

NATIONAL PENSION AND PROVIDENT FUND



Securing Future Together

BIDDING DOCUMENT

FOR

**"DISMANTLING AND DISPOSAL OF 5 CLASS II (Old) BUILDINGS in NPPF HOUSING
COMPLEX IN THIMPHU"**

2026



SECTION – I

INVITATION FOR BID

NPPF/RED/PR/TH-01/2026/13282

14th September, 2026

The National Pension and Provident Fund (NPPF) is pleased to invite sealed and signed Bid from Bhutanese firms for **Dismantling and Disposal of Five (5) class II (Old) buildings in NPPF Housing complex in Thimphu.**

The Bid may be delivered in person or by registered post in sealed envelopes and received by the Real Estate Division, NPPF, Thimphu no later than 12:00 PM on 2nd October 2026 and shall be opened on the same day at 2:30 PM, NPPF Head Office, Thimphu. Any Bids received after the deadline for the submission shall be rejected.

The Bidders are required to quote the rate that is to be paid to NPPF as the salvage value of the retrievable materials the Bidder can possess from dismantling of the buildings.

For inquiry and verification of Buildings before bidding, please contact the following officials:

1. Tshering Gyeltshen, tshering.gyeltshen@nppf.org.bt (# 1762 4772)
2. Kinley Dorji, kinley.dorji@nppf.org.bt (# 1743 7739)
3. Sonam Nyenda, sonam.nyenda@nppf.org.bt (1711 7280)


Chief
Real Estate Division



SECTION II

GENERAL TERMS AND CONDITIONS

1. Eligibility of Bidders

The Bidder and all parties constituting the Bidder shall be individual Bhutanese citizens or Bhutanese firms holding a valid trade license.

2. Costs Incurred by Bidder

The Bidder shall be solely responsible for all costs and expenses incurred in relation to the preparation and submission of the Bid, including but not limited to expenses associated with visiting and inspecting the buildings. NPPF shall bear no liability for any such costs.

3. Language of Documents

All documents and notices pertaining to the Bid, including but not limited to bid submissions, notices of award, and contracts, shall be in the English language. In the event of any inconsistency or discrepancy, NPPF reserves the right to interpret the provisions of the bidding documents.

4. Mandatory Inspection and Complaints

Prospective bidders are required to conduct a mandatory inspection of the buildings prior to submitting their bids. No complaints, disputes, or claims shall be entertained by NPPF after the bidding proceedings have concluded.

For inquiries or arrangements related to the inspection, interested parties may contact the following representatives:

1. Mr. Tshering Gyeltshen, Project Manager – 1762 4772
2. Mr. Kinley Dorji, Project Engineer – 1743 7739
3. Mr. Sonam Nyenda, Electrical Engineer (1711 7280)



5. Bid Security

- i. The Bidder shall furnish a Bid Security of Nu. 10,000 (Ngultrum Ten Thousand only) in the form of an unconditional Bank Guarantee, Demand Draft, or Cash Warrant in favour of the National Pension and Provident Fund.
- ii. The Bids shall remain valid for a period of 90 days.
- iii. Any Bid not accompanied by a Bid Security shall be rejected as non-responsive.
- iv. The Bid Security of all bidders shall be retained until the completion of the Bid Evaluation process.
- v. Upon completion of the evaluation, the Bid Security of the successful bidder shall be adjusted against the Bid Value.
- vi. The Bid Securities of unsuccessful bidders shall be returned promptly upon completion of the Bid Evaluation process without any interest.

6. Scope and Duration of the Work

- i. The scope of work for the successful bidder shall include the dismantling and demolition of the building structure, removal of materials, clearing of debris, levelling off the ground, and disposal of waste at locations designated by Thimphu Thromde.
- ii. The successful bidder shall complete the specified work within three (3) months from the date of issuance of the Work Order.

7. Payment Terms

- i. The successful bidder shall deposit 25% of the Bid Value as spot payment (in cash or through digital payment) at the time of Contract signing.
- ii. The remaining 75% of the Bid Value shall be paid upon completion of 80% of the work. Payment may be made in cash or through digital transfer in favour of the National Pension and Provident Fund.

8. Performance Guarantee for Dismantling Works

- i. The successful bidder shall submit a Performance Guarantee equivalent to 25% of the Bid Value within seven (7) working days from the date of Contract signing in the form of an unconditional Bank Guarantee, Cash Warrant, or Demand Draft. The Performance Guarantee shall be refunded upon successful completion of the works and issuance of a Completion Certificate by NPPF.

9. Work Schedule Submission

The successful bidder shall submit a detailed work plan within seven (7) working days from the date of Contract signing, outlining the proposed timeline and milestones for dismantling activities, removal of usable materials, and disposal of waste materials.

10. Bid Submission

- i. An unsigned Declaration Form, Price Schedule, or Integrity Pact Statement shall render the Bid non-responsive. All pages of the Bid where entries or amendments have been made shall be initialed by the person(s) signing the Bid.
- ii. Bids may be submitted by post or in person. The envelope shall be securely sealed with adhesive or other suitable sealant to prevent tampering. If the envelope is not properly sealed and marked, NPPF shall assume no responsibility for its misplacement or premature opening.

11. Bid Deadline and Opening

- i. Bids shall be delivered to the NPPF Head Office, Thimphu, Bhutan, no later than the date and time specified in the Invitation for Bid.
- ii. Any Bid received after the submission deadline shall be returned unopened to the Bidder.

iii. NPPF shall open the Bids in the presence of bidders or their authorized representatives who choose to attend and shall announce the prices offered by all bidders.

iv. Attendance at the Bid Opening is not mandatory. Bidders wishing to attend may do so at the NPPF Head Office, Chubachu, Thimphu, on the specified opening date. Representatives shall present a duly authorized letter from the bidder; otherwise, they shall not be permitted to attend the Bid Opening.

12. Bid Award

i. NPPF shall award the Contract to the Bidder offering the highest Bid Price.

ii. NPPF reserves the right to accept or reject any Bid and to cancel the bidding process and reject all Bids at any time prior to the award of the Contract.

13. Reservation of Rights

i. NPPF reserves the right to accept or reject any Bid, waive minor irregularities in bids received, and cancel the bidding process or reject all bids at any time prior to the award of the Contract without incurring any liability to bidders or any obligation to provide reasons for its decision.

ii. If the quoted prices received in response to the Bid are lower than the reserve price, NPPF reserves the right to reject all bids without any claim or dispute from the bidders.

14. Additional Technical Terms and Conditions

i. The dismantling works shall include demolition of the structure, removal of materials, clearing of debris, and disposal of waste at locations designated by Thimphu Thromde.

ii. The bidder shall coordinate with Bhutan Power Corporation (BPC) for disconnection of the main electrical supply and surrender of the energy meter and shall submit the relevant surrender letter to NPPF.

iii. The bidder shall coordinate with Thimphu Thromde for disconnection of the main water supply and surrender of the water meter and shall submit the relevant surrender letter to NPPF, where applicable.

iv. The Bidder shall coordinate with Bhutan Telecom and Tashi Cell for removing/relocating any overhead/underground cables.

v. The Bidder shall coordinate with Television Operators to relocate/remove any cables.

vi. The bidder shall be responsible for any damage caused to NPPF property or neighboring properties during dismantling, removal, and transportation of materials.

vii. The specifications provided under Section III are based on physical inspection and are intended solely for informational purposes. NPPF shall not be liable for any discrepancy between the actual conditions and the information provided in the bidding documents.

viii. The successful bidder shall be responsible for ensuring site safety, including the provision and use of appropriate Personal Protective Equipment (PPE), adequate fencing for dust / spillages, and other safety measures for workers, tenants, and the general public. NPPF shall not be liable for any claims, damages, or losses arising from safety negligence at the site.

ix. The successful bidder shall take all necessary measures to minimize noise and dust during dismantling works. Where work is required outside normal working hours, prior approval from NPPF and Thimphu Thromde shall be obtained.

15. Contract Acceptance

- i. By submitting a Bid in response to this solicitation, the bidder acknowledges and agrees to be bound by the terms and conditions set forth in the bidding documents. Acceptance of the Contract shall be evidenced by the bidder's signature on the bidding documents and/or execution of the formal Contract Agreement.

16. Finality of Decisions

- i. The decisions of NPPF regarding the bidding process, including but not limited to bid evaluation, contract award, and resolution of any disputes or claims arising therefrom, shall be final, binding, and conclusive on all parties.



1. Existing Building Photos

i. Front view



i. Side view

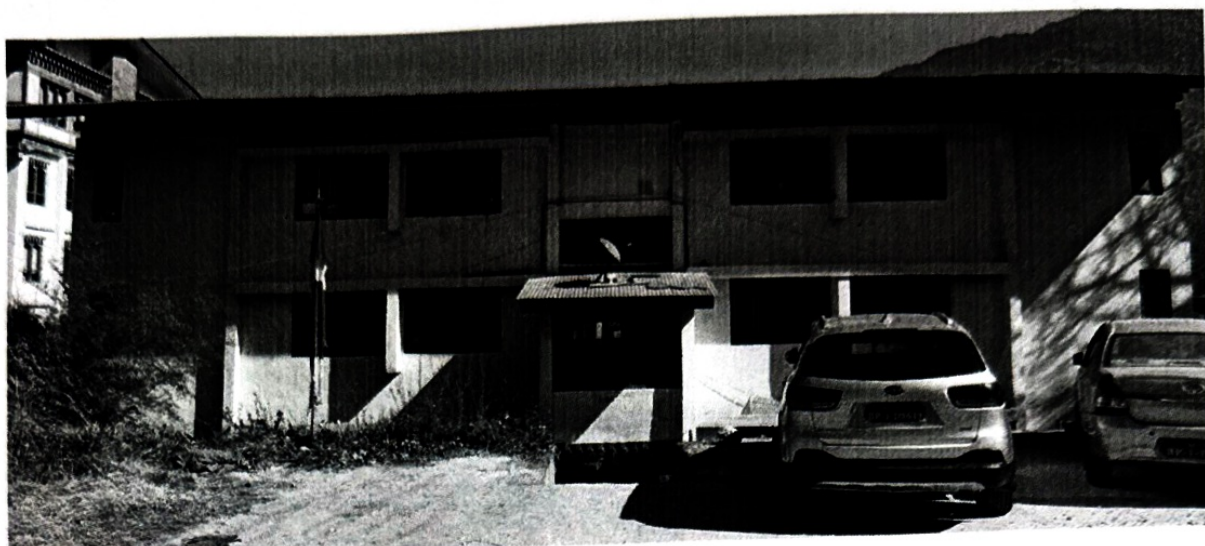


ii. Left view



iii. Fifth Building





SECTION – III: Specification of the Building

1. Class II (Old) Buildings (THC2B18-THC2B22): 5 Numbers

Details/specification of the building	
1. Type of Structure	RCC Frame Structure
2. Number of Floor	G+2
3. Number of Units	6 Units in each Building
4. Foundation	Reinforced Cement Concrete (RCC)
5. Main walls and its finishings	250mm thick concrete block wall set in cement mortar with cement plaster finish
6. Partition walls and its finishing	125 mm thick concrete block wall set in cement mortar with cement plaster finish
7. Door frames and shutters:	Timber frames with paneled shutters
8. Windows frames and shutters:	Timber frames with glazing
9. Flooring and its finishing	Timber flooring with timber joists
10. Roofing	CGI Sheet 24g
11. Roofing and roof truss:	Timber truss

SECTION – IV: PRICE SCHEDULE

Note: The lumpsum rate (Bid price) quoted has to be paid to NPPF as the salvage value of retrievable materials from the structure that is demolished.

SI	DESCRIPTION OF WORK	Lumpsum rate (Nu)	In Words
1	Dismantling and disposal of Five (5) numbers of Class II (Old) Buildings in NPPF housing complex in Thimphu, including the demolition of the structure, lifting of the material, clearing the debris of the area making the ground level and disposal of waste to area designated by Thimphu Thromde complete in all respect		

Signature
Affix Legal Stamp.

Name of Bidder / Firm
Address:
Contact details:



SECTION VI: Form Of Bid

The Bidder shall fill in and submit this bid form with the Bid. If Bidders do not fill in the Contract Price and does not sign this Bid form, the bids will be rejected.

Date: _____

To

The Chief
Real Estate Division
National Pension and Provident Fund

We offer to execute the contract for **'Dismantling and Disposal of Five (5) class II (Old) buildings in NPPF Housing complex in Thimphu'** in accordance with the Conditions of Contract accompanying this Bid for the lumpsum offered price for the salvage value to NPPF of __Nu_____
[amount in words].

The contract shall be paid in Ngultrums (Nu.)

This Bid and your written acceptance of it shall constitute a binding Contract between us.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified Bidding terms and conditions.

Authorized Signature:

(Affix Legal Stamp)

Name and Title of Signatory:

Name of Bidder:

Address:



**SECTION – VII
DECLARATION FORM**

I/We hereby declare that I/we have understood the above-mentioned terms and conditions and therefore, I/We are agreeable without any contentions or dispute.

(Legal Stamp)

Signature

Name of Bidder/Representative:.....

Contract Address:.....

Contact No:.....



SECTION VIII: INTEGRITY PACT STATEMENT

1. Integrity Pact

1. General:

Whereas the Mr. Sonam Tobgay, Chief of Real Estate Division representing the Procuring Agency National Pension & Provident Fund, Thimphu Bhutan, here in after referred to as the Employer on one part, and
Mr./Ms.....

..... registered with the authority concerned, hereafter 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

SP



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.

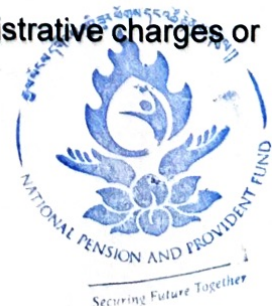
5. Commitments of Bidders

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.



- We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it. Further, the information provided in this agreement is true and correct to the best of our knowledge and belief.

[illegible]

SECTION IX: POWER OF ATTORNEY (IF APPLICABLE)

KNOW ALL MEN BY THESE PRESENT THAT WE..... [insert name of the Bidder]

..... an Employer incorporated under the..... [insert relevant statute of the country of incorporation] and having its registered office at

..... [insert address] (Hereinafter referred to as the "Bidder") having been authorized by the Board of Directors of the Employer, inter alia, to execute contracts in the name of and for and on behalf of the Employer.

I..... [insert name of the person giving the power of

attorney] presently holding the position of..... [insert designation of the person giving the power of attorney] in the Employer do

hereby constitute, appoint

and authorize Mr..... [insert name, designation and residential address of the person to whom the power of attorney is being given].

..... as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, things necessary and incidental to submission of our Bid against NIT

No....., floated by Employer. I hereby further authorize the above attorney for signing and submission of the Bid and all other documents, information related to the Bid including undertakings, letters, certificates, declarations, clarifications, acceptances, guarantees, any amendments to the Bid and such documents related to the Bid, and providing responses and representing us in all the matters before Employer in connection with the Bid for the said NIT till the completion of the bidding process.

I accordingly hereby nominate, constitute and appoint above named severally, as my lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

WE do hereby agree and undertake to ratify and confirm whatever the said Attorney shall lawfully do or cause to be done under and by virtue of this power of Attorney and the Acts of Attorney to all intents and purposes are done as if I had done the same on behalf of the Employer if these presents had not been made.

IN WITNESS whereof I,

..... have executed these presents this the

..... day

of.....
At



ACCEPTED:
Signature of Attorney

.....

Name.....

Designation.....

EXECUTANT

Signature.....

...

Name.....

Designation.....



SECTION X: NOTIFICATION OF AWARD

Date:

To: [name and address of the Contractor]

Sub: Notification of Award for.....

Ref: NIT No: (insert number and reference of the NIT)

Dear Sir or Madam,

With reference to your Bid dated [insert date] for execution of the [insert name of the Contract and identification number, as given in the SCC] for the Contract Price of the equivalent of [insert amount in numbers and words] [insert name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency

The Contract in duplicate is attached hereto. Kindly be advised of the following:

- a) Please confirm your acceptance of this Notification of Award by signing and dating both copies of it, and returning one copy to us no later than 15 days from the date hereof;
- b) Please report to this office to sign the formal Contract Agreement within 15 (fifteen) days of the date of this Notification of Award.
- c) Prior to the signing of Contract Agreement, you are required to submit performance security in the form of a Bank Guarantee/ demand draft/ cash warrant as per ITB clause 40 and GCC clause 17. The performance security may be submitted in advance or at the time of signing the contract agreement. The bank guarantee/ demand draft/ cash warrant should be in favour of (insert appropriate name and designation).
- d) The stipulated commencement of the work shall be reckoned from the date of Contract signing.

Kindly acknowledge the receipt of this letter.

Yours sincerely,

[xyz]



SECTION XI: Letter of acceptance

Letter of Acceptance

Contract No:

Date:

To:

[name and address of Contractor]

This is to notify you that your Bid dated *[insert date]* for the execution of the Works for *[name of project / Contract]* for the Contract Price of Nu *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to bidder is hereby accepted by *[name of the Employer]*.

You are requested to proceed with the execution of the Works on the basis that this letter of acceptance shall constitute the formation of a Contract, which shall become binding upon furnishing a Performance Security and signing the Contract Agreement within fifteen (15) working days, in accordance with ITB Clause 36.

We attach the Contract Agreement and Special Conditions of Contract for your perusal and signature.

Signed

Duly authorized to sign for and on behalf
of

[name of Procuring Entity]

Date:



SECTION XII: Contract Agreement

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

WHEREAS, the Employer 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 are 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 Notification of Award
 - (c) The letter of Acceptance;
 - (d) The completed Bid form as submitted by the Bidder;
 - (e) The General Conditions of Contract;
 - (f) BOQ, Specifications and TOR
 - (g) Any other document listed in the SCC as forming part of the Contract.
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer 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 Employer 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 whereof 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 Employer

Signature

Name

Title

In Presence of

(Name) Address

for the Contractor

Signature

Name

Title

In Presence of

(Name) Address



SECTION XIII: Bank Guarantee for contract performance security

[this is the format for the Performance Security to be issued by any financial institution in Bhutan in accordance with ITB Clause 40]

Contract No:

Date:

To:

[Name and address of Employer]

PERFORMANCE GUARANTEE No:

We have been informed that *[name of Contractor]* (hereinafter called "the Contractor") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract"), the execution of works *[description of works]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Contractor, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Nu *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Contractor is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the

above-mentioned office any demand for payment under this guarantee on or before that date.

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

