



Securing Future Together

CAPITAL MAINTENANCE AND MAJOR REPAIR WORKS FOR NPPF BUILDINGS AT THIMPHU

BIDDING DOCUMENT

APRIL 2026

Invitation For Bids (IFB)

Project: Capital Maintenance and Major Repair Works for NPPF Buildings at
Thimphu

Bid Number: NPPF/RED-10/2026/ 11 774

1. The National Pension and Provident Fund (NPPF) invite sealed Bids from eligible and qualified Class W2 and W3 Medium Contractors for the Capital Maintenance and Major Repair Works for NPPF Buildings at Thimphu.
2. The period for execution of the assignment is **7 Months**.
3. Bidding will be conducted through the National Competitive Bidding procedures specified in the RGoB and NPPF Procurement Rules, and is open to all Bidders from Countries as defined in Section III of the Bidding Documents.
4. Interested eligible Bidders may obtain further information from Real Estate Division in NPPF, Thimphu at 1799 1626 (hemraj.kharka@nppf.org.bt) and site inspection may be done upon prior appointment with the Maintenance Site In-charge (1727 8819, sangay.tenzin@nppf.org.bt) during office hours.
5. The Bidding Documents may be downloaded free of cost from the website www.nppf.org.bt
6. Bids must be delivered to the **Chief, Real Estate Division, NPPF Thimphu at or before 12.00 noon on 27/04/2026**. Electronic bidding shall not be permitted. Late and incomplete Bids will be rejected. Bids will be opened in the presence of the Bidders / representatives who choose to attend at 2.30 pm on 27/04/2026 in the NPPF Hall, Thimphu.
7. All Bids shall be accompanied by a Bid Securing Declaration.

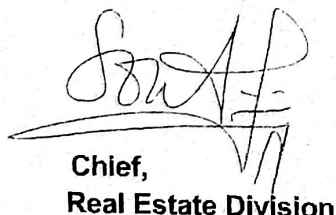

Chief,
Real Estate Division



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A. General

SECTION 1: INSTRUCTIONS TO BIDDERS (ITB)

A. General

1. Scope of Bids

1. The Procuring Agency as defined in Section II, Bidding Data Sheet (BDS), invites bids for the construction of Works, as described in the BDS and Special Conditions of Contract (SCC). The name and identification number of the Contract is provided in the BDS and the SCC.
2. The BDS shall also specify the contract duration to help the bidder determine in submission of bids.
3. These Instructions to Bidders and Bid Data Sheet shall not be part of the Contract and shall cease to have effect once the Contract is signed. The Invitation for Bids issued by the Procuring agency is not part of the Bidding Documents.
4. This Standard Bidding Documents (SBD) shall be used with minimum changes as necessary to address project specific conditions. Reasons for changes, if any, shall be documented and submitted for approval from the Head of the Procuring Agency.

2. Corruption

1. It is the policy of the Royal Government of Bhutan (RGoB) to uphold and promote the highest ethical standards by all Procuring Agencies and Bidders throughout the entire procurement process. All parties involved are expected to conduct themselves with integrity, transparency, and accountability at all times.
2. Compliance with the terms and conditions set forth in the Integrity Pact, as included in the Bidding Documents, is mandatory. Any breach of the Integrity Pact shall be considered a serious violation and may result in disqualification, termination of contract, or other legal consequences.
3. All instances or suspicions of corruption, fraud, collusion, or coercive practices in the procurement process must be promptly reported to the Anti-Corruption Commission (ACC) of Bhutan. Such matters shall be subject to investigation and necessary action in accordance with the Anti-Corruption Act of Bhutan and other applicable laws.

3. Eligible Bidders

1. A Bidder may be a private entity, government-owned entity, or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In

the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms.

2. A Bidder may have the nationality of any country, subject to the restrictions pursuant to ITB 3.7. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.
3. A Bidder shall not have a conflict of interest. Any Bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if:
 - (a) they have at least one controlling partner in common;
 - (b) they receive or have received any direct or indirect subsidy from either party;
 - (c) they have the same authorized legal representative for purposes of this Bid;
 - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process;
 - (e) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Works that are the subject of the Bid or in any other way provided consulting services in any aspect of the preparatory stages leading up to the issue of these Bidding Documents;
 - (f) a Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Agency as Project Manager for the Contract implementation; or
 - (g) a Bidder or any of its affiliates employs or otherwise engages a close relative of a civil servant who either is employed by the Procuring Agency or has an authority over the Bidder or its affiliates or over the bid. For the purposes of this Sub-Clause a close relative is defined as an immediate family which includes father, mother, brother, sister, spouse and own children.
4. A Bidder that is determined to be ineligible pursuant to any of the provisions of this Bidding Document shall not be eligible to be awarded a Contract.

5. Government-owned enterprises in Bhutan shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the Procuring Agency.
6. Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency as the Procuring Agency shall reasonably request.
7. A firm shall be excluded if:
 - (a) as a matter of law or official regulation, Bhutan prohibits commercial relations with the country in which the firm is constituted, incorporated or registered; or
 - (b) By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Bhutan prohibits any import of goods or contracting of Works or services from that country in which the firm is constituted, incorporated or registered or any payments to persons or entities in that country.
 - (c) For the information of Bidders, at the present time works, goods and services from the following countries are excluded from this bidding specified in the BDS.
8. A Bidder shall also be excluded if:
 - (a) has been debarred for general causes prescribed in the Debarment Rules;
 - (b) has not fulfilled his contractual obligations with the Employer in the past and shall be excluded from participating in the tender for a maximum period of two years; or
 - (c) Any other predetermined circumstances as deemed necessary by the procuring agency.

4. One Bid per Bidder

1. Each Bidder shall submit only one Bid, either individually or as a partner in a JV/ C/A. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the Bidder's participation to be disqualified.

5. Cost of Bidding

1. The Bidder shall bear all costs associated with the preparation, submission of his Bid, and the Procuring Agency shall in no case be responsible or liable for those costs.

6. Site Visit

1. The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works **especially the existing buildings and site where maintenance works shall be carried out** obtain all information that may be necessary for preparing the Bid and entering into a contract for Maintenance Works. The costs of visiting the Site shall be at the Bidder's own expense.

B. Bidding Documents

7. Content of Bidding Document

1. The set of Bidding Documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 9:

Section I: Instructions to Bidders

Section II: Bidding Data Sheet

Section III: Evaluation and Qualification Criteria

Section IV: Bidding Forms

Section V: General Conditions of Contract

Section VI: Special Conditions of Contract

Section VII: Contract Form

8. Clarification of Bidding Documents and Pre-Bid Meeting

1. A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or electronic mail at the Procuring Agency's address indicated in the BDS. The Procuring Agency shall respond to any request for clarification received no later than 7 days before submission of bids for Open Tendering Method and two days before submission of bids for LTM. Copies of the Procuring Agency's response shall be forwarded to all bidders of the Bidding Documents, including a description of the inquiry, but without identifying its source. Should the clarification result in changes to the essential elements of the Bidding Documents, the Procuring Agency shall amend the Bidding Documents, following the procedure in ITB Clause 9.
2. Pre-bid meetings, if necessary, shall be conducted to clarify doubts and concerns of the bidders prior to submission of bids based on the nature and complexity of the project. The Minutes/ decision of the pre-bid meeting shall be circulated to all participating Bidders without delay. Any modification of the Bidding Documents listed in Sub-Clause 8.1 which may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the issue of an Addendum pursuant to ITB Clause 9 and not through the minutes of the pre-bid meeting.
3. Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.

9. Amendment of Bidding Documents

1. Before the deadline for submission of bids, the Procuring Agency may modify the Bidding Documents by issuing addenda.
2. Any addendum thus issued shall be part of the Bidding Documents, shall be binding on all Bidders and shall be communicated in writing to all bidders.

If the addendum issued has a substantial impact to the bidder in submitting the bids, the Procuring Agency shall extend, as necessary, the deadline for submission of Bids, in accordance with ITB Sub-Clause 20.1 below giving the prospective Bidders reasonable time for preparing their Bids.

C. Preparation of Bids

10. Language of Bid

1. All documents relating to the Bid shall be in the language specified in the BDS.

11. Documents Comprising the Bid

1. The Bid submitted by the Bidder shall comprise the following:
 - (a) The Bid form;
 - (b) signed Bid Security declaration;
 - (c) Signed Priced Bill of Quantities (In lumpsum contracts, delete "priced Bill of Quantities" and replace with "Priced Activity Schedule");
 - (d) Documents establishing Eligibility & Qualifications of the Bidder;
 - (e) Written confirmation authorizing the signatory of the Bid to commit the Bidder; (f) any other documents specified in the BDS.
2. In addition to the requirements under ITB 11.1, Bids submitted by a Joint Venture, Consortium or Association (JV/C/A) of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the BDS:
 - (a) The minimum stake of the JV/C/A should be at least 20% for non-lead partners and at least 51% for lead partners.
 - (b) the bid shall include all the information listed in ITB 16 below for each JV/C/A partner;
 - (c) the Bid shall be signed so as to be legally binding on all the partners;
 - (d) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (e) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the JV/C/A;
 - (f) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge; and

(g) a copy of the JV/C/A Agreement entered into by the partners shall be submitted with the Bid; or a Letter of Intent to execute a JV/C/A Agreement in the event of a successful Bid shall be signed by all partners and submitted with the Bid, together with a copy of the proposed.

The Instruction to Bidders, Bidding Data Sheet, General Conditions of Contract, Special Conditions of Contract, Specifications, and drawings are for the information of the Bidders and are not required to be submitted by the Bidder.

12. Bid Prices

1. The Contract shall be for the whole Works, based on the priced Bill of Quantities submitted by the Bidder.
2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the Bidder shall not be paid for by the Procuring Agency when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
3. The Bidder shall quote its final all-inclusive net price, including all incidental costs, for carrying out the Contract. All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as of the date twenty-one (21) days prior to the deadline for submission of Bids, shall be included in the rates, prices and total Bid price submitted by the Bidder.

13. Currencies of Bid and Payment

1. The unit rates and prices shall be quoted by the Bidder entirely in Ngultrum (Nu). Foreign currency requirements shall be indicated as a percentage of the Bid price (excluding provisional sums) and shall be payable at the option of the Bidder in up to three foreign currencies.
2. The rates of exchange to be used by the Bidder in arriving at the local currency equivalent and the percentage(s) mentioned in ITB Sub-Clause 13.1 above shall be the selling rates for similar transactions established by the Royal Monetary Authority prevailing on the date 30 days prior to the latest deadline for submission of Bids. These exchange rates shall apply for all payments so that no exchange risk shall be borne by the Bidder. If the Bidder uses other rates of exchange, the provisions of ITB Clause 27.1 shall apply. In any case, payments shall be computed using the rates quoted in the Bid.

14. Bid Validity

1. Bids shall remain valid for the period specified in the BDS.
2. In exceptional circumstances, the Procuring Agency may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders responses shall be made in writing or by electronic mail. A Bidder may refuse the request without forfeiting the Bid Security. The refusal to extend the bid by the Bidder will make the bid invalid and shall not be further considered for evaluation and award.

15. Bid Securing Declaration

1. In lieu of a Bid Security, the Procuring Agency may instruct bidders to sign a Bid Securing Declaration in the form provided in the bidding documents accepting that they will be required to pay bid security amount specified in the BDS within five (5) days, if:
 - (a) Bidder withdraw or modify their Bids during the period of validity;
 - (b) Bidder fails to accept the arithmetical corrections of its bid price; or
 - (c) Bidder is awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bidding document.

2. Failure to pay as provided in ITB 15.1 will lead to Debarment of the Bidder from being eligible to submit bids for contracts with all the Government Procuring Agencies for the period prescribed in the Debarment Rules.

16. Documents establishing Eligibility & Qualifications of the Bidder

1. To establish Bidder's eligibility in accordance with ITB 3, Bidders shall complete the Letter of Bid, included in Section V, Bidding Forms.
2. In accordance with Section IV, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract, the Bidder shall provide the information requested in the corresponding information sheets included in Section V, Bidding Forms.
3. If a margin of preference applies as specified in accordance with ITB 17, domestic Bidders, individually or in Joint Ventures, applying for eligibility for domestic preference shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITB 17.

17. Margin of Preference for Domestic Bidders

1. As indicated in the BDS, domestic contractors may receive a margin of preference in Bid evaluation, for which this clause shall apply and the procedure used to apply the margin of preference shall be as stipulated in the BDS.
2. A domestic Bidder shall provide all evidence necessary to prove that it meets the following criteria to be eligible for a margin of preference in the comparison of its Bid with those of Bidders who do not qualify for the preference. A domestic Bidder shall:
 - (a) be registered within Bhutan, constituted under and governed by the civil, commercial or public law of Bhutan, and have its statutory office, central administration or principal place of business there; and
 - (b) have majority ownership by nationals of Bhutan.

Joint Ventures, Consortia and Associations of domestic firms may be eligible for the margin of preference provided that:

- (a) the individual partners satisfy the criteria of eligibility specified above in (a) and (b);
- (b) the JV/C/A is registered in Bhutan;
- (c) the JV/C/A satisfies any other criteria specified for the purpose of domestic preference eligibility, as specified in the BDS.

18. Format and Signing of Bids

1. The Bidder shall prepare one original of the documents comprising Signing of Bid the Bid as described in ITB Clause 11, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number specified in the BDS, and clearly marked as "COPIES." In the event of any discrepancy between the original and any copies, or between the original paper form of the Bill of Quantities (or Activity Schedule in the case of lump sum Contracts) and the electronic version, the original shall prevail.

2. The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to ITB Sub Clause 17.1. Unsigned Form of Bid & BOQ shall make the bid non responsive. All pages of the Bid where entries or amendments have been made shall be initiated by the person or persons signing the Bid.
3. The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Procuring Agency, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

19. Sealing and Marking of Bids

1. Bidders may always submit their Bids by hand and electronic bidding will not be accepted. The Bidder shall seal the original and all copies of the Bid, in separate inner envelopes contained within one outer envelope. All envelopes shall be sealed with adhesive or other sealant to prevent reopening.
2. The inner envelopes shall be signed across their seals by the person authorized to sign the bid on behalf of the Bidder; and be marked "ORIGINAL" and "COPIES".
3. The outer envelope shall be sealed with adhesive or other sealant to prevent reopening, be marked "Confidential"; be addressed to the Procuring Agency at the address provided in the BDS; bear the name and identification number of the Contract as defined in the BDS and SCC; and provide a warning not to open before the specified time and date for Bid opening.
4. 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.
5. If the outer envelope is not sealed and marked as above, the Procuring Agency shall assume no responsibility for the misplacement or premature opening of the Bid.

20. Deadline for Submission of Bids

1. Bids shall be delivered to the Procuring Agency at the address specified above no later than the time and date specified in the BDS.
2. The Procuring Agency may extend the deadline for submission of Bids by issuing an amendment, in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the original deadline shall then be subject to the new deadline.

21. Withdrawal, Substitution and Modification of Bids

1. Bidders may withdraw, substitute or modify their Bids by giving notice in writing before the deadline of submission of Bids.
2. Each Bidder's withdrawal, substitution or modification notice shall be prepared, sealed, marked and delivered in accordance with ITB Clauses 18 and 19, with the outer and inner envelopes additionally marked "WITHDRAWAL", "SUBSTITUTION" or "MODIFICATION" as appropriate.

3. No Bid may be withdrawn, substituted or modified after the deadline for submission of Bids.

E. Bid Opening and Evaluation

22. Bid Opening

1. The Procuring Agency shall open the Bids on the same day of bid submission deadline, including modifications made pursuant to ITB Clause 20, in the presence of the Bidders representatives who choose to attend at the time and in the place specified in the BDS. Any specific opening procedures required if electronic Bidding is permitted in accordance with ITB Sub-Clause 20.1 shall be as specified in the BDS.
2. Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 21 shall not be opened.
3. The Original & Copies will be opened at the Bid opening. The Bidders' names, the Bid prices, the total amount of each Bid, Bid withdrawals, substitutions or modifications, the presence or absence of Bid Securing declaration (and any other details the Procuring Agency may consider appropriate) responses to any Bidding Documents addenda; fulfillment of any such other specific formal requirements as are prescribed in the Bidding Documents; and such other details as the Procuring Agency may consider appropriate, shall be announced by the Procuring Agency at the opening. This information also shall be written on a notice board for the public to copy. Any Bid price not announced and recorded shall not be taken into account in Bid evaluation. The Bid form including appendices to Bid form, Bill of Quantities, Price Schedules, Bid Securities and any other important documents shall be initiated by all members of the Bid Opening Committee. All corrections/overwriting will be noted and recorded on each page of the Bill of Quantities. The Bid evaluation will be done using the Copies while the Original will be kept in safe custody. If there are any discrepancies between the Original & Copies, the Original shall prevail.
4. No Bid shall be rejected at Bid opening except for late Bids and non-signing of Bid Form.
5. Substitution Bids and modifications submitted pursuant to ITB Clause 21 that are not opened and read out at Bid opening shall not be considered for further evaluation regardless of the circumstances. Late, withdrawn and substituted Bids shall be returned unopened to Bidders.
6. The Procuring Agency shall prepare Minutes of the Bid opening, including the information disclosed to those present using the Records of Bid Opening form.
7. The Bidders' representatives and attendees who are present shall be requested to sign the record. The omission of a Bidder's or other attendee's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

23. Confidentiality

1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the award to the successful Bidder has been announced. Any effort by a Bidder to influence

the Procuring Agency's processing of Bids or award decisions may result in the rejection of his Bid.

24. Clarification of Bids

1. To assist in the examination, evaluation and comparison of bids, the Procuring Agency may, at the Procuring Agency's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing, including by electronic mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of the Bids.

25. Examination of Bids and Determination of Responsiveness

1. Prior to the detailed evaluation of Bids, the Procuring Agency shall determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 3; (b) has been properly signed; (c) is accompanied by the Bid Securing declaration; and (d) is substantially responsive to the requirements of the Bidding Documents.
2. A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Works; (b) which limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Agency's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
3. If a Bid is not substantially responsive, it will be rejected by the Procuring Agency, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
4. Missing/ Expired/ incomplete submission of documents like trade license, BCTA certificate, tax clearance certificate along with the bid should not become a rejection criterion, these do not include documents having bearing in the evaluation. The bidder should be given an opportunity to submit such documents during evaluation within a reasonable time specified by the evaluation committee, failing which the bid will be treated non-responsive. Any rejection due to non-responsiveness should be done after preliminary examination of the bids.

26. Correction of Errors

1. Bids determined to be substantially responsive shall be checked by the Procuring Agency for any arithmetic errors. Errors shall be corrected by the Procuring Agency as follows:
 - (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Procuring Agency there is an obviously gross

misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

2. The corrections will be notified in writing to the individual Bidder with a request for written acceptance of the corrections within the specified period as made in the notification. The amount stated in the Bid shall be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid shall be rejected, and the Bid Security may be forfeited.

27. Currency for Bid Evaluation

1. Bids shall be evaluated as quoted in Ngultrum (Nu) in accordance with ITB Sub-Clause 13.1, unless a Bidder has used different exchange rates than those prescribed in ITB Sub-Clause 13.2, in which case the Bid shall be first converted into the amounts payable in different currencies using the rates quoted in the Bid and then reconverted to Ngultrum (Nu.) using the exchange rates prescribed in ITB Sub-Clause 13.2.

28. Evaluation and Comparison of Bids

1. The evaluation shall be carried out using the e-Tool system, in accordance with the Evaluation Guidelines for Procurement of Works (Above Nu. 5 million) 2025.
2. The Procuring Agency shall evaluate and compare only the Bids determined to be substantially responsive in accordance with ITB Clause 25.
3. In evaluating the Bids, the Procuring Agency shall determine for each Bid and the evaluated Bid price by adjusting the Bid price as follows:
 - (a) making any correction for errors; and/or
 - (b) excluding provisional sums and the provision (unless no rates have been asked from the Bidders), if any, for contingencies in the Bill of Quantities, but including Day work, where priced competitively.
4. The determination of the qualification of bidder shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 16. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors), or any other firm(s) different from the Bidder.
5. The Eligible Bidder having submitted the best evaluated cost and substantially responsive Bid shall be evaluated by applying the evaluation criteria, sub criteria and points system specified in Section III, Evaluation and Qualification Criteria. Each responsive Bid will be given a technical score. Financial Bids of only those Bidders who score the minimum technical score specified in Section III, Evaluation and Qualification Criteria will be considered for the second stage of Bid evaluation to obtain technical-financial score.
6. In the case of Joint Venture, Consortium & Association (JV/C/A), the individual credentials of the JV/C/A partners need to be averaged using their stake for the purpose of evaluation under the parameters of similar work experience, performance score from previous work, bid capacity and credit line available. For the parameters of equipment

and manpower, their sources or information committed/provided by the JV/C/A as a single entity will be considered for award of points.

7. Domestic Bidders and Joint Ventures, Consortia or Associations of domestic Bidders who may be eligible for a margin of preference in Bid evaluation shall supply all information to satisfy the criteria for eligibility as described in ITB Clause 3 of these Instructions to Bidders.

29. Abnormally Low/ high Bids

1. An Abnormally Low/High Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low/High to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid price. Before proceeding to further analysis, the Procuring Agency shall revisit their departmental estimate to ensure its realistic rates compared to the prevailing market rates.
2. After revisiting the departmental estimate as provided in clause ITB 29.1, if the Procuring Agency determines that the Bid offered by the Bidder is 20% below or above the Agency estimate, the Procuring Agency shall eliminate the Bid(s).
3. The process for determining the award shall be as outlined in ITB Clause 32.

30. Seriously Unbalanced/ Front loaded Bid

1. If the Bid that is evaluated as the best evaluated cost, is seriously unbalanced or front loaded in Procuring Agency's opinion, the Procuring Agency may require the Bidder to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Bid prices with the scope of works, proposed methodology, schedule and any other requirements of the Bidding Document.
2. After the evaluation of the information and detailed price analyses presented by the Bidder, the Procuring Agency may as appropriate:
 - (a) accept the Bid and increase the performance security from ten percent (10%) up to maximum of 30% of the initial contract price; However, the total performance security amount shall be limited to maximum of 30% of initial contract price; or
 - (b) reject the Bid.

31. Sub-contractor

1. The Procuring Agency shall define the mechanism for sub-contracting parts of works to
Specialized firms registered with Bhutan Construction and Transport Authority or
Community for Skilled Workers (C4SW) registered with MoICE for plumbing and
Electrical works.
2. The Procuring Agency may define the mechanism for sub-contracting parts of works to
general contractors registered with Bhutan Construction and Transport Authority or any
other competent authority for categories of works for which specialized firms are not
available.

3. The principal contractor shall commit the specialized firms with their names during the Bidding and deploy the same or equivalent once selected as winning Bidder with a notification to the Procuring Agency of such deployment.
4. Payments shall be made directly to the principal contractor, not to the sub-contractor unless explicitly agreed otherwise between the Procuring Agency and the principal contractor with the specific mechanism to do so.
5. The principal contractor shall execute a contract with the subcontractor which shall bind the parties throughout the contract including the defect liability period.

F. Award of Contract

32. Award Criteria

1. In accordance with ITB 29.1, once bids that are 20% lower or higher than the Department's estimate are eliminated, the remaining bids will be used to calculate the average bid price.
2. Having calculated the Average Bid price, **the bid price closest, but less than average** will be considered as the Best Bid Price.
3. The following shall be the basis for carrying out ranking of bidders after determining **Best Bid Price**:
 - (a) All other bidders get proportionally lower scores, including those with lower bids.
 - (b) This is a non-linear scoring approach, instead of rewarding lower bids blindly, it rewards those closest to a target benchmark.
 - (c) When **Best Bid Price** is more than Bidders quoted Price:

60% x	Financial Bid quoted by the Bidder Best Bid Price
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- (d) When **Best Bid Price** is lesser than Bidders quoted Price:

60% x	Best Bid Price Financial Bid quoted by the Bidder
--------------	---

4. The Procuring Agency shall award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has scored the highest in the Technical (40%) and financial (60%) score of 100, provided that such Bidder has fulfilled the works in-hand ceiling prescribed by Bhutan Construction and Transport Authority.
5. In the event, a Bidder that fails to commit any one of the key Personnel and Equipment as specified in the evaluation criteria is determined as the best-evaluated bidder, the Bidder prior to the signing of the contract shall be required to submit a commitment

letter for timely engagement of equipment and manpower to the procuring agency as per the work plan.

33. Tie- Bids:

1. In the event of a tie in bid prices among two or more bidders, the Procuring Agency may adopt the measures to determine the award as specified in BDS.

34. Procuring Agency's Right to Accept any Bid and to Reject any or all Bids

1. The Procuring Agency reserves the right to accept or reject any Bid, reject all Bids, or to cancel the Bidding process, at any time prior to the Award of Contract, without thereby incurring any liability to the affected Bidders, the Bidder(s) shall however be informed with the justified reason(s) for cancellation or rejection.

35. Letter of Intent to Award and standstill period

1. The Procuring Agency shall notify the concerned Bidder whose Bid has been selected in writing (hereafter called the "Letter of Intent") that the Procuring Agency has intention to accept its Bid and the copy of this information shall be given to all other Bidders who have submitted the Bids. Such notification should be communicated in writing, to all the Bidders on the same day of dispatch.
2. If no Bidder submits complaint pursuant within a period of five (5) days of receipt of the letter of intent for Open Tendering Method and within (2) days for Limited Tendering Method, the Bidder whose Bid has been accepted shall be notified in writing of the award by the Procuring Agency prior to expiration of the Bid validity period. This notification letter (hereinafter called the "Letter of Acceptance") shall state the sum that the Procuring Agency shall pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

36. Performance Security

1. Within seven (7) working days after receipt of the Letter of Acceptance the successful Bidder shall deliver to the Procuring Agency a Performance Security in the amount stipulated in the BDS and in any of the following security form:
 - (a) unconditional bank guarantee in the form provided for in Section IX, Contract Forms, or another form acceptable to the Procuring agency;
 - (b) banker's certified cheque/ cash warrant; or
 - (c) demand draft.
2. The Performance Security shall be valid until thirty (30) days from the date of issue of the Certificate of Completion.
3. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

37. Signing of Contract

1. Upon the furnishing by the successful Bidder of the Performance Security, the Procuring Agency shall notify all other Bidders of the results of the Bidding and shall

publish a notification of award on the Procuring Agency's website. The notifications to all other Bidders as well as the notification posted on the Procuring Agency's website shall include the following information:

- (a) the Bid and lot numbers;
 - (b) name of the winning Bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded; and
 - (c) the date of the award decision.
2. The Letter of Acceptance shall constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security and signing the Contract. It shall be accompanied by two originals of the Contract in the form provided in Section V – Forms of Bid, Qualification Information, Letter of Acceptance, and Contract.
 3. The Contract shall incorporate all agreements between the Procuring Agency and the successful Bidder. It shall be signed by the Procuring Agency and sent to the successful Bidder with the Letter of Acceptance. Within seven (7) working days of receipt, the successful Bidder shall sign the Contract and deliver it to the Procuring Agency.

38. Issuance of work Order

1. After the signing of contract, the work order shall be sent to the contractor indicating the commencement of the project. Normally 10 working days upon issuance of the work order, however, based on the nature and complexity of the project, longer duration may be given.

39. Debriefing by the Procuring Agency

1. On receipt of the Procuring Agency's Letter of Intention to Award, an unsuccessful Bidder has five (5) days to make a written request to the Procuring Agency for a debriefing. The Purpose of debriefing is to inform the aggrieved Bidder of the reasons for lack of success, pointing out the specific shortcomings in its Bid without disclosing contents of other Bids.
2. Where a request for debriefing is received within the deadline, the Procuring Agency shall provide a debriefing within five (5) days.
3. The Procuring Agency shall discuss only such Bid and not the Bids of other competitors. The debriefing shall not include point-by-point comparisons with another Bid; and information that is confidential or commercially sensitive to other Bidders.

40. Complaint and Review

1. If the Bidder has or is likely to suffer, loss or injury due to breach of a duty imposed on the Procuring Agency by the provisions of this Bidding Document, the Bidder shall submit the complaint in writing to the Procuring Agency within five (5) days for Open Tendering Method and two (2) days for Limited Tendering Method from the date of Letter of Intent to Award.
2. The Head of Procuring Agency shall, within Five (5) days after the submission of the complaint, issue a written decision.

3. The aggrieved bidder must submit a detailed grievance along with all supporting documents which shall be one time. The Procuring Agency, while reviewing the grievance, must ensure a proper review and issue a timely decision. No further correspondence will be entertained from either party.
4. The Bidder may appeal to the Independent Review Body within three (3) days of the decision of the Head of the Procuring Agency or, where no such decision has been taken, within Eleven (11) days of the original complaint and the copy of the appeal shall be given to Procuring Agency on the same day.
5. Once the appeal copy is received by the Procuring Agency, it shall not proceed further with the procurement process until receipt of notification from the Independent Review Body Secretariat.

SECTION II : BIDDING DATA SHEET

A. General	
ITB 1.1	The Procuring Agency is National Pension and Provident Fund The name and identification of the contract are 'Capital Maintenance and Major Repair Works for NPPF Buildings at Thimphu' <i>** For replacement of C.I. pipes with P.V.C. pipes, the contractor shall carefully dismantle the existing C.I. pipes and stack/store them at a location as directed by the Engineer-in-Charge.</i>
ITB 1.2	The Intended Completion duration is 7 months
ITB 3.7 (c)	The following countries are excluded from this bidding – Not applicable
ITB 3.8 (c)	Any additional predetermined circumstances - None
B. Bidding Documents	
ITB 8.1	The Procuring Agency's address for clarification is: Mr. Hem Raj Kharka, Maintenance Engineer at hemraj.kharka@nppf.org.bt during office hours.
ITB 8.2	Pre-Bid Meeting <i>shall/shall not be</i> held.
C. Preparation of Bids	
ITB 10.1	The language of the Bid is English

ITB 11.1 (f)	Any additional materials required to be completed and submitted by the Bidders are <i>none</i> .
ITB 13.4	Bidders are required to substantiate the rates and prices.
ITB 14.1	The Bid shall be valid for 30 days from the deadline for submission of Bids
ITB 15.1	The Bid Security amount is Nu.146,000.00
ITB 17.1	Margin of domestic preference shall not apply
ITB 17.3 (c)	Other criteria to be used for the purpose of assessing domestic preference eligibility are none
ITB 18.1	In addition to the original Bid, the number of copies is <i>one</i>
D. Submission of Bids	
ITB 19.3 (e)	The warning shall read " DO NOT OPEN BEFORE 2.30 pm on 27/04/2026 "
ITB 20.1	The deadline for submission of Bids shall be 12.00 noon on 27/04/2026
E. Bid Opening and Evaluation	
ITB 22.1	The Bid opening shall take place on the same day as the closing day of the Bid submission at: NPPF Hall on 24/04/2026 at 2.30 pm
ITB 31.1	The parts of works which the Procuring Agency permits Bidders to propose subcontractor are designated as follows: Not available

ITB 33.1	<p>In the event of a tie in bid prices among two or more bidders, the Procuring Agency may adopt the following measures to determine the award:</p> <p><i>[Assessment of Past Performance or Relevant Experience: Preference may be given to the bidder demonstrating superior past performance or relevant experience in similar assignments, as evidenced through prior evaluations or contract records; OR</i></p> <p><i>Use of a Random Selection Method: Where the tied bidders are equally qualified and agreeable, the Procuring Agency may resort to a transparent and documented method such as a coin toss or drawing of lots to determine the successful bidder, OR any other criteria]</i></p>
F. Award of Contract	
ITB 36.1	The Performance Security amount shall be 10% of the quoted price

SECTION III. EVALUATION AND QUALIFICATION CRITERIA

1. Margin of Preference

If BDS specifies, the Procuring Agency will grant a margin of preference of twenty percent (20%) to domestic contractors, in accordance with, and subject to the following provisions:

1. Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required

to determine whether, according to the classification established by the Bhutan Construction and Transport Authority (BCTA) and accepted by the Procuring Agency, a particular contractor or group of contractors qualifies for a domestic preference. The Bidding Document shall clearly indicate the preference and the method that will be followed in the evaluation and comparison of Bids to give effect to such preference.

2. After Bids have been received and reviewed by the Procuring Agency, responsive Bids shall be classified into the following groups:

(a) Group A: Bids offered by domestic contractors eligible for the preference.

(b) Group B: Bids offered by other contractors.

3. All evaluated bids in each group shall, as a first evaluation step, be compared to determine the Bid with lowest evaluated cost, and the Bid with the lowest evaluated cost in each group shall be further compared with each other. If as a result of this comparison, a Bid from Group A is the lowest, it shall be selected for the award as the Best Evaluated Bid, if the Bidder is qualified. If a Bid from Group B is the lowest, as a second evaluation step, all Bids from Group B shall then be further compared with the lowest evaluated cost from Group A.

4. For the purpose of this further comparison only, an amount equal to twenty percent (20) of the respective Bid price corrected for arithmetical errors, but excluding provisional sums and the cost of day works, if any, shall be added to the evaluated cost offered in each Bid from Group B. If the Bid from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated cost from Group B based on the first evaluation step shall be selected.

5. The Procuring Agency shall use the criteria and methodologies listed in this Section to evaluate Bids. By applying these criteria and methodologies, the Procuring Agency shall determine the Best Evaluated Bid. This is the Bid that has been determined to be:

(a) substantially responsive to the Bidding Document; and (b) the lowest evaluated cost.

2. Evaluation Criteria

In addition to the criteria listed in ITB 28, the following criteria shall apply:

1. Qualification

Assess the eligibility as per the ITB clause 3 requirements

2. Capability (65 points)

(a) Similar Work Experience (0-10 points):

The Procuring Agency shall consider the aggregate size of similar works (maximum three) or size of the largest similar work in the last five (5) calendar years (including the year in which the work is being tendered). The evaluation score for this parameter shall be auto-generated from e-tool based on the following scoring criteria and similar work experience information updated in the e-Tool/ CiNET.

Parameter	Levels of Achievement	Score
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Aggregate size of similar contracts (max 3) in the last 5 calendar years	<ul style="list-style-type: none"> ● > 175% of current project size ● 125-175% of the current project size ● 75-125% of the current project size ● <75% of the current project size 	<ul style="list-style-type: none"> ● 10 ● 8 ● 4 ● 0
Size of the largest similar contract executed in the last 5 calendar years	<ul style="list-style-type: none"> ● > 100% of current project size ● 70-100% of the current project size ● 50-70% of the current project size ● <50% of the current project size 	<ul style="list-style-type: none"> ● 10 ● 8 ● 4 ● 0

The Bidder shall be responsible for updating the similar work experience information in the e-Tool/ CiNET to secure an accurate score on this parameter.

(b) Access to adequate equipment (0-20 points):

The Bidder should demonstrate that it will have access to the key Contractor's equipment listed below. The Procuring Agency to specify requirements for each Tier as applicable. The 100 points shall be allocated as follows and Total marks out of 100 will be scaled down to 20 points:

- Tier I importance: 50 points
- Tier II importance: 30 points
- Tier III importance: 20 points

Tier	Equipment	Number Required	Maximum Mark
I	Truck / Tipper	1	25
	Portable Concrete Mixer Machine	1	25
II	Truck / Tipper	1	15
	Scaffolding System with Platforms, Guardrails & Safety Accessories	Adequate quantity for simultaneous work on 2+ buildings	15
III	Welding Machine Set	1	10
	Pipe Cutting & Jointing Machine Set	1	10
Total			100

The Bidder shall be bound by the following conditions and required to provide following details of proposed items of equipment using the relevant Form in Section IV:

1. If any equipment is found to be engaged during the evaluation process, the particular equipment will be allotted zero (0) points.
2. In case the equipment is owned, not required to submit Registration Certificate and insurance copies, just provide the type of equipment and registration number.

3. In case of hiring of equipment, copy of the lease agreement with details of owner and registration number specific to the Tender; and
4. In case of equipment that does not require registration with BCTA, verification letter issued by Construction Association of Bhutan (CAB) valid for a period of 2 years until submission of tender.

(c) Access to skilled manpower (0-20 points):

The skilled and experienced manpower required for the timely and quality execution of the work to be made available for the Contract by the Bidder. The 100 points shall be allocated as follows and Total marks out of 100 will be scaled down to 20 points:

- Tier I importance: 40 points
- Tier II importance: 30 points
- Tier III importance: 20 points
- Tier IV importance: 10 points

Tier	Position	Qualification and Experience	Score
I	Project Engineer	Degree (BE/B.Tech) in Civil Engineering with minimum 2 years' experience in Building construction/ maintenance works OR Diploma in civil engineering with minimum 5 years' experience in building construction/maintenance works.	40
		Any other qualification	0
II	Site Supervisor (Civil)	Diploma in Civil Engineering with minimum 3 years' experience in building works OR VTI/TTI certificate holder with minimum 7 years' experience in building maintenance / construction	30
III	Foreman / Skilled Supervisors	VTI/TTI graduate or equivalent with minimum 2 years' experience in relevant trades (plumbing, painting and welding)	20
IV	Mandatory Manpower	Fresh Graduate/Diploma Engineer trained and certified CMS, OHS, e-GP & CDB/BCTA refresher course	10

			Total 100
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The Bidder shall be bound by the following conditions and required to provide following details of proposed skilled manpower and their experience records using the relevant Form in Section IV:

1. If any HR found to be engaged during the evaluation process, the proposed skilled manpower will be allotted zero (0) points.
2. The Key personnel may also act as the Safety Supervisor provided the key personnel shall be permitted to handle only one project.
3. Copies of signed CV of technical manpower using the standard CV format (Annexure 1) committed along with Academic transcripts. The year of experience shall be based on the past experience specified in the CV. Provisional certificate shall be accepted up to one year from date of graduation.
4. Copies of Citizenship ID Cards or work permit/ Passport/ Election/ Voter ID cards (for foreign workers) of all manpower committed.
5. Copies of contract agreements with all personnel if they have been hired on contract by the contractor endorsed from CAB.
6. Copies of Provident Fund Account Documents for all personnel or payrolls or Copies of monthly remittance schedule of Health Contribution and Tax Deducted at Source for all personnel committed for with monthly gross income of Nu. 25,000 and more.

(d) Average performance score from previous works (0-15 points):

The Procuring Agency shall consider the performance of the contractor in the last 5 calendar years (last being the current year in which the work is being tendered). The evaluation score for this parameter is auto-generated from e-tool based on the following scoring criteria and performance score information updated with e-Tool/CiNET.

Parameter	Level of Achievement	Score
Average performance score from previous works (past 5 calendar years)	<ul style="list-style-type: none"> ● 100% ● 1 mark lesser for every 5%-point decrease in score rounded off to lower 5% ● <50% 	<ul style="list-style-type: none"> ● 15 ● 0

The Bidder shall be responsible to update the performance score information in e-tool/ CiNET.

3. Capacity (35 points):

(a) Bid Capacity (0-30 points):

The Bidder shall be awarded a maximum of 30 points based on following criteria. The score for this parameter shall be auto-generated from e-Tool based on the information updated by Bidder with eTool/CiNET:

Parameter	Levels of achievement	Score
Bid Capacity	<ul style="list-style-type: none"> ● Bid Capacity > quoted Bid ● Bid Capacity is between 80-100% quoted Bid 	<ul style="list-style-type: none"> ● 30 ● 20
	<ul style="list-style-type: none"> ● Bid Capacity is between 60-80% quoted Bid ● Bid Capacity is between 50-60% quoted Bid ● Bid Capacity < 50% quoted Bid 	<ul style="list-style-type: none"> ● 15 ● 10 ● 0

The Bid Capacity is calculated using the following formula = $2.5 * A * N - B$

Where A = Average turnover of the contractor over the last 3 calendar years

(last being the current year in which the work is being tendered) N

= Estimated duration of the project to be tendered

B= Portion of other ongoing works to be completed in the period that overlaps with the current project's duration (that is, N)

The Bidder shall be responsible for updating the above information in e-Tool/CiNET.

(b) Unconditional Credit Line available (unused) (0-5 points):

The Bidder shall demonstrate that it has access to lines of credit sufficient to meet the construction cash flow requirements estimated as **Nu. 3,128,000** for the contract.

The Procuring Agency shall award points based on following criteria:

Parameter	Level of achievement	Score
Credit Line Available (unused)	<ul style="list-style-type: none"> ● > 100% of estimated 3 months project cash flow ● 80-100% of estimated 3 months project cash flow ● 60-80% of estimated 3 months project cash flow ● <60% off estimated 3 months project cash flow 	<ul style="list-style-type: none"> ● 5 ● 3 ● 2 ● 0

The Bidder shall provide following details in the relevant Forms included in Section V, Bidding Forms:

1. The Bidder shall submit from the bank or financial institutions in Bhutan showing evidence of access to or availability of credit line for the project using relevant form.

4. Minimum Technical Score

A Bidder should obtain a score of at least 70 points out of 100 on these parameters (Capability & Capacity combined) in order to qualify for the award stage.

5. Financial and Technical weightage:

The Bids scoring minimum qualifying score of 70 points out of 100 will then be considered for the second stage of Bid evaluation. 40% of technical evaluation score shall be carried forward to the 2nd stage of evaluation. This score will be combined with their financial bid to obtain the overall technical-financial score. The following shall be the score bearing:

- (a) Financial score =60%
- (b) Technical score 40%

6. Award of Work:

- (a) Once bids that are 20% lower or higher than the Department's estimate are eliminated, the remaining bids will be used to calculate the average bid price.
- (b) Having calculated the Average Bid price, **the bid price closest, but less than average** will be considered as the Best Bid Price.
- (c) The following shall be the basis for carrying out ranking of bidders after determining **Best Bid Price**:
- (e) All other bidders get proportionally lower scores, including those with lower bids.
- (f) This is a non-linear scoring approach, instead of rewarding lower bids blindly, it rewards those closest to a target benchmark.
- (g) The overall technical and financial score is obtained by using the following formula for any qualified Bidder (A):
 - i. When **Best Bid Price** is more than Bidders quoted Price:

$\frac{60\% \times \text{Financial Bid quoted by the Bidder (A)}}{\text{Best Bid Price}} + 40\% \text{ of technical score of A}$
--

- ii. When **Best Bid Price** is lesser than Bidders quoted Price:

$\frac{60\% \times \text{Best Bid Price}}{\text{Financial Bid quoted by the Bidder (A)}} + 40\% \text{ of technical score of A}$
--

- (h) The Procuring Agency shall award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has

scored the highest in the Technical (40%) and financial (60%) score of 100, provided that such Bidder has fulfilled the works in-hand ceiling prescribed by Bhutan Construction and Transport Authority.

Annexure 1:

Curriculum Vitae (CV) for Key Personnel

1. Personal Information

a. Full Name	
b. CID no./Work permit no./Special permit no.	
c. Date of Birth	
d. Nationality	
e. Email Address	
f. Phone Number	
g. Residential Address	
h. Languages Spoken (and Proficiency)	

2. Proposed Position

a. Position Title in the Assignment:	
b. Name of Contractor (Firm Proposing the Staff):	

3. Current Employment

a. Employers Name:	
b. Job Title:	
c. Years with Present Employer:	

4. Academic Qualifications *(List highest degree first) *

Institution (School/College/University)	Degree/Certificate	Date Obtained

5. Professional Certifications / Memberships / Relevant Training

Certification or Membership	Issuing Organization	Date Obtained

6. Work Experience *(List in reverse chronological order) *

Total Years of Professional Experience: _____

From	To	Employer	Position	Project Title & Description	Key Responsibilities & Relevant Experience	Reference (Name, Designation, Email/ Phone)

7. Declaration of Exclusivity and Availability

I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications, experience, and competencies. I also understand that any misstatement or misrepresentation herein may lead to disqualification or removal from the team.

_____ Date: _____
[Signature] *Day/Month/Year*

SECTION IV. BIDDING FORMS

1. Contractor's Bid

Identification No. and Title of Contract: *[insert identification number and title of Contract]*

To: *[name and address of Procuring Agency]*

1. Having examined all the Bidding Documents, including addenda (if any), we offer to execute the contract in accordance with the Conditions of Contract accompanying this Bid for the Contract Price of *[insert amount in numbers]*, *[insert amount in words]* *[insert name of currency]*.
2. This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.
3. We hereby confirm that this Bid complies with the Bid validity and Bid Securing declaration required by the Bidding Documents and specified in the Bidding Data Sheet.
4. We, including any subcontractors for any part of the Contract, have nationalities from eligible countries in accordance with BDS;
5. We have no conflict of interest;
6. We abide by the Integrity Pact terms and conditions;
7. In case if I withdraw my Bid after opening for whatsoever reasons, I agree to the forfeiture of the Bid Security amount as per the bid securing declaration terms and conditions and will authorize the competent authority to debar my firm in case I fail to deposit the bid security amount.

Authorized Signature: _____

Name and Title of Signatory: _____

2. Bill of Quantities

Notes on the Bill of Quantities Objectives

The objectives of the Bill of Quantities are:

- (a) to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and*
- (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.*

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Day work Schedule

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Procuring Agency of the realism of rates quoted by the Bidders, the Day work Schedule should

normally comprise the following:

- (a) A list of the various classes of labor, materials and Constructional Plant for which basic Day work rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a Day work basis.*
- (b) Nominal quantities for each item of Day work, to be priced by each Bidder at Day work rates as Bid. The rate to be entered by the Bidder against each basic Day work item should include the Contractor's profit, overheads, supervision and other charges.*

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary priced Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the Special Conditions of Contract should state the manner in which they will be used, and under whose authority (usually the Project Manager's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors (refer to Clause 8 of the General Conditions of Contract) should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Agency to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Agency or the person drafting the Bidding Documents. They should not be included in the final documents.

(a) Bill of Quantities

Name of Place: NPPF Colony and Thimphu Thromde, Thimphu						
Owner/ Agency: National Pension & Provident Fund						
Name of work: Capital Maintenance and Major Repair Works for NPPF Buildings at Thimphu						
Sub Title:	<u>Bill of Quantities</u>					
Item No	Description	Qty	Unit	Rate	Amount	Remarks
<u>BQ.01</u>	Replacing of Cast Iron (C.I.) pipe by PVC Pipe for Class-IIA Buildings at NPPF Housing Complex and Thromde Building					
BQ.01.01	Dismantling CI pipes including excavation and refilling trenches after taking out the pipes, breaking lead caulked joints, melting of lead and making into blocks, stacking of pipes at site and disposal of rubbish within 50m lead - up to 150mm dia.	1,875.00	m			
BQ.01.02	Providing & fixing P.V.C soil waste and vent pipes, single or double socketed, including pipe clip complete (excluding the cost of PVC fittings) - 75mm dia	1,059.00	m			
BQ.01.03	Providing & fixing P.V.C soil waste and vent pipes, single or double socketed, including pipe clip complete (excluding the cost of PVC fittings) - 110mm dia	825.00	m			
BQ.01.04	Providing & fixing P.V.C Single Y, with door - 110 mm dia.	15.00	each			
BQ.01.05	Providing & fixing P.V.C Single Tee with door - 110mm dia.	78.00	each			

BQ.01.06	Providing & fixing P.V.C door bend - 110 mm dia.	160.00	each			
BQ.01.07	Providing & fixing P.V.C plain bend - 110 mm dia.	130.00	each			
BQ.01.08	Providing & fixing P.V.C Reducer - 110mm x 75 mm	27.00	each			
BQ.01.09	Providing & fixing P.V.C door bend - 75 mm dia.	101.00	each			
BQ.01.10	Providing & fixing P.V.C Single Tee with door - 75mm dia.	189.00	each			
BQ.01.11	Providing & fixing P.V.C plain bend - 75 mm dia.	130.00	each			
BQ.01.12	Providing & fixing P.V.C Nahani Trap - 110mm inlet & 75mm outlet	251.00	each			
BQ.01.13	Supply, fabrication, installation, maintenance, and dismantling of movable temporary toilets constructed with timber frame and plywood/CGI sheets, including doors, basic plumbing, and drainage. The units shall be reusable and shifted between buildings as required, including all materials, labor, transportation, and maintenance during the work period.	3.00	each			
BQ.01.14	Dismantling stone slab flooring laid in cement mortar including staking useful materials & disposal of rubbish within 50m lead	69.09	Sq.m			

BQ.01.15	Repair to plaster including cutting to shape, surface preparation, proving and applying cement plaster to the surface, disposal rubbish within 50m lead-patch area < 2.5 sq.m	197.13	Sq.m			
BQ.01.16	Providing & fixing European-type vitreous china w.c pedestal including seat and lid with c.p brass hinges, 15 lit white vitreous china low level cistern, fittings, brackets and repairing walls complete - white, with plastic seat & lid	62.00	each			
BQ.01.17	Providing & fixing Indian-type vitreous china w.c squatting pan with 10 litres PVC cistern including 100 mm P or S trap, fittings and repairing walls complete - 580mm, white	80.00	each			
BQ.01.18	Providing and laying in position plain cement concrete 1:2:4 (1 cement: 1 sand: 2 graded crushed rock 20 mm nominal size) excluding the cost of centring and shuttering - All work upto plinth level	46.92	Cu.m			
BQ.01	Total Amount for BQ.01					
BQ.02	External Painting, Internal Painting (Just the entrance foyer/Lobby) and Bhutanesse Painting of the Class II-A buildings and commercial complex at NPPF Housing Complex					
BQ.02.01	Surface preparation removing by scraping, sand papering, including scratch repairs – Dry oil bound distemper	8,466.78	Sq.m			

BQ.02.02	Acrylic washable distemper, two coats on old work, including cement primer coat including scaffolding, propping etc. - complete	8,466.78	Sq.m			
BQ.02.03	Providing, preparing and applying Dangtshon washable painting - Thamar	1,415.3	Sq.m			
BQ.02.04	Providing and applying finishing coats – Synthetic enamel wood work (one coat on old work)	122.02	Sq.m			
BQ.02	Total Amount for BQ.02					
<u>BQ.03</u>	Installation of railings at Class II-C and new building boundary enclosure at NPPF Housing Complex including two number of gates					
BQ.03.01	Excavation in foundation trenches or drains not exceeding 1.5m in width or area 10 sq.m on plan, including dressing & ramming, disposal of surplus soil within 50m lead & 1.5m lift - All types of soil	2.95	Cu.m			
BQ.03.02	Providing and laying in position plain cement concrete excluding the cost of centering and shuttering - All work upto plinth level - 1:3:6 (1 cement: 3 sands: 6 graded crushed rock 20 mm nominal size)	2.95	Cu.m			

BQ.03.03	Steel work welded, in built up sections, trusses, frame-works including cutting, hoisting, fixing and appl. priming coat of red lead paint - In tubular sections	6,744.27	kg			
BQ.03.04	Providing and applying finishing coats - Synthetic enamel, for steel & wood work, two coats on new work	313.50	Sq.m			
BQ.03	Total Amount for BQ.03					
<u>BQ.04</u>	Replacing Thromde Transparent Roofing Sheet and Class II-C Buildings at NPPF Housing Complex					
BQ.04.01	P&f 2mm Polycarbonate transparent sheet including 8mm G.I J or L hooks, bitumen & G.I limpet washers etc complete, excluding cost of frame	187.72	Sq.m			
BQ.04	Total Amount for BQ.04					
<u>BQ.05</u>	Replacement of Structural Glazing of Thromde Building with 6 mm polycarbonate panels					

BQ.05.01	Providing and fixing 6mm thick translucent polycarbonate diffuser panels of approved make, UV-protected, used as skylight infill panels in prefabricated/existing steel or aluminium framing. The work includes cutting to size, drilling oversized holes for thermal movement, fixing with stainless steel bolts, nuts, EPDM/neoprene washers and gaskets, complete with all fittings, sealing, scaffolding if required, and making good disturbed surfaces, as per drawings and direction of Engineer-in-Charge.	300.00	Sq.m			
BQ.05	Total Amount for BQ.05					
BQ.06	Laying and Replacement of GI Pipelines for 50KL Water Tank System					
BQ.06.01	Providing & laying G.I. pipes including G.I. fittings (excluding trenching, refilling & thrust block) - 32 mm	150.00	m			
BQ.06.02	Providing & laying G.I. pipes including G.I. fittings (excluding trenching, refilling & thrust block) - 50 mm	300.00	m			
BQ.06.03	Supplying, installation, testing and commissioning of water pump, 1.5 Hp, single phase 230V, 50 Hz	3.00	each			
BQ.06.04	Supplying, installation, testing and commissioning of water pump, 2 Hp, single phase 230V, 50 Hz	1.00	each			

BQ.06.05	Hand excavation and refilling in layers < 200mm, of trenches for pipes & sockets, cables, including dressing of sides/ramming of bottom, depth upto 1.5m, disposal of surplus material within lead of 50m: All types of soil - Pipes, cables etc. dia < 80mm	450.00	m			
BQ.06.06	Demolishing cement concrete 1:3:6 & richer, including disposal of materials within 50m lead	1.80	Cu.m			
BQ.06.07	Dismantling bituminous road including cutting, stacking of useful materials & disposal of rubbish within 50 m lead	3.00	Sq.m			
BQ.06.08	Providing & fixing brass full way valve with wheel - 32 mm	8.00	each			
BQ.06.09	Providing & fixing brass full way valve with wheel - 50 mm	4.00	each			
BQ.06	Total Amount for BQ.06					
<u>BQ.07</u>	Security room for NPPF new commercial building					
BQ.07.01	Providing and laying locally manufactured autoclaved aerated cement blocks masonry (AAC blocks) in super structure above plinth level up to floor V level with RCC band at sill level and lintel level with approved block laying polymer modified adhesive mortar all complete as per direction of Engineer-in-Charge. (The payment of RCC band and reinforcement shall be made separately).	4.62	Cu.m			

BQ.07.02	Providing and laying 12mm cement plaster in CM 1:4	62.64	Sq.m			
BQ.07.03	Providing and laying in position plain cement concrete excluding the cost of centering and shuttering - All work up to plinth level in 1:2:4.	2.43	Cu.m			
BQ.07.04	Providing & fixing anodised Aluminium section for doors, windows, ventilators, partitions framing, false ceiling framing of specified sections including all accessories such as U-rubber gasket for fixing glass panes, weather strips or weather seals, roller, springs, etc complete (excluding the cost of glass panes or boards in case of partitions/doors/windows and ceiling boards in case of ceiling) - Sliding, open able and pivoted windows	24.15	kg			
BQ.07.05	Extra for providing and fixing plain glass panes on aluminium section complete (excluding the cost of aluminium frame & accessories) - 5mm thick, plain glass	4.45	Sq.m			
BQ.07.06	Providing and laying tiles in flooring, treads of steps and landings in different sizes in all colours and shade laid on 20mm thick cement mortar 1:4 finished with flush pointing in white cement.	16.19	Sq.m			

BQ.07.07	Providing and fixing tiles in skirting, steps risers, dado and wall in different sizes in all colours and shade, on 12mm thick cement mortar 1:3 finished with flush pointing in white cement.	2.46	Sq.m			
BQ.07.08	Providing & applying one coat of primers- cement primer	18.52	Sq.m			
BQ.07.09	Providing and applying finishing coats with Vinyl plastic emulsion paint, for cement, masonry, plaster, two coat on new work.	18.52	Sq.m			
BQ.07.10	Providing and applying finishing coats with Acrylic washable distemper, two coats on new work, including cement primer coat.	61.46	Sq.m			
BQ.07.11	Providing & applying one coat of primers- wood work pink primer.	6.27	Sq.m			
BQ.07.12	Providing and applying finishing coat - Synthetic enamel, for steel & wood work, two coats one new work.	6.27	Sq.m			
BQ.07.13	Providing and fixing in position dressed wood work in frames of doors, windows clerestory windows and other frames wrought and framed- Class 'A' Conifer.	0.08	Cu.m			
BQ.07.14	Providing and fixing flush door shutter (pre-fabricated), block board core with teak ply veneer-35mm	3.14	Sq.m			

BQ.07.15	Providing and fixing brass tower bolt barrel type with necessary screw etc. complete- 150mm	4	each			
BQ.07.16	Providing and fixing brass sliding door bolt with necessary screw etc. complete- 250mm	2	each			
BQ.07.17	Providing and fixing 40x3mm MS hold fast 400mm long fixing to frame with 10mm bolts & nuts plugs, concrete blocks 300x100x150mm with 1:3:6, 20mm aggregate.	12	each			
BQ.07.18	Providing and fixing brass handle with necessary screws etc. complete 150mm	4	each			
BQ.07.19	Providing and fixing MS pressed butt hinges with necessary screws etc. complete 100mm	6	each			
BQ.07.20	Providing & fixing kitchen Sinks including all connections and fittings- Stainless steel, including sink mixer 940x460x160mm, single bowl & drain-board	1	each			
BQ.07.21	Providing & fixing c.p. brass chain & rubber plug for basin and sink- Kitchen Sink	1	each			
BQ.07.22	Providing & laying Second-Class Half-brick Masonry (125 mm) in superstructure below floor 2 level - In cement mortar 1:4	1.44	Sq.m			

BQ.07.23	Providing and laying Pre-Polished/ Polished Granite of approved quality and source in flooring using necessary cement bedding in C.M. 1:4 upto 20 mm thick average cement slurry for fixing the tiles with required slopes, curing, cleaning, filling the joints with pigments of similar colour and at all levels with all leads and lifts etc. complete as per directions of site in charge and as per pattern required - 20mm Thick granite stone flooring over 20mm thick base of cement mortar 1:4.	1.20	Sq.m			
BQ.07.24	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes - class 1 (SDR11), having thermal stability for hot & cold-water supply, including all CPVC plain & brass threaded fittings, including fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and testing of joints complete as per direction of Engineer in Charge. Internal work - Exposed on wall - 20 mm nominal outer dia Pipes	50.00	m			
BQ.07.25	Providing & fixing Electric water heater including necessary fittings - 10 litres	1	each			
BQ.07	Total Amount for BQ.07					

<u>BQ.08</u>	Repair and Maintenance of Aluminum doors and windows at Thromde Building					
BQ.08.01	Providing, fabricating and fixing new aluminum sliding windows of approved section and profile, including frame and shutter, rollers, guides, stoppers, star locks, handles and all necessary fittings, complete as per site condition and direction of Engineer-in-Charge.	90.00	Sq.m			
BQ.08.02	Providing and replacing damaged rollers / bearings of aluminium sliding windows, including removal of old rollers, fixing of new rollers of approved make and quality, alignment and smooth operation, complete.	200.00	each			
BQ.08.03	Providing and fixing star locks of approved make and quality for aluminium windows, including removal of existing defective locks and fixing of new locks, complete.	300.00	each			
BQ.08.04	Repairing aluminium doors including adjustment, tightening, replacement of damaged fittings, alignment and smooth functioning, complete.	10.00	each			
BQ.08	Total Amount for BQ.08					
<u>BQ.09</u>	Electrical Items for Security Guard Room					

BQ.09.01	Wiring of light, fans, call bell and 2 pin light socket outlets with 1.5 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping including connections, painting, testing and commissioning etc. as required – Short Point	1	point			
BQ.09.02	Wiring of light, fans, call bell and 2 pin light socket outlets with 1.5 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping including connections, painting, testing and commissioning etc. as required – Medium Point	1	point			
BQ.09.03	Wiring of light, fans, call bell and 2 pin light socket outlets with 1.5 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping including connections, painting, testing and commissioning etc. as required – Long Point	1	point			
BQ.09.04	Wiring for 5/6 pin, 16 ampere plug point with 4 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping with providing and fixing 5/6 pin, 6/16 ampere socket outlet & switch including earthing with 1 sq. mm green color 1.1kV grade, PVC insulated copper conductor cable of the third pin, connections, painting, testing and commissioning etc. as required – Short Point	1	point			

BQ.09.05	Wiring for 5/6 pin, 16 ampere plug point with 4 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping with providing and fixing 5/6 pin, 6/16 ampere socket outlet & switch including earthing with 1 sq. mm green color 1.1kV grade, PVC insulated copper conductor cable of the third pin, connections, painting, testing and commissioning etc. as required – Medium Point	1	point			
BQ.09.06	Wiring for 5/6 pin, 16 ampere plug point with 4 sq.mm 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping with providing and fixing 5/6 pin, 6/16 ampere socket outlet & switch including earthing with 1 sq. mm green color 1.1kV grade, PVC insulated copper conductor cable of the third pin, connections, painting, testing and commissioning etc. as required – Long Point	1	point			
BQ.09.07	Wiring for lighting circuit with 1.1kV grade, PVC insulated copper conductor cable in PVC casing & capping including connections, painting, testing and commissioning etc. as required - 2x2.5 sq.mm	10	m			

BQ.09.08	Supplying & fixing of PVC boxes for switch/socket outlet/switch socket combined/ gang switches on surface including painting etc. as required (Anchor/Roma/Legrand/BSB Approved equivalent brand) – 6 modules	1	each			
BQ.09.09	Supplying & fixing of plates & frame for switch/socket outlet/switch socket combined/ gang switches, etc. as required - Plate 6-module with frame	1	each			
BQ.09.10	Supplying & fixing of 6A switch on existing PVC box (recessed or surface) including necessary cutting, connection testing etc. as required - 6A switch SP 1-way	4	each			
BQ.09.11	Supplying & fixing of switch/socket on existing PVC surface box including necessary cutting, connection testing etc. as required - Ceiling Rose, 2 plate (PVC) 6A	4	each			
BQ.09.12	Supplying & fixing of prewired indoor surface/ceiling mounted 4' LED Tube light luminaires of 3000/4000/6000k, complete with all accessories with necessary testing & commissioning – 20W	3	each			

BQ.09.13	Supplying, Installation, testing, commissioning and wiring with PVC insulated copper conductor of ceiling fan 240-volt A.C 1400 rpm with all accessories on the existing down rod such as sweep 3 Nos., canopy 2 Nos., condenser and fan body etc. complete as required - 1200mm sweep	1	each			
BQ.09.14	Supplying & fixing of socket /fan regulator on existing PVC surface box including necessary cutting, connection testing etc. as required - Fan regulator (Electronic type) Anchor	1	each			
BQ.09	Total Amount for BQ.09					

ABSTRACT OF COST OF THE PROJECT		
Name of work:	Capital Maintenance and Major Repair Works for NPPF Buildings at Thimphu	
Name of Place:	NPPF Colony and Thimphu Thromde, Thimphu	
Owner/Agency:	National Pension & Provident Fund	
Sub Title:	Abstract Of Bill of Quantity	
Item	Description	Total Amount
BQ.01	Replacing of Cast Iron (C.I.) pipe by PVC Pipe for Class-IIA Buildings at NPPF Housing Complex and Thromde Building	
BQ.02	External Painting, Internal Painting (Just the entrance foyer/Lobby) and Bhutanese Painting of the Class II-A buildings and commercial complex at NPPF Housing Complex	
BQ.03	Installation of railings at Class II-C and new building boundary enclosure at NPPF Housing Complex including two number of gates	
BQ.04	Replacing Thromde Transparent Roofing Sheet and Class II-C Buildings at NPPF Housing Complex	
BQ.05	Replacement of Structural Glazing of Thromde Building with 6 mm polycarbonate panels	
BQ.06	Laying and Replacement of GI Pipelines for 50KL Water Tank System	
BQ.07	Security room for NPPF new commercial building	
BQ.08	Repair and Maintenance of Aluminium doors and windows at Thromde Building	
BQ.09	Electrical Items for Security Guard Room	
A. TOTALCOST FOR ALL MAINTENANCE WORKS		
B. OCCUPATIONAL HEALTH & SAFETY		
TOTAL BID AMOUNT FOR MAINTENANCE WORKS NPPF COLONY AND THROMDE BUILDING THIMPHU(A+B) Nu.		

BID Amount in Words:

(b) Schedule of Dayworks

Item no.	Item Code (if any)	Description of Item	Measurement Unit	Nominal Quantity	Unit Price		Total Price	
					In figures	In words	In figures	In words
1	2	3	4	5	6	7=6	8=5x6	9=8
<i>to be filled in by the Procuring Agency</i>					<i>to be quoted and filled in by the Bidder</i>			
GRAND TOTAL OF DAYWORKS								

Note:

Nominal quantities in the schedule shall remain invariable and shall also require prior approval of the authority sanctioning the official estimate.

(c) Summary of Provisional Sums

Item No	Description of Specific Provisional Sums	Amount
TOTAL FOR PROVISIONAL SUMS		

3. Bid Securing Declaration

Date: _____

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we are required to pay the Bid Security amount specified in the Bidding Data Sheet within 5 days of your instruction and failure to do so will debar us from being eligible for Bidding in any contract with all the Government Procuring Agencies for the period prescribed in the Debarment Rules if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders ITB; or
- (c) Having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to furnish the performance security in accordance with the ITB, or (ii) fail or refuse to execute the Contract in accordance with the ITB.

The procuring agency has the authority to immediately go to the next bidder, once the notice is served to the defaulting bidder.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

4. Bidder Information Form

Bidder's name:
In case of Joint Venture (JV), name of each member:
Bidder's actual or intended country of registration:
Bidder's actual or intended year of incorporation:
Bidder's legal address [in country of registration]:
Bidder's authorized representative information: Name: _____ Address: _____ Mobile/Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of:</p> <ul style="list-style-type: none">- Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 3- In case of State-Owned Enterprise or institution, in accordance with ITB 3.5, documents establishing Legal and financial autonomy; operation under commercial law; and that the Bidder are not dependent agency of the Procuring Agency <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p> <p>3. Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder</p>

5. Bidder's JV Information Form

(to be filled only in case of JV by each member)

Bidder's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of: <ul style="list-style-type: none">• Registration documents of the legal entity named above, in accordance with ITB 3.• Letter of intent to form the JV/C/A, or the JV/C/A agreement, in accordance with ITB Sub-Clause 24.1 (c) (v).• Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

6. Access to adequate equipment

Tier	Equipment Type	Total (No)
I		
II		
III		

The Bidder shall be bound by the following conditions and required to provide following details of proposed items of equipment using the relevant Form in Section IV:

1. If any equipment is found to be engaged during the evaluation process, the particular equipment will be allotted zero (0) points.
2. In case the equipment is owned, not required to submit Registration Certificate and insurance copies, just provide the type of equipment and registration number.
3. In case of hiring of equipment, copy of the lease agreement with details of owner and registration number specific to the Tender; and
4. In case of equipment that does not require registration with BCTA, verification letter issued by Construction Association of Bhutan (CAB) valid for a period of 2 years until submission of tender.

7. Availability of skilled manpower

Tier	Skilled Manpower	Total (No)
I		
II		
III		
IV		

The Bidder shall be bound by the following conditions and required to provide following details of proposed skilled manpower and their experience records using the relevant Form in Section IV:

1. If any HR found to be engaged during the evaluation process, the proposed skilled manpower will be allotted zero (0) points.

2. Copies of signed CV of technical manpower using the standard CV format committed along with Academic transcripts. The year of experience shall be based on the past experience specified in the CV. Provisional certificate shall be accepted up to one year from date of graduation.
3. Copies of Citizenship ID Cards or work permit/ Passport/ Election/ Voter ID cards (for foreign workers) of all manpower committed.
4. Copies of contract agreements with all personnel if they have been hired on contract by the contractor endorsed from CAB.
5. Copies of Provident Fund Account Documents for all personnel or payrolls or Copies of monthly remittance schedule of Health Contribution and Tax Deducted at Source for all personnel committed for with monthly gross income of Nu. 25,000 and more.

8. Access to Availability of Credit Line

*[The **Bank/Bidder** shall fill in this Bank Certificate form in accordance with the instructions indicated in brackets.]*

(Bank Letter Head)

(a) BANK CERTIFICATE

This is to certify that Mr./Mrs.....Promoter of M/s.....is one of our valued Clients and Maintaining account with..... Branch Officetheir dealing with the bank has been satisfactory as on date.

This certificate is issued at the request of M/s..... for the purpose of participating in Bidding for tender works (insert name of works).The Client can be considered good for line of credit to the extent of Nu.....to meet their working capital requirements for executing the work namely subject to fulfill the lending norms.

[insert signature(s) of authorized representative(s) of bank] Address of the Bank

*[The **Bank/Bidder** shall fill in this Bank Certificate form in accordance with the instructions indicated in brackets.]*

◆*For Joint Venture change the text as follows*

(Bank Letter Head)

(b) BANK CERTIFICATE

This is to certify that Mr./Mrs..... Promoter of M/s..... who has formed a Joint Venture with M/s..... for participating in this Bid is one of our valued Clients and Maintaining accounts withBranch Office,..... their dealing with the bank has been satisfactory as on date.

This certificate is issued at the request of M/s..... for the purpose of participating in Bidding for tender works (insert name of works). The Client can be considered good for line of credit to the extent of Nu.....to meet their working capital requirements for executing the work namely..... subject to fulfillment of lending norms

[insert signature(s) of authorized representative(s) of bank] Address of the Bank
[This should be given by each JV members]



9. Integrity Pact

1. General:

Whereas (*Name of head of the Procuring Agency or his/her authorized representative, with power of attorney*) representing the (*Name of Procuring Agency*), Royal Government of Bhutan, hereinafter referred to as the "Procuring Agency" on one part, and (*Name of Bidder or his/her authorized representative, with power of attorney*) representing M/s. (*Name of 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 and submitted along with the tender document.

2. Objectives:

Whereas, the Procuring Agency 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 process and Contract administration with a view to:

1. Enabling the Procuring Agency 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. 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 Procuring Agency:

1. The Procuring Agency hereby undertakes that no officials of the Procuring Agency, 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.
2. The Procuring Agency 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.

3. Officials of the Procuring Agency, 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. 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 Procuring Agency and such a person shall be debarred from further dealings related to the Bidding process and contract administration.

5. Commitments of Bidders

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:

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 Procuring Agency, 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.
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.
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.

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 Debarment Rules.

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:

1. The respective Procuring Agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
2. The Bidder shall have the right to appeal/setting aside 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) _____ (date) _____

Affix legal
Stamp

PROCURING AGENCY

CID: 11512005084

WITNESS:

NAME: Hem Raj Kharka

CID: 10205004059

BIDDER/REPRESENTATIVE

CID:

WITNESS:

NAME:

CID:

11. Specifications and Performance Requirements:

All Civil works shall conform to the following standards.

1. Specifications for buildings & Roads Works 2024 or the latest specifications published by Ministry of Infrastructure and Transport
2. Materials used in civil works should conform to the latest Bhutan Standards Bureau approved brands and approved by the Project Manager, NPPF. A sample must be submitted for an approval from the client before procurement wherever, necessary.
3. Any Materials not covered by the above specification shall be ISI approved and shall be provided as per manufactures' specification.

TECHINICAL SPECIFICATION & STANDARDS FOR ELECTRICAL WORKS.

All electrical works shall conform to the following standards.

1. Specifications for Electrical Work 2017 or the latest specifications published by Ministry of Infrastructure and Transport.
2. Internal Wiring Regulation 2016 or the latest document published by the Bhutan Electricity Authority.
3. Electricity Supply Rule Published by Bhutan Power Corporation Limited.
4. Electrical Materials should conform to latest Bhutan Standard Bureau approved brand or require approval from the client for any materials not in Bhutan Standard Bureau approved list. A sample must be put for approval to the client before carrying put any installation work.

12. Drawings

No major drawings, if necessary for some of the works such as railings and guard room it shall be issued during the execution phase of the contract.

SECTION V. GENERAL CONDITIONS OF CONTRACT

A. General

1. Definitions

1. **Bill of Quantities** summary of the units and unit prices of the items proposed under the contract.
2. **The Completion Date** is the date of completion of the Works as certified by the Procuring Agency.
3. **The Contract** is a formal agreement in writing entered into between the Procuring Agency and the Contractor to execute, complete, and maintain the Works.
4. The **Contractor** is an individual or legal entity entering into a contract after its Bid to carry out the Works has been accepted by the Procuring Agency.
5. The **Contractor's Bid** is the completed Bidding Document submitted by the Contractor to the Procuring Agency.
6. The **Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
7. **Days** are calendar days; months are calendar months.
8. **Day work** is work carried out following instructions of the Procuring Agency and paid on the basis of time spent by workers, the use of materials and the Contractor's equipment, at the rates quoted in the Bid. For Day work to be priced competitively for Bid evaluation purposes, the Procuring Agency must list tentative quantities for individual items to be coasted against Day work (e.g., a specific number of tractor driver staff-days, or a specific tonnage of Portland cement), to be multiplied by the Bidders' quoted rates and included in the total Bid price.
9. A **Defect** is any part of the Works not completed in accordance with the Contract.
10. The **Defects Liability Certificate** is the certificate issued by the Procuring Agency upon correction of defects by the Contractor.
11. The **Defects Liability Period** is the period named in SCC Sub Clause 36.1 and calculated from the Completion Date.
12. **Drawings** include calculations and other information provided or approved by the Procuring Agency for the execution of the Contract.
13. The **Procuring Agency** is the Government Agency which enters into a Contract with a Contractor to carry out the Works, as specified in the SCC.

14. **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
15. The **Initial Contract Price** is the Contract Price listed in the Procuring Agency's Letter of Acceptance.
16. The **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is specified in the SCC. The Intended Completion Date may be revised only by the Procuring Agency by issuing an extension of time or an acceleration order.
17. **In writing** is in any written form, including electronic mail.
18. **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
19. **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical or biological function
20. The **Project Manager** is the person named in the SCC (or any other competent person appointed by the Procuring Agency and notified to the Contractor, to act in replacement of the Procuring Agency) who is responsible for supervising the execution of the Works and administering the Contract.
21. **Secured Advance:** Secured Advance can be given for non-perishable materials only. Materials such as cement/bamboo cannot be eligible for the Secured Advance. No secured advance shall be given on account of plants & machineries.
22. The **Site** is the area defined as such in the SCC.
23. **Site Investigation Reports** are those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.
24. **Specifications** mean the Specifications of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
25. **The Start Date** is given in the SCC. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
26. A **Subcontractor** is a person or corporate body who has a Contract with the Principal contractor to carry out a part of the work in the Contract, which includes work on the Site.
27. **Temporary Works** are works designed, constructed, installed and removed by the Contractor that are needed for construction or installation of the Works.

28. A **Variation** is an instruction given by the Project Manager which varies the Works.
29. The **Works** are what the Contract requires the Contractor to construct, install and turn over to the Procuring Agency, as defined in the SCC.

2. Interpretation

1. In interpreting these GCC, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
2. If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
3. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) Contract;
 - (b) Letter of Acceptance;
 - (c) Contractor's Bid;
 - (d) Special Conditions of Contract;
 - (e) General Conditions of Contract;
 - (f) Specifications;
 - (g) Drawings;
 - (h) Bill of Quantities; and
 - (i) Any other document listed in the SCC as forming part of the Contract.

3. Corrupt Practices

1. If the Procuring Agency determines that the Contractor has engaged in corruptive practices in executing the Contract then the Procuring Agency may, after giving 14 days notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site.
2. Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice during the execution of the Works, then that employee shall be removed and replaced.
3. All instances of corruption in procurement must be reported to the Anti-Corruption Commission(ACC) of Bhutan for investigation and necessary action in accordance with relevant laws.

4. Language and Governing Law

1. The language of the Contract and the law governing the Contract are stated in the SCC.

5. Project Manager's decision

1. Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Procuring Agency and the Contractor in the role representing the Procuring Agency.

6. Delegation

1. The Project Manager may delegate any of his duties and responsibilities to other people after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

7. Communications

1. Communications between parties that are referred to in the Conditions shall be effective only when in writing, sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission. A notice shall be effective only when it is delivered.

8. Sub-contracting

1. The Procuring Agency shall define the mechanism for sub-contracting parts of works to sub-contractors.
2. For clause 8.1, the principal contractor shall commit the Subcontractor with their names during the Bidding and deploy the same once selected as winning Bidder with a notification to the procuring of such deployment.
3. Payments shall be made directly to the successful Bidder, not to the sub-contractor unless explicitly agreed otherwise between the Procuring Agency and the contractor with the specific mechanism to do so.
4. The principal contractor shall execute a contract with the subcontractor which shall bind the parties throughout the contract including the defect liability period.

9. Setting Out

1. The Contractor shall be responsible for setting out the Works and for ensuring the correctness of the positions, levels, dimensions and alignment of the Works. At any time during the execution of the Works, he shall correct any error at his own expense when required to do so by the Procuring Agency. Boreholes, exploratory excavations or soil testing may be done if instructed by the Procuring Agency. In case, cost of boreholes or exploratory excavations or soil testing is not included in the Contract Price, the cost shall be borne by the Procuring Agency. The contractor shall provide all facilities like labor and instruments, and shall co-operate with the

Project manager to check all alignments, grades, levels and dimensions. Such checking shall not relieve the contractor of his own responsibility of maintaining the accuracy of the work.

10. Other Contractors

1. The Contractor shall cooperate and share the Site with other contractors, sub-contractors, public authorities, utilities and the Procuring Agency between the dates given in the Schedule of Other Contractors, as referred to in the SCC. The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Agency may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

11. Personnel & Equipment

1. The Contractor shall deploy the key personnel and equipment in accordance with the contract and the commitment letter submitted. Replacements may be accepted while ensuring equivalent or superior qualifications are proposed. Failure to deploy the specified personnel or equipment may result in deductions at the rates stipulated in the SCC. If the Contractor does not address such deficiencies within a reasonable time ascertained by the Project Manager as per the scheduled activity and in the best interest of the project, it will constitute a fundamental breach of contract.
2. The Contractor shall pay rates of wages and observer conditions of labor which are not lower than the general level of wages and conditions in Bhutan. The Contractor shall provide and maintain all necessary accommodation and welfare facilities for the Contractor's personnel. The Contractor shall comply with all relevant labor laws applicable to the Contractor's personnel, including their employment, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights. The Contractor is required, to the extent practicable and reasonable, to employ national staff and labor with appropriate qualifications and experience.
3. The Contractor shall not engage in child labor and shall conform to the labor laws of Bhutan in the execution of Contract work. A child who has not attained the age of 18 years shall not be employed in any work as a laborer. During the continuance of the Contract, the Contractor and his Sub-contractors shall abide at all times with the labor laws including child labor, related enactment and rules made there under.
4. The mobilization and release of a particular equipment for a particular sequence of works should be based on the work plan. The equipment may be mobilized only at that time when the equipment is required at site, the Procuring Agency shall issue

a deployment order to the contractor as per the work plan ahead of the commencement of particular work, giving contractor adequate time and the contractor must ensure that the equipment is available at site at that particular time, failing which the Clause 10.1 shall be invoked and penalties imposed as per the amount specified in the SCC.

12. Procuring Agency's Risks

1. From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Agency's risks:
 - (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials and Equipment), which are due to:
 - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works; or
 - (ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Agency or by any person employed by or contracted to him except the Contractor.
 - (b) The risk of damage to the Works, Plant, Materials and Equipment to the extent that it is due to a fault of the Procuring Agency or in the Procuring Agency's design, or due to war or radioactive contamination directly affecting Bhutan.

13. Contractor's Risks

1. From the Start Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials and Equipment) which are not Procuring Agency's risks are Contractor's risks.
2. **Joint Venture, Consortium or Association-** If the Contractor is a joint venture, consortium or association, all of the parties shall be jointly and severally liable to the Procuring agency for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium or association. The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of the Procuring Agency.

14. Insurance

1. The Contractor shall provide, in the joint names of the Procuring Agency and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles stated in the SCC.
2. Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such

insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred. Payments received from insurers shall be used for the rectification of loss or damage.

3. If the Contractor does not provide any of the policies and certificates required, the Procuring Agency may affect the insurance which the Contractor should have provided and recover the premiums the Procuring Agency has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due from the Contractor to the Procuring Agency.
4. Alterations to the terms of insurance shall not be made without the approval of the Project Manager.
5. Both parties shall comply with any conditions of the insurance policies.

15. Queries about the Special Conditions of Contract

1. The Project Manager shall clarify queries on the SCC.

16. The Works to Be Completed by the Intended Completion Date

1. The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date and in accordance with the Specifications and Drawings.

17. Approval by the Manager

1. The Contractor shall submit Specifications and Drawings showing Project Manager the proposed Temporary Works to the Project Manager, who is to approve them if they comply with the Specifications and Drawings.
2. The Contractor shall be responsible for design of Temporary Works.
3. The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
4. The Contractor shall obtain approval of third parties to design the Temporary Works, where required.
5. All Drawings prepared by the Contractor for the execution of the temporary or permanent Works are subject to prior approval by the Project Manager before use.

18. Safety

1. The Contractor and the Procuring Agency shall comply with Occupational Health and Safety related regulations for the safety of all activities on the Site.

2. As per mandates of the Labour Laws the contractor shall ensure certified Construction Safety Supervisor is at site at all times. Failure to deploy the specified personnel may result in deductions at the rates stipulated in the SCC 11.4.
3. The Contractor shall comply with all applicable safety regulations for the adequacy and safety of site operations and methods of construction and shall adopt measures to prevent injuries to persons or damage to properties or utilities. The contractor shall avoid undue interference with private business, public travel, or with the work of other contractors and shall take steps to protect the environment and to minimize noise, pollution or other undesirable effects resulting from his method of operation.

19. Discoveries

1. Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Agency. The Contractor shall notify the Project Manager of such discoveries and carry out the Procuring Agency's instructions for dealing with them.
2. All materials obtained during excavation from the site and that have not been accounted for in the Bid shall be the property of the Procuring Agency and the contractor shall take care of useful materials obtained during the execution of the Works and stack at places designated by the Procuring Agency. An arrangement shall be made between the Contractor and the Procuring Agency for the use and disposal of such materials according to the laws of the kingdom of Bhutan.

20. Possession and Access of the Site

1. The Procuring Agency shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the SCC, the Procuring Agency shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.
2. Within 14 days of possession of the site the contractor shall erect an information board as specified in SCC.
3. The Contractor shall allow the Project Manager and any person authorized by the Procuring Agency access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

21. Instructions, Inspections and Audits

1. The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

2. The Contractor shall give notice to the Project Manager whenever any work is ready and before it is covered up, put out of sight, or packaged for storage or transport. The Project Manager shall then either carry out the examination, inspection, measurement or testing without unreasonable delay, or promptly give notice to the Contractor that he does not require to do so. If the Contractor fails to give notice, he shall, if and when required by the Project Manager, uncover the work and thereafter reinstate and make good, all at the Contractor's cost.
3. The Contractor shall permit the Procuring Agency and/or persons appointed by the Procuring Agency to inspect the Site and/or the accounts and records of the Contractor and its Subcontractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Procuring Agency if so required by the Procuring Agency. The Contractor's attention is drawn to GCC Sub-Clause 3.1 which provides, inter alia, that acts intended materially to impede the exercise of the Procuring Agency's inspection and audit rights provided for under GCC Sub-Clause 21.3 constitute a prohibited practice subject to contract termination.

B. Time Control

22. Resource-Based Work Plan and Milestone Contract

Resource-Based Work Plan

1. Within the time stated in the SCC, which shall not be more than 30 days, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval of a Resource-Based Work Plan showing the general methods, arrangements, order and timing for all the activities in the Works linked with the availability of resources.
2. The Contractor shall submit to the project manager for approval at intervals no longer than the period stated in the SCC a revised Resource-Based Work Plan or if at any time:
 - (a) actual progress is too slow to complete within the Time for Completion; and/or
 - (b) progress has fallen behind or ahead the current work plan under GCC 22.1.
3. Other than as a result of a cause listed in GCC 42 [Compensation Event], then the Project Manager may instruct the Contractor to submit, under Sub-Clause 22.2, a revised Resource-Based Work Plan and supporting report describing the revised methods which the Contractor proposes to adopt in order to expedite progress and complete within the Time for Completion.
4. The contractor shall adopt these revised methods, which may require increases in the working hours and/or in the numbers of contractors personnel and/or Goods, at the risk and cost of the Contractor.
5. Additional costs of revised methods including acceleration measures, instructed by the Project Manager to reduce delays resulting from causes listed under GCC 42 [Extension of Time for Completion] shall be paid by the Procuring Agency.
6. The Project Manager's approval of the Resource-Based Work Plan shall not alter the Contractor's obligations. The Contractor may revise the Work plan and submit it to the Procuring Agency again at any time. A revised Work plan shall show the effect of Variations.

Milestone Contract

7. The Procuring Agency shall specify, where appropriate, the imposition of milestone agreements within the SCC. Failure by the contractor to achieve the stipulated milestones as outlined in the SCC, shall constitute sufficient grounds for determining a fundamental breach of contract.

23. Progress Reports

1. Unless otherwise stated in the SCC, monthly progress reports shall be prepared by the Contractor and submitted to the Project Manager. Reports shall be submitted monthly thereafter, each within seven (7) days after the last day of the period to which it relates. Reporting shall continue until the Contractor has completed all works. The report shall include:
 - (a) comparisons of actual and planned progress, with details of any events or circumstances which may jeopardize the completion in accordance with the Contract, and the measures being (or to be) adopted to overcome delays;
 - (b) copies of quality assurance documents, test results and certificates of Materials;
 - (c) charts and detailed descriptions of progress, including each stage of design (if any), delivery to Site, construction, erection and testing; and including the stages for work by subcontractor; and
 - (d) any other details specified in SCC.

24. Extension of the Intended Completion Date

1. The Project Manager shall extend the Intended Completion Date if a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
2. The Project Manager shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking the Project Manager for a decision upon the effect of Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

25. Acceleration

1. When the Procuring Agency wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Agency accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Procuring Agency and the Contractor.
2. If the Contractor's priced proposals for acceleration are accepted by the Procuring Agency, they are incorporated in the Contract Price and treated as a Variation.

26. Delays Ordered by the Project Manager

1. The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

27. Management Meetings

1. Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
2. The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

28. Early Warning

1. The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
2. The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.
3. If the Contractor considers himself to be entitled to any extension of Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
4. If the Contractor fails to give notice of a claim within such a period of 30 days, the Procuring Agency shall be discharged from all liability in connection with the claim.

C. Quality Control

29. Identifying Defects

1. The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities to ensure the quality of works executed. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

30. Tests

1. If the Project Manager instructs the Contractor to carry out a test not specified in the Specifications to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

31. Defect Liability Period and Correction of Defects

1. The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
2. Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

32. Uncorrected Defects

1. If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount to the Procuring Agency. At the option of the Procuring Agency, payment of such costs may be made in whole or in part by the Procuring Agency deducting and keeping for itself appropriate amounts from the Retention Money and/or claiming against any Bank Guarantee provided by the Contractor pursuant to GCC Clause 46.

D. Cost Control

33. Bill of Quantities

1. The Bill of Quantities shall contain items for the construction, installation, testing and commissioning work to be done by the Contractor.
2. The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item. The work done shall be acceptable and fit for purpose.

34. Performance Security

1. Prior to signing of contract, the contractor should have furnished performance security. Following the successful completion of the Contract, the Procuring Agency shall return the Performance Security to the Contractor within fourteen (14) days of receipt of the Certificate of Completion.
2. The Procuring Agency reserves the right to encash the Performance Security in order to prevent its lapse, in the event the contractor fails to extend its validity. The Project Manager shall issue a formal reminder to the contractor at least thirty (30) days prior to the expiry date, thereby allowing the contractor a period of twenty-one (21) days to effect the required extension. Should the contractor fail to comply within this timeframe, the Project Manager shall notify the relevant Financial Institution of the intent to encash the Performance Security no later than seven (7) days prior to its expiration, to ensure the security remains enforceable.
3. The Performance Security (including additional Performance Security under seriously unbalanced and/or frontloaded Bid) shall be payable to the Procuring Agency as compensation for any loss resulting from the contractor's failure to complete its obligations under the contract. However, the performance security shall not be forfeited outrightly.

35. Advance Payment

Mobilization Advance

1. The Procuring Agency shall make Mobilization advance payment of Ten percent (10%) to the Contractor against provision by the Contractor of an Unconditional Bank Guarantee in the form and by a bank acceptable to the Procuring Agency in amounts and currencies equal to the Advance Payment. The Guarantee shall remain effective until the Advance Payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor.
2. The Contractor is to use the Mobilization advance only to pay for Equipment, Plant, Materials and mobilization expenses required specifically for execution of the

Contract. The contractor shall demonstrate that advance has been used in this way by supplying copies of invoices or other documents to the project manager. The Manager shall encash the advance guarantee if the contractor is in breach of its obligation by using the advance payment for purposes other than the costs of mobilization in respect of the works.

3. The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. The Mobilization Advance shall be recovered when eighty percent (80%) of the contract is executed. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses or Liquidated Damages.

Secured/ Material Advance

1. The secured advances shall be paid to the contractor as specified in SCC on the following conditions:
 - (a) The materials shall be in accordance with the specifications and shall not be in excess of the requirements;
 - (b) The materials shall be delivered at the site of the works, properly stored and protected against loss, damage or deterioration;
 - (c) A declaration shall be given by the contractor passing on the lien on the rights of the materials to the Procuring Agency; and
 - (d) The amount of the secured advance may be seventy five percent (75%) of the cost of materials delivered at the site of works which shall be supported by the original invoices/bills from the suppliers. All materials imported from other countries shall be supported by Bhutan Sales Tax Receipts or Customs Clearance. In case of fabrication works off site, secured advance may be paid to the Contractor after site inspection is carried out by the Procuring Agency at the cost of the contractor, submission of proof of payment (work order) and submission of supply order.
2. The secured advance shall be recovered from the interim progress payments in the months in which these materials are used in the works and should be recovered by the time 80% of works are completed. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses or Liquidated Damages.

36. Changes in the Quantities

1. If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than twenty percent (20%), provided the cost of variation beyond twenty percent (20%) limit exceeds one percent (1%) of the Initial Contract Value the Procuring Agency shall adjust the quoted rate up or down to allow for the change. Only when both conditions are met then the quoted rate shall be changed:
 - (a) If the quantity of work executed exceeds the quantity of the item in BOQ beyond the higher specified limit the Procuring Agency shall fix the market rate (which may be lower or higher than the quoted rate) to be applied for the additional quantity of the work executed; and
 - (b) If the quantity of work executed is less than the quantity of the item in BOQ lesser than the lower specified limit, the Procuring Agency shall fix the market rate based on the submission of the contractor (which may be lower/higher than the quoted rate) to be applied for whole of the quantity of the work so executed for that particular item.
2. Any approval for changes in quantities shall require the endorsement of the Tender Committee.
3. If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

37. Variations

1. The Project Manager shall order any variation of the form, quality or quantity of the Works or any part thereof that may, in his opinion, be necessary. Each variation may include, but is not limited to, any of the following:
 - (a) increase or decrease in the quantity of any work included in the Contract; (b) omission of any item of work;
 - (c) change in the character or quality or kind of any such work;
 - (d) change in the levels, lines, position and dimensions of any part of the works; (e) additional work of any kind, provided its within the scope of present work; (f) change in any specified sequence or timing of construction activities.
2. Additional works may be awarded without a new procurement procedure up to 25 % of the initial contract price, under specific conditions:
 - (a) Must be for unforeseen circumstances and not due to lack of comprehensive planning and cannot be fundamentally different from the original contract. If additional works alter the fundamental nature or objectives of the project, a new procurement process must be initiated.

- (b) Formal approval shall be sought from the Tender Committee, subject to availability of budget and before the implementation of the additional works. No post facto approval shall be entertained.
3. The Project Manager shall make any such variation by issuing written instructions to the Contractor and ensure that such variations are duly noted in the Site Order Register. A variation made shall not, in any way, vitiate or invalidate the Contract, but the effect, if any, of all such variations shall be valued in accordance with GCC Clause 36.
 4. The Contractor shall execute and be bound by each Variation, unless the Contractor promptly gives notice to the Project Manager stating (with supporting particulars) that:
 - (a) the Contractor cannot readily obtain the Goods required for the Variation; or
 - (b) such Variation triggers a substantial change in the sequence of the progress of the Works. Upon receiving this notice, the Project Manager shall cancel, confirm or vary the instruction.
 5. All Variations shall be included in updated Programs produced by the Contractor.

38. Payments for variations

1. The Contractor shall provide the Project Manager analyzed rate for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the analyzed rates, which shall be given within seven days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
2. If the work in the Variation corresponds with an item description in the Bill of Quantities and if, in the opinion of Project Manager, the quantity of work above the limit stated in GCC Sub-Clause 36.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.
3. If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

4. If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.
5. The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

39. Cash Flow Forecasts

1. When the Program is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

40. Payment Certificates

1. The Contractor shall submit to the Project Manager monthly Certificates statements of the value of the work executed, based on the Contractor's records, less the cumulative amount certified previously.
2. The value of work executed shall be determined by the Project Manager. The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed and measurement thereof shall be carried out jointly by the Project Manager, or his Representative, and the Contractor. The Project Manager, or his Representative, shall record the value of the work executed in a measurement book for the purposes of verifying the Contractor's monthly statements. The measurement book shall be signed by the Project Manager or his Representative, and countersigned by the Contractor.
3. The value of work executed shall include the valuation of Variations and Compensation Events.
4. The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
5. The Project Manager shall check the Contractor's monthly statement (running account bills) and certify the amount to be paid to the Contractor latest by fifteen (15) days from the date of receipt of contractor's monthly statement in correct and complete form.

41. Payments

1. Payments shall be adjusted for deductions for advance payments, taxes, retention money and any other dues. The Procuring Agency shall pay the Contractor within

twenty five (25) days from the date of receipt of correct and verified bills/ invoices in complete form by the Finance Section.

2. If the Procuring Agency makes a late payment, the Contractor shall be paid interest only on the late payment amount in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for overdraft facilities availed from respective Financial Institutions.
3. The contractor may claim Bill Discounting facility following the Standard Operating Procedure issued by the Ministry of Finance.
4. If an amount certified is increased in a later certificate or as a result of an award by an Arbitrator, the Contractor shall not be paid interest upon the delayed payment as set out in this clause.
5. Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
6. Items of the Works for which no rate or price has been entered in shall not be paid for by the Procuring Agency and shall be deemed covered by other rates and prices in the Contract.

42. Compensation Events allowing time extension

1. The following shall be Compensation Events allowing for time extension:
 - (a) The Procuring Agency does not give access to a part of the Site by the extension Site Possession Date pursuant to GCC Sub-Clause 20.1.
 - (b) The Procuring Agency modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
 - (c) The Project Manager orders a delay or does not issue Drawings, Specifications or instructions required for execution of the Works on time.
 - (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
 - (e) The Project Manager unreasonably does not approve a subcontract to be let if provided in SCC for general works.
 - (f) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Agency, or additional work required for safety or other reasons.

- (g) Other contractors, public authorities, utilities or the Procuring Agency do not work within the dates and other constraints stated in the Contract, and they cause delay.
- (h) Other Compensation Events described in the SCC or determined by the Procuring Agency and Force Majeure. "Force Majeure" means an exceptional event or circumstance:
 - i. which is beyond a Party's control;
 - ii. which such Party could not reasonably have provided against before entering into the Contract;
 - iii. which, having arisen, such Party could not reasonably have avoided or overcome; and
 - iv. which is not substantially attributable to the other Party.

Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (i) to (iv) above are satisfied:

- (i) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;
- (ii) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war;
- (iii) riot, commotion, disorder, strike or lockout by persons other than the Contractor's Personnel;
- (iv) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity; and/or
- (v) natural catastrophes such as earthquake, hurricane, typhoon. Glacial Lake Outburst Floods or volcanic activity.

However, force majeure may not include the following unless determined as exceptional event or circumstances:

- (i) rainfall;
- (ii) snowfall;
- (iii) strikes in other countries;
- (iv) non-availability of laborer and materials such as timbers; boulders, sand, and other materials; and/or
- (v) difficulty and risky terrain and remoteness of site.

2. The exceptional event or circumstances provided in GCC clause 42.1 (h) which do not come within purview of Force Majeure requires approval of the Tender committee with justification for the approval of compensation.
3. If a Compensation Event would prevent the work being completed before the Intended Completion Date, the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Intended Completion Date shall be extended.
4. The Contractor shall not be entitled to compensation to the extent that the Procuring Agency's interests are adversely affected by the Contractor not having given early warning.

43. Tax

1. The prices Bid by the contractor shall include all duties, taxes and levies that may be levied in accordance with the laws and regulations in being as of the date twenty-one (21) days prior to the closing date for submission of Bids.

44. Currencies

1. Where payments are made in currencies other than Ngultrum (Nu), the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor's Bid.

45. Price Adjustment

1. If during the contract, there is an increase or decrease in the cost of materials as reflected by the Material Index Numbers published by the National Statistical Bureau (NSB). Until NSB comes up with the Material Index for the Royal Government of Bhutan, the Wholesale Price- Index (all commodities) for Materials shall be used for the purpose of this clause.
2. The price adjustments shall be mandatorily applicable for contract duration of more than twelve (12) months. Irrespective of the duration of contract, no price adjustments shall be allowed for the works and supplies made within the first twelve (12) months of any contract.
3. A corresponding increase or decrease in the payment to the contractor or recoverable from the Contractor shall be effected on the basis of the following formulae, such calculation being done for every successive period of 3 months for contract durations more than 12 months.

$$V = W \times 0.80 \times 0.75 \times (M - M_0) / M_0$$

where:

V= amount of variation for materials payable to/recoverable from the contractor for the period under review;

W= value of the work done during the period under review minus (amount of secured advance recovered in the same period + value of works executed under variations for which the variations are paid in the new rate);

M0 = Material Index for the month in which the tender was submitted;

M = the average value of the above Index Number for the 3 months period under review;

4. To the extent that full compensation for any rise or fall in costs to the contractor is not covered by the provisions of this or other clauses in the contract, the unit rates and prices included in the contract shall be deemed to include amounts to cover the contingency of such other rise or fall in costs.
5. Price Adjustment shall apply only for work carried out within the stipulated time or extensions granted by the Procuring Agency and shall not apply to work carried out beyond the stipulated time for reasons attributable to the Contractor.

46. Retention

1. The Procuring Agency shall retain ten percent (10%) from each payment due to the Contractor until Completion of the whole of the Works as retention money.
2. In case of contract duration less than 12 months, the Retention Money shall be returned to the contractor on completion of the assignment under the contract against the submission of an unconditional guarantee issued by a reputed financial institution and acceptable to the Procuring Agency.
3. In case of contracts of duration more than 12 months when fifty percent (50%) of the work is complete, half of the Retention Money shall be returned against the submission of an equivalent unconditional guarantee issued by a reputed financial institution and acceptable to the Procuring Agency. Such a guarantee shall be valid until the issue of a No Defects Liability Certificate. The remaining fifty percent (50%) may be returned to the contractor on completion of the assignment.
4. If the contractor fails to remedy any reported defect within the Defects Liability Period, the Procuring Agency shall withhold the payment or realize claims from the guarantee, of an amount, which in the opinion of the Procuring Agency, represent the cost of the defects to be remedied.

5. The Retention Money or the balance of it shall be discharged and returned to the contractor within fourteen (14) days of the issue of the No Defects Liability Certificate.
6. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defect liability period shall be remedied by the Contractor at the Contractor's cost, if the loss or damage arises from the Contractor's act or omission.

47. Liquidated Damages.

1. The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day of delay later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the ten percent (10%) of the Initial Contract Price. The Procuring Agency may deduct liquidated damages from payments due to the Contractor.

48. Day works

1. If applicable, the Day works rates in the Contractor's Bid shall be used for small additional amounts of work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
2. All work to be paid for as Day works shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two (2) days of the work being done.
3. The Contractor shall be paid for Day works subject to obtaining signed Day works forms and at the rate quoted for Day works.

49. Cost of Repairs

1. Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

E. Completion of the Contract

50. Completion and Taking Over

1. Upon completion of the works, the Contractor shall submit a completion report to the Project Manager, informing that the works have been completed and requesting for issuance of Certificate of Completion.
2. Upon receipt of the completion report from the Contractor, the Project Manager shall notify the Procuring Agency and undertake the handing-taking procedures within fourteen (14) days.

3. Following the completion of the handing-taking procedures, the Contractor and the Project Manager shall jointly conduct the final measurement of works within seven (7) days. In the event the Contractor fails to be present for the joint measurement despite being duly notified in writing, the Procuring Agency shall proceed with the measurement in the absence of the Contractor, and such measurement shall be deemed final and binding upon the Contractor.
4. The Completion Certificate shall be issued only upon the finalization of the contract amount, based on the results of the final measurement. Thereafter, the Procuring Agency shall promptly update the completion status and the APS Rating within fourteen (14) days in the e-Tool or Ci-NET system, as applicable.
5. An on-time completion out of a total of thirty percent (30%) scoring shall be done by the Procuring Agency. The contractor shall be penalized under this component if he fails to deliver the project as per the initial time-lines committed in the Program. The Project Manager shall rate the contractor using the Average Performance Score (APS) conditions and forms issued by the Ministry of Finance.
6. The Project Manager at the end of the Contract shall rate the contractor using the Average Performance Score (APS) on Quality out of a total of 70 points using the Average Performance Score (APS) conditions and forms issued by the Ministry of Finance.
7. The contractor shall Mandatory put up a Plaque after completion of work with the following details: Name of Contractor; BCTA Certification no.; Contract Amount; Contract duration; and Name of the Procuring agency.

51. Final Account

1. The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within fifteen (15) days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within fifteen (15) days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

52. Operating and Maintenance Manuals

1. If "as built" drawings and/or operating and maintenance manuals are required, the Contractor shall provide them by the dates stated in the SCC.
2. If the Contractor does not provide the Drawings and/or manuals by the dates stated in the SCC, or they do not receive the Project Manager's approval, the Project

Manager shall withhold the amount stated in the SCC from payments due to the Contractor.

53. Termination by Fundamental Breach of Contract by Parties

1. The Procuring Agency or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. Fundamental breaches of Contract shall include, but shall not be limited to, the following:
 - (a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
 - (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
 - (c) the Procuring Agency or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (d) The Contractor fails to deploy the key personnel and equipment proposed as per GCC 11.1;
 - (e) a payment certified by the Project Manager is not paid by the Procuring Agency to the Contractor within 84 days of the date of the Project Manager's certificate;
 - (f) the Project Manager gives notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
 - (g) the Contractor does not maintain a security, which is required;
 - (h) the Contractor subcontracts any or whole of the Works without the approval of the Procuring Agency as may be applicable;
 - (i) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of Liquidated Damages can be paid;
 - (j) in case of Joint Venture any or all parties fail to fulfill the contractual obligations;
 - (k) fails to execute the contract in accordance with the milestone, such failure being defined in SCC 22.7; and
 - (l) refuses or is unable to execute and complete the Works and Services in the manner specified in the program furnished under GCG Clause 24 at rates of progress that give reasonable assurance to the Procuring Agency that the Contractor can attain completion of the works and services by the Time for Completion as extended.

2. When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 53.1 above, the Project Manager shall decide whether the breach is fundamental or not.

54. Notice Prior to Termination

1. The Procuring Agency or the contractor shall give notice of a breach of contract for causes requiring either party to remedy the same within Thirty (30) days of its receipt of such notice.
2. If the Contractor or the Procuring Agency fails to take steps to remedy the same or is still unable to carry out any of its obligations under the Contract, then the Procuring Agency or contractor may terminate the Contract by giving a notice of termination.
3. If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.
4. Following the termination of contract, the Procuring Agency may at its discretion decide to retender the works, award directly or execute the works departmentally.

55. Termination for Convenience

1. The following circumstances may constitute sufficient grounds to terminate a contract for convenience:
 - (a) If physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible, as determined by the procuring agency;
 - (b) The procuring agency has determined the existence of conditions that make project implementation impractical and/or unnecessary, such as, but not limited to, fortuitous event/s, changes in laws and government policies.

56. Payment upon Termination

1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of work not completed, representing the Procuring Agency's additional cost for completing the remaining Works is 20% up to a maximum of 10% of the Initial Contract Price. If the total amount due to the Procuring Agency exceeds any payment due to the Contractor, the difference shall be a debt payable by the Contractor to the Procuring Agency.

2. Where the Performance Security has been enhanced beyond ten percent (10%) of the initial Contract Price due to the presence of seriously unbalanced or front-loaded bids, the Procuring Agency shall be entitled to recover an amount exceeding ten percent (10%) of the initial Contract Price. This recovery shall be limited to covering the additional costs incurred in completing the remaining scope of works.
3. The Procuring Agency shall be entitled to recover Liquidated Damages for delay up to the date of termination, as stipulated in this Contract. In addition, recover the value of work not completed at the time of termination which shall usually be twenty (20%) percent subject to a maximum limit of (10%) percent of the initial Contract Price.
4. The Performance Security shall be encashed to offset such sums as may be due, including Liquidated Damages and additional completion costs. However, such encashment shall be limited to the actual losses incurred by the Procuring Agency and shall not constitute an outright forfeiture.
5. If the Contract is terminated for the Procuring Agency's convenience or because of a fundamental breach of Contract by the Procuring Agency, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate. The Procuring Agency shall promptly pay to the contractor the amount of any loss of profit sustained by the contractor as a result of this termination.
6. If the project has been completed then deposit in an RGR account, otherwise 20% should be allowed to be used for the project, if the project is still in complete.

57. Property

1. All materials on the Site, Plant, Equipment, Temporary Works and Works are deemed to be the property of the Procuring Agency if the contract is terminated because of a Contractor's default and Plants and equipment will be released after due payment of compensations.

58. Release from Performance

1. If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Agency or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this

certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

59. Settlement of Disputes

1. In the event of any dispute or disagreement arising out of or in connection with the contract, the Procuring Agency and the Contractor shall exert all reasonable efforts to resolve the matter amicably through mutual consultation and dialogue.
2. If mutually agreed upon by both parties, an Adjudicator shall be appointed as a neutral third party within twenty-eight (28) days from the commencement of the project. Alternatively, the parties may, by mutual consent, appoint an Adjudicator at the time a dispute arises.
3. If the dispute remains unresolved despite adjudication or other amicable means, the parties shall proceed to arbitration in accordance with the provisions specified in the SCC.

60. Continuation of work

1. The dispute shall not prohibit continuation of execution of the work unless injunction or any such orders are issued by the court of law or any other competent authority.

SECTION VI. SPECIAL CONDITIONS OF CONTRACT

A. General	
GCC 1(13)	The Procuring Agency is <i>National Pension and Provident Fund, Thimphu Bhutan.</i>
GCC 1(16)	The Intended Completion Date for the whole of the Works shall be <i>7 Months from the award of the work.</i>
GCC 1(20)	The Project Manager is <i>Mr. Hem Raj Kharka, Maintenance Engineer, Head Office, Thimphu.</i>
GCC 1(22)	The Site is located at <i><u>NPPF Colony & Thromde Building, Thimphu.</u></i>
GCC 1(25)	The Start Date shall be <i>Notified in letter of award</i>
GCC 1(29)	The Works consist of various maintenance work as reflected in the BoQ.
GCC 2.2	Sectional Completions are: <i>None</i>

GCC 2.3 (i)	The following documents also form part of the Contract: Schedule of Other Contractors (GCC 9) Schedule of Key Personnel (GCC 10) Site Investigation Reports (GCC 11) Schedule of Operating and Maintenance Manuals (GCC 57)																
GCC 4.1	The language of the contract is English The law that applies to the Contract is the law of the Kingdom of Bhutan.																
GCC 10.1	Schedule of other contractors: None																
GCC 11.4	<p>Key Personnel: <i>Project Engineer (Civil)-One</i> <i>Site Supervisor (Civil)-One</i> <i>Foreman / Skilled Supervisor-Three</i> <i>Mandatory Manpower - One</i></p> <p>The amount to be deducted for the key personnel not employed by the contractor for each personnel is</p> <table border="1" data-bbox="360 1099 1390 1267"> <tr> <td>Project Engineer</td> <td>Nu: 30,000.00/Month</td> </tr> <tr> <td>Site Supervisor (Civil)</td> <td>Nu: 20,000.00/Month</td> </tr> <tr> <td>Foreman / Skilled Supervisor</td> <td>Nu: 15,000.00/Month</td> </tr> <tr> <td>Mandatory Manpower</td> <td>Nu: 15,000.00/Month</td> </tr> </table> <p>The amount to be deducted for the equipment not available at site is</p> <table border="1" data-bbox="360 1346 1390 1509"> <tr> <td>Tier I</td> <td>Nu: 40,000.00/Month</td> </tr> <tr> <td>Tier II</td> <td>Nu: 30,000.00/Month</td> </tr> <tr> <td>Tier III</td> <td>Nu: 15,000.00 /Month</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Project Engineer	Nu: 30,000.00/Month	Site Supervisor (Civil)	Nu: 20,000.00/Month	Foreman / Skilled Supervisor	Nu: 15,000.00/Month	Mandatory Manpower	Nu: 15,000.00/Month	Tier I	Nu: 40,000.00/Month	Tier II	Nu: 30,000.00/Month	Tier III	Nu: 15,000.00 /Month		
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Mandatory Manpower	Nu: 15,000.00/Month																
Tier I	Nu: 40,000.00/Month																
Tier II	Nu: 30,000.00/Month																
Tier III	Nu: 15,000.00 /Month																

GCC 14.1	Contractor shall provide a copy of contractor all risk (CAR) Insurance including Earthquake covering the duration from the start date to the end of Defect's Liability Period.
GCC 15.1	Contact the Project Manager for queries
GCC 20.1	The Site Possession Date(s) shall be: <i>Shall be notified by the Employer to the successful bidder and shall be agreed by both the parties after this agreement is signed</i>

GCC 20.2	The contractor shall erect an information board with details of Name of Project, Project cost, Duration, Name of Procuring Agency and Name of Contractor
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B. Time Control	
GCC 22.1	<p>The Contractor shall submit for approval a Resource-Based Work Plan for the Works within 14 days from the date of the Letter of Acceptance.</p> <p>The Work Plan shall include, but not be limited to, the following elements under the conditions stipulated:</p> <p>(a) Quality Assurance Plan (QAP)</p> <p>The Quality Assurance Plan shall specify the work methodology, quality control tests and intervals for such tests in accordance with the work specifications for each item of the Works. If in the opinion of the Project Manager the QAP submitted by the Contractor does not fully represent the spirit of the General Conditions of Contract or the Specifications he may seek further clarification from the Contractor before his approval. The Contractor shall strictly follow the QAP in the execution of the Works. If the Contractor does not comply with the QAP, he shall not be allowed to proceed further with the Works. Details of all procedures and compliance documents shall be submitted to the Project Manager for information before each execution stage is commenced. Compliance with the quality assurance system shall not relieve the Contractor of any of his duties, obligations or responsibilities under the contract.</p>
GCC 22.7	Failure to execute contract in accordance with the agreed work schedule for whole of the Project shall be considered as fundamental breach of contract.

GCC 23.1	The period between Work Plan updates is 45 days or as when necessary The amount to be withheld for late submission of an updated Work Plan is Nu: 10,000.00
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C. Quality Control	
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GCC 31.1	The Defects Liability Period is: 12 Months.
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D. Cost Control	
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GCC 42.1 (g)	Other Compensation Events are: None
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GCC 45.2	The Contract is not subject to price adjustment in accordance with GCC Clause 45, as the duration of contract is lesser than twelve months
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GCC 47.1	The liquidated damages for the whole of the Works are 0.1 % of the Initial Contract price per day.
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E. Completion of the Contract	
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GCC 52.1	The date by which operating and maintenance manuals are required is Not Applicable. The date by which “as built” drawings are required is Not Applicable
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GCC 52.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC Sub-Clause 58.1, or failing to obtain the Project Manager’s approval of them by the said date, is Not Applicable
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GCC 53.1 (i)	The maximum number of days is: 200 days
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<p>GCC 59.5</p>	<p>(a) Contract with a Bhutanese Contractor:</p> <p>In the case of a dispute between the Procuring Agency and a Bhutanese Supplier, the dispute shall be referred to Bhutan Alternative Dispute Resolution Center (BADRC) for arbitration.</p> <p>OR</p> <p>(b) Contract with a foreign Contractor:</p> <p>Contracts entered into with foreign suppliers may have practical advantages in resolving disputes through international commercial arbitration over other dispute settlement methods. The Procuring agency may wish to consider the rules that govern the arbitration proceedings, such as:</p> <p><i>“Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with (Select as appropriate) i. UNCITRAL Arbitration Rules;</i></p> <p><i>ii. Rules of Conciliation and Arbitration of the International Chamber of Commerce; iii. Rules of the Arbitration Institute of the Stockholm Chamber of Commerce; iv. Rules of the London Court of International Arbitration. v. Singapore International Arbitration Centre</i></p>
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OHS Occupational Health and Safety (OHS)

The contractor shall incorporate Occupational Health & Safety measures at the construction site as per standards and specification attached. The standard and specification for insurance, OHS material or equipment shall be in compliance with Labour & Equipment Act-2007, Regulation on Occupational Health, Safety and Welfare-2012 and other relevant documents.

Refer Guideline of Occupational Health and Safety for more detail.

Guideline of Occupational Health and Safety:

1.1 Percentage of OHS

The equation yield percentage of OHS cost shall not be higher than 4% of quoted amount. If higher the employer shall fix the cost of OHS at 4% of the initial contract price.

1.2 OHS Requirement

a. **Insurance:** Every worker should be insured for the entire period of construction.

b. **Personal Protective Equipment's (PPE)**

Every worker should be provided with the following PPE to minimize exposure to hazards and to ensure safety at construction sites at all times.

- **To be provided to all the works at all times of work:**
 - Safety Helmet
 - High visibility vest
 - Safety Shoes
 - Safety belt
 - Protective gloves

- **To be provided to specific worker when performing specialized work as identified by the Project Team:**
 - Safety belt
 - Safety Harness
 - Safety goggle
 - Welding shield
 - Ear plug
 - Protective gloves

'Specific workers include those workers working at height, welders, and workers engaged in works with high noise level, or those identified by the Project Manager.

1.3 Common Protective Measures (CPMs)

Common Protective Measures (CPMs) should be present and followed throughout the entire period of construction:

- Adequate safety signs and signboards
- Boundary fence/barricade
- Fall protection

1.5 Monitoring:

NPPF will monitor and ensure that the OHS requirements are provided by the contractor at site and used appropriately "at all times".

The non-incorporation of Occupational Health & Safety at the construction site as per the requirements, standards and specification as mentioned in this document will result to following deduction:

SI	Description of PPE	Deduction/ person/day (Nu.)	Unit
A	Personal Protection Equipment (PPE)		
	To be provided to all at all times		
	Safety Helmet	120.00	Per person per day
	Safety Shoes	120.00	Per person per day
	High Visibility vest	120.00	Per person per day
	Dust Musk	120.00	Per person per day
B	Specialized works as and when required		
	Safety Belt	100.00	Per person per day
	Protective gloves	100.00	Per person per day
	Safety harness	100.00	Per person per day
	Safety goggle	100.00	Per person per day

	Welding shield	100.00	Per person per day
	Ear Plug	100.00	Per person per day
C	Common Protection Measures (CPMs)		
	First Aid tool box with Kits	250.00	Per day
	Medical examination and record	50.00	Per person per day
	Safety Sign and sign board	150.00	Per day
	Fire & Electrical Safety	150.00	Per day
	Fall protection	500.00	Per day

1.6 Mode of Payment:

The payment of OHS shall be made on the monthly basis based on:

$$\frac{\text{Contractor Quotated OHS Amount or \% of Initial Contract price (whichever is less)}}{\text{Duration of Project (months)}} = \text{Payment of OHS}$$

Before making the payment, the focal person should verify and confirm that the OHS input requirements have been mobilized and implemented at site.

SECTION VII. CONTRACT FORMS

1. Letter of Intent

(Letterhead paper of the Procuring Agency)

(Insert date)

To: ----- *[Name and address of the Contractor]*

This is to notify you that it is our intention to award the contract for your Bid dated *[Insert date]* for execution of the..... *[Insert name of the contract and identification number, as given in*

the BDS/SCC] for the Contract Price of..... *[Insert amount in figure and words & name of the currency]* as corrected and modified *[if any corrections]* in accordance with the Instructions to Bidders.

Authorized Signature: -----

Name and Title of Signatory: -----

Name of Agency: -----

CC: *[Insert name and address of all other Bidders who submitted the Bids]*

2. Letter of Acceptance

Letter of Acceptance (LOA) of Tender/Proposal ID:

Contract No:

To

Name:.....

Address:.....

This is to notify you that your Bid dated.....for the execution of the **Works** forfor the Contract Price of the equivalent of **Nu.(in words)** in BTN, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are hereby instructed to complete the following process within 7 working days.

- (a) confirm your acceptance of this Letter of Acceptance; (b) furnish the Performance Security; and (c) execute the signing of the contract.

Authorized Signature:

[Name and Designation]

Attachment: Contract

3. Contract Agreement

THIS AGREEMENT, made the [day] of [month] [year] between [name and address of Procuring Agency] (hereinafter called "the Procuring Agency") of the one part and [name and address of Contractor] (hereinafter called "the Contractor") of the other part.

WHEREAS, the Procuring Agency invited Tenders for certain Works, viz, [brief description of the Works] and has accepted a Tender by the Contractor for the execution of those works in the sum of Ngultrum [insert amount in figures and words], hereinafter called "the Contract Price.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) The signed Contract Agreement;
 - (b) The Letter of Acceptance;
 - (c) The completed Bid form as submitted by the Bidder;
 - (d) The Special Conditions of Contract;
 - (e) The General Conditions of Contract;
 - (f) Specifications;
 - (g) The Drawings; and
 - (h) Any other document listed in the SCC as forming part of the Contract.
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the Works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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.

IN WITNESS where of the Parties thereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day month and year first before written.

For the Procuring Agency

Signature

Name

In the presence of (Name and address)

For the Contractor

4. Performance Demand Bank Guarantee

(Unconditional)

[The bank/successful Bidder providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets.]

[Bank's name, and address of issuing branch or office]

Beneficiary: *[name and address of Procuring Agency]*

Date: [date]

PERFORMANCE GUARANTEE No.: *[Performance Guarantee number]*

We have been informed that [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the Contract] dated [date of Contract] with you, for the execution of [name of Contract and brief description of Works] (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 Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without you needing to prove or to show grounds for your demand or the sum specified therein.

This Guarantee shall expire no later than 30 days from the date of issuance of the Certificate of Completion, calculated based on a copy of such Certificate which shall be provided to us, or on the [number] day of [month], [year], whichever occurs first. Consequently, any demand for payment under this Guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this Guarantee for a period as required by the Procuring agency, in response to the Procuring Agency's written request for such extension, such request to be presented to the Guarantor before the expiry of the Guarantee.

[signature(s) of an authorized representative(s) of the bank]

5. Bank Guarantee for Advance Payment

[bank's name, and address of issuing branch or office]

Beneficiary: *[name and address of Procuring Agency]*

Date: *[date]*

ADVANCE PAYMENT GUARANTEE No.: *[number]*

We have been informed that *[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the contract]* dated *[date of Contract]* with you, for the execution of *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment is to be made against an advance payment guarantee in the sum or sums indicated below.

At the request of the Contractor, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us for your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the Advance Payment referred to above must have been received by the Contractor in its account number *[account number]* at *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the Advance Payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This Guarantee shall expire, at the latest, upon our receipt of a copy of the Interim Payment Certificate indicating that eighty percent (80%) of the Contract Price has been certified for payment, or on the *[number]* day of *[month]*, *[year]*, whichever is earlier. Consequently, any demand for payment under this Guarantee must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee as required by the Procuring Agency, in response to the Procuring Agency's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[insert signature(s) of authorized representative(s) of bank]

6. Retention Money Security Demand Guarantee

[Bank's name and address of issuing branch or office]

Beneficiary: [Insert name and Address of Procuring Agency]

Date:

RETENTION MONEY GUARANTEE No.: [Insert guarantee reference number]

We have been informed that _____ [insert name of Contractor] (hereafter called "the Contractor") has entered into Contract No. [insert reference number of the contract] dated _____ with the Beneficiary, for the execution of _____ [insert name of contract and brief description of Works] (Hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, payment of [insert the second half of the Retention Money or if contract duration is beyond 12 months the amount on completion of 50% of the value of the contract and duly certified by the Project Manager] is to be made against a Retention Money Guarantee.

The amount Guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount Guaranteed under the Performance Security] is to be made against a Retention Money Guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ [insert amount in figures] (.....) [amount in words] upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.

A demand under this Guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Applicant on its account number _____ at [insert name and address of Applicant's bank].

This Guarantee shall expire no later than the Day of, and any demand for payment under it must be received by us at the office indicated above on or before that date. **[signature(s)]**