOYER

BIDDER/REPRESENTATIVE

CID:

CID:

Witness:

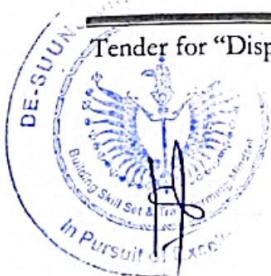
Witness: _____

Name:

Name:

CID:

CID:



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PRICE SCHEDULE

SI N	Vehicle Type with No.	Year of Registration	Condition	Engine No.	Chassis No.	Unit Rate (in figures)	Unit Rate (in words)
1	Isuzu V Cross Hilux BG-1-A3642	30.11.2022	Running	AFF857	M3GTGS876NBA00543		
2	Isuzu V-Cross Hilux BG-1-A3640	30.11.2022	Running	AAF858	M3GTG3876NBA00544		
Total							

Sign and Seal of the Bidder:

***Documents comprising Bid:**

1. *Bid Security*
2. *Signed Bidder's Information Form*
3. *Signed Integrity Pact*
4. *Signed Price Schedule*

