**STANDARD BIDDING DOCUMENTS**

**(Procurement of Goods)**

**FOR**

**DESIGN, SUPPLY, TRANSPORTATION, INSTALLATION, TESTING AND COMMISSIONING OF GROUND-MOUNTED 3kWp SOLAR PV PLANT FOR 10 HOUSEHOLDS (3kWp X 10HH =30kWp) AT SHANGSHA VILLAGE, LUNANA GEWOG, GASA DZONGKHAG**



**MINISTRY OF ENERGY & NATURAL RESOURCES**

**DEPARTMENT OF ENERGY**

**THIMPHU**

**JUNE 2023**

**PREFACE**

This Standard Bidding Document for the Procurement of Goods have been prepared by the Ministry of Finance to be used for the Procurement of Goods through National and International Competitive Bidding in projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations 2019. This document will come into effect from 1st July, 2019.

For any comments or clarifications on this Standard Bidding Document contact.

Government Procurement and Property Management Division Department of National Properties  
Ministry of Finance  
Royal Government of Bhutan

**Invitation for Bids (IFB)**

1. The **Department of Energy(DoE), Ministry of Energy and Natural Resources (MoENR), Thimphu** now invites sealed Bids from eligible and qualified National Bidders for the procurement of goods “**contractor shall provide a total “turnkey contract” project including Design, Supply, Transportation, Installation, Testing and Commissioning of ground-mounted 3kWp(3kWp x 10HH=30kWp) solar PV plant” at Shangsa Village, Lunana Gewog, Gasa Dzongkhag.**
2. Bidding will be conducted through the National Competitive Bidding procedures specified in the RGoB Procurement Rules and Regulations, and is open to all national Bidders as defined in Section V of the Bidding Documents.
3. Interested eligible Bidders may obtain further information from the **Procurement Officer, Procurement Unit, Division of Support Services(DoSS), MoENR, Thimphu during office hours. The intending bidder must read terms and conditions of the bidding documents posted on website**.
4. Qualification requirements include: **Adequate Technical Knowledge and Practical Experienced or certified installer in carrying out designing and installation of the Ground-Mounted Solar PV system and should have adequate financial capability to meet the financial obligations pursuant to the scope of the works**.
5. A complete set of Bidding Documents in **English** may be downloaded free of cost by interested Bidders from <https://www.moenr.gov.bt>**.**
6. Bids must be submitted to the address below **on or before 5 July 2023 at 1300hours.** Electronic bidding shall be permitted. Late Bids will be rejected. Bids will be opened physically in the presence of the Bidders’ representatives who choose to attend in person at the **Procurement Unit, DoSS, MoENR** at **1400PM** **on the same day**.
7. All Bids shall be accompanied by a Bid Security of **2% of the total quoted bid price in the form of Demand Draft or Bank Guarantee issued by the national banks.**
8. The address(es) referred to above is: **Chief Finance Officer, Finance Division, DoSS, MoENR, Thimphu**.
9. Before submission of the bid, bidders are required to make themselves fully conversant with the completeness of bid specifications.

Standard Bidding Document for “**Design, Supply, Transportation, Installation, Testing and Commissioning of ground mounted 3kWp (3kWp x 10HH= 30kWp) solar PV plant at Shangsha Village, Lunana Gewog, Gasa Dzongkhag**” **(Turnkey Contract)**

Procuring Agency: **Department of Energy, MoENR, Thimphu**

**STANDARD BIDDING DOCUMENTS**

**Table of Contents**

[PART 1 : BIDDING PROCEDURES 8](#_Toc138084315)

[SECTION - I: INSTRUCTIONS TO BIDDERS 9](#_Toc138084316)

[**A.** **GENERAL** 9](#_Toc138084317)

[1 Scope of Bid and Source of Funds 9](#_Toc138084318)

[2 Fraud and Corruption 9](#_Toc138084319)

[3 Eligible Bidders 11](#_Toc138084320)

[4 Exclusion of Bidders 12](#_Toc138084321)

[5 Eligible Goods and Related Services 13](#_Toc138084322)

[6 Site Visit 13](#_Toc138084323)

[**B.** **CONTENTS OF BIDDING DOCUMENTS** 13](#_Toc138084324)

[7 Parts of Bidding Documents 13](#_Toc138084325)

[8 General Information 14](#_Toc138084326)

[9 Clarification of Bidding Documents 14](#_Toc138084327)

[10 Amendment of Bidding Documents 14](#_Toc138084328)

[**C.** **QUALIFICATION CRITERIA** 15](#_Toc138084329)

[11 Financial Capacity 15](#_Toc138084330)

[12 Experience and technical capacity 15](#_Toc138084331)

[**D.** **PREPARATION OF BIDS** 15](#_Toc138084332)

[13 Cost of Bidding 15](#_Toc138084333)

[14 Language of Bid 15](#_Toc138084334)

[15 Documents Comprising the Bid 15](#_Toc138084335)

[16 Bid Submission Sheet 16](#_Toc138084336)

[17 Price Schedules 16](#_Toc138084337)

[18 Alternative Bids 16](#_Toc138084338)

[19 Bid Prices and Discounts 16](#_Toc138084339)

[20 Price Variation 18](#_Toc138084340)

[21 Currencies of Bid 18](#_Toc138084341)

[22 Documents Establishing the Eligibility of the Bidder 19](#_Toc138084342)

[23 Documents Establishing the Eligibility of the Goods and Related Services 19](#_Toc138084343)

[24 Documents Establishing the Conformity of the Goods and Related Services 19](#_Toc138084344)

[25 Documents Establishing the Qualifications of the Bidder 19](#_Toc138084345)

[26 Period of Validity of Bids 20](#_Toc138084346)

[27 Bid Security 21](#_Toc138084347)

[28 Format and Signing of Bid 22](#_Toc138084348)

[**E.** **SUBMISSION AND OPENING OF BIDS** 22](#_Toc138084349)

[29 Submission, Sealing and Marking of Bids 22](#_Toc138084350)

[30 Deadline for Submission of Bids 23](#_Toc138084351)

[31 Late Bids 23](#_Toc138084352)

[32 Withdrawal, Substitution and Modification of Bids 23](#_Toc138084353)

[33 Bid Opening 24](#_Toc138084354)

[**F.** **EVALUATION AND COMPARISON OF BIDS** 25](#_Toc138084355)

[34 Confidentiality 25](#_Toc138084356)

[35 Clarification of Bids 25](#_Toc138084357)

[36 Responsiveness of Bids 25](#_Toc138084358)

[37 Non-conformities, Errors and Omissions 26](#_Toc138084359)

[38 Preliminary Examination of Bids 26](#_Toc138084360)

[39 Examination of Terms and Conditions; Technical Evaluation 27](#_Toc138084361)

[40 Conversion to Single Currency 27](#_Toc138084362)

[41 Margin of Preference 27](#_Toc138084363)

[42 Evaluation of Bids 27](#_Toc138084364)

[43 Comparison of Bids 28](#_Toc138084365)

[44 Abnormally Low Bid 28](#_Toc138084366)

[45 Seriously unbalanced Bids 29](#_Toc138084367)

[46 Rate Negotiation 29](#_Toc138084368)

[47 Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids 29](#_Toc138084369)

[48 Award Criteria 29](#_Toc138084370)

[49 Purchaser’s Right to Vary Quantities at Time of Award 29](#_Toc138084371)

[50 Letter of Intent to Award the Contract/Letter of Acceptance 30](#_Toc138084372)

[51 Debriefing by the Employer 30](#_Toc138084373)

[52 Signing of Contract 31](#_Toc138084374)

[53 Performance Security 31](#_Toc138084375)

[54 Complaint and Review 31](#_Toc138084376)

[55 Progress Report 32](#_Toc138084377)

[56 Insurance 32](#_Toc138084378)

[SECTION - II : BID DATA SHEET 33](#_Toc138084379)

[**A.** **INTRODUCTION** 34](#_Toc138084380)

[**B.** **BIDDING DOCUMENTS** 34](#_Toc138084381)

[**C.** **QUALIFICATION CRITERIA** 34](#_Toc138084382)

[**D.** **PREPARATION OF BIDS** 35](#_Toc138084383)

[**E.** **SUBMISSION AND OPENING OF BIDS** 36](#_Toc138084384)

[**F.** **EVALUATION AND COMPARISON OF BIDS** 37](#_Toc138084385)

[**G.** **AWARD OF CONTRACT** 38](#_Toc138084386)

[SECTION - III: EVALUATION AND QUALIFICATION CRITERIA 35](#_Toc138084387)

[SECTION – IV: BIDDING FORMS 40](#_Toc138084388)

[Section V: Eligible Countries 55 55](#_Toc138084389)

[SECTION - V: ELIGIBLE COUNTRIES 55](#_Toc138084390)

[PART 2 57](#_Toc138084391)

[SUPPLY REQUIREMENTS 57](#_Toc138084392)

[58 Section VI: Schedule of Supply 58](#_Toc138084393)

[SECTION - VI: SCHEDULE OF SUPPLY 58](#_Toc138084394)

[Section VI: Schedule of Supply 59 59](#_Toc138084395)

[General Technical Requirements 63](#_Toc138084396)

[1. Project Information 63](#_Toc138084397)

[**3.1** **Solar Photovoltaic (PV) Modules** 65](#_Toc138084398)

[**3.2** **Modules Mounting Structure** 66](#_Toc138084399)

[**3.3** **Off-grid Inverter** 66](#_Toc138084400)

[**3.4** **Maximum Power Point Tracker (MPPT)** 67](#_Toc138084401)

[**3.5** **Array Junction Box** 67](#_Toc138084402)

[**3.6** **DC Distribution Box (DCDB)** 68](#_Toc138084403)

[**3.7** **AC Distribution Box (ACDB)** 68](#_Toc138084404)

[**3.8** **Battery/Inverter room** 68](#_Toc138084405)

[**3.9** **Battery Bank** 69](#_Toc138084406)

[**3.10** **Protections and Switchgears** 69](#_Toc138084407)

[3.10.1 Earthing Protection 69](#_Toc138084408)

[3.10.2 Lightning Protection 69](#_Toc138084409)

[3.10.3 Surge Protection & Switchgears 70](#_Toc138084410)

[**3.11** **Cables & Accessories** 70](#_Toc138084411)

[**3.12** **Energy Meter** 70](#_Toc138084412)

[**3.13** **Miscellaneous** 70](#_Toc138084413)

[**7.1** **Access to Site** 71](#_Toc138084414)

[**7.2** **Electrical Studies** 72](#_Toc138084415)

[**7.3** **Operation & Maintenance (O&M) Training** 72](#_Toc138084416)

[**7.4** **Personal Protection Equipment (PPE)** 72](#_Toc138084417)

[**7.5** **First - aid facilities** 72](#_Toc138084418)

[**7.6** **Labor Work Permits, Accommodation and Insurance** 73](#_Toc138084419)

[**7.7** **Protection of the Environment** 73](#_Toc138084420)

[**7.8** **Emergency Planning/Emergency Response** 73](#_Toc138084421)

[**7.9** **Design Review Meeting (s), Drawings and Documentations** 73](#_Toc138084422)

# PART 1 : BIDDING PROCEDURES

# **SECTION - I: INSTRUCTIONS TO BIDDERS**

## **GENERAL**

### Scope of Bid and Source of Funds

#### The Purchaser, as indicated in the Bid Data Sheet (BDS), issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Supply. The name, identification number, and number of lots within this procurement are provided in the BDS.

#### Throughout these Bidding Documents:

* + 1. the term “in writing” means communicated in written form (e.g. by mail, electronic mail, fax, telex) with proof of receipt;
    2. if the context so requires, “singular” means plural” and vice versa; and
    3. “day” means calendar day.

#### The Employer as defined in section II, Bidding Data Sheet (BDS) has received a budget from RGoB towards the cost of the Goods defined in the BDS and intends to apply a part of the funds to cover eligible payments under this contract.

#### The Contractor shall provide a total **“Turnkey Contract” project including Design, Supply, Transportation, Installation, Testing and Commissioning of ground 3kWp for existing 10 households (3kWp x 10HH= 30kWp) Solar PV plant under the Bhutan For Life (BFL) funding.**

#### The scope of supply for this bidding document covers **Design, supply of required materials, transportations, installation, testing and commissioning of the solar PV system and handover of the PV systems to the Department of Energy, MoENR.**

#### The bidder is advised/may opt to visit, examine the project sites and its surroundings to obtain all the information that may be necessary for preparing the bid documents, entering into contract for designing and commissioning of the project. The costs of visiting the project sites shall be at the bidder's own expense and at his own risk.

### Fraud and Corruption

* 1. It is RGoB policy to require that Purchasers, Bidders, Suppliers, Contractors and their Subcontractors observe the highest standards of ethics during the procurement and execution of contracts.In pursuance of this policy, the RGoB:
     1. defines, for the purposes of this provision, the terms set forth below as follows:

(i) “Corrupt practice”is the offering, giving, receiving or soliciting, directly or indirectly, of anything of valueto influence improperly the actions of another party;

(ii) “Fraudulent practice”is any intentional act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “Collusive practice” [[1]](#footnote-1)is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “Coercive practice”[[2]](#footnote-2) is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) “Obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order materially to impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended materially to impede the exercise of the inspection and audit rights of the Purchaser or any organization or person appointed by the Purchaser and/or any relevant RGoB agency provided for under ITB Sub-Clause 2.1 (d) below.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

(c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded an RGoB-financed contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an RGoB-financed contract;

(d) will have the right to require that a provision be included in Bidding Documents and in contracts financed by the RGoB, requiring Bidders, Suppliers, Contractors and their Subcontractors to permit the Purchaser, any organization or person appointed by the Purchaser and/or any relevant RGoB agency to inspect their accounts and records and other documents relating to their Bid submission and contract performance and to have them audited by auditors appointed by the Purchaser;

(e) requires that Bidders, as a condition of admission to eligibility, execute and attach to their bids an Integrity Pact Statement in the form provided in Section IV, Bidding Forms as specified in the BDS. Failure to provide a duly executed Integrity Pact Statement may result in disqualification of the Bid; and

(f) will report any case of corrupt, fraudulent, collusive, coercive or obstructive practice to the relevant RGoB agencies, including but not limited to the Anti-corruption Commission (ACC) of Bhutan, for necessary action in accordance with the statutes and provisions of the relevant agency.

2.2. Furthermore, Bidders shall be aware of the provision stated in Sub- Clause 36.1(a) (iii) of the General Conditions of Contract.

### Eligible Bidders

3.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries and any specific category of trade license if so specified in the BDS. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.

3.2 A Bidder shall not have a conflict of interest. All Bidders found to have a 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 they:

* + 1. are associated, or have been associated in the past, with a firm or any of its affiliates which has been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications and/or other documents to be used for the procurement of the Goods to be purchased pursuant to these Bidding Documents, or
    2. submit more than one Bid in this bidding process, except for alternative offers permitted under ITB Clause 18. However, this does not limit the participation of subcontractors in more than one Bid.
    3. employ or otherwise engage, either directly or through any of their affiliates, a spouse, dependent or close relative of a public servant of the RGoB who either is employed by the Purchaser or has an authority over it. 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. they have at least one controlling partner in common;
    5. they receive or have received any direct or indirect subsidy from either party;
    6. they have the same authorized legal representative for purposes of this Bid;
    7. 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 Employer regarding this bidding process;

3.3 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 (directly or indirectly) of the Purchaser.

3.4 A Bidder that is under a declaration of ineligibility pursuant to ITB Sub-Clause 2.1 (c) shall not be eligible to participate in this bidding process in any capacity.

3.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser as the Purchaser shall reasonably request.

### Exclusion of Bidders

* 1. A Bidder shall be excluded from participating in this bidding process under the following circumstances:
     1. as a matter of law or official regulation, RGoB prohibits commercial relations with the country in which the Bidder is constituted, incorporated or registered; or
     2. 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, RGoB prohibits (i) any import of Goods or contracting of Services from the country in which the Bidder is constituted, incorporated or registered or (ii) any payments to persons or entities in that country; or
     3. he is insolvent or is in receivership or is a bankrupt or is in the process of being wound up; or has entered into an arrangement with creditors; or
     4. his business affairs are being administered by a court, judicial officer or appointed liquidator; or
     5. he has suspended business or is in any analogous situation arising from similar procedures under the laws and regulations of his country of establishment; or
     6. he has been found guilty of professional misconduct by a recognized tribunal or professional body; or
     7. he has not fulfilled his obligations with regard to the payment of taxes, social security or other payments due in accordance with the laws of the country in which he is established or of the Kingdom of Bhutan; or
     8. he is guilty of serious misrepresentation in supplying information in his tender; or
     9. he has been convicted for fraud and/or corruption by a competent authority; or
     10. he has not fulfilled any of his contractual obligations with the Purchaser in the past.
     11. he has been debarred from participation in public procurement by any competent authority as per law.

### Eligible Goods and Related Services

* 1. All the Goods and Related Services to be supplied under the Contract may have their origin in any country in accordance with Section V, Eligible Countries and if so required shall comply with requirements specified in the BDS.
  2. For the purposes of this Clause, the term “Goods” includes commodities, raw material, machinery, equipment and industrial plants; and “Related Services” includes services such as insurance, installation, training, and initial maintenance.
  3. The term “origin” means the country where the Goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

### Site Visit

6.1 The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparation the bid and entering into a contract for turnkey project. The cost of visiting the site shall be at the bidder’s own expense.

The purchaser will not entertain any claim based on the grounds of insufficient knowledge of the site conditions.

## **CONTENTS OF BIDDING DOCUMENTS**

### Parts of Bidding Documents

#### 7.1 The Bidding Documents consist of Parts 1, 2 and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB Clause 10.

**PART 1 Bidding Procedures**

* Section I. Instructions to Bidders (ITB)
* Section II. Bid Data Sheet (BDS)
* Section III. Evaluation and Qualification Criteria
* Section IV. Bidding Forms
* Section V. Eligible Countries

**PART 2 Supply Requirements**

* Section VI. Schedule of Supply

**PART 3 Contract**

* + Section VII. General Conditions of Contract (GCC)
  + Section VIII. Special Conditions of Contract (SCC)
  + Section IX. Contract Forms

### General Information

#### The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.

#### The Purchaser is not responsible for the completeness of the Bidding Documents and their addenda, if any, if these were not obtained directly from the Purchaser.

#### The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the Bid.

### Clarification of Bidding Documents

9.1 Bidders shall not be allowed to seek any clarification of the Bidding Documents in person or by telephone or other verbal means;

9.2 A prospective Bidder requiring any clarification of the Bidding Documents shall notify the same to the Purchaser in writing at the Purchaser’s address specified in the BDS;

9.3 The Purchaser shall respond in writing to any such request for clarification, provided that it is received no later than fifteen (15) days prior to the deadline for submission of Bids. Copies of the Purchaser’s response shall be forwarded to all those who have acquired the Bidding Documents directly from the Purchaser, including a description of the enquiry without disclosing the name of the Bidder(s) seeking clarification. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 10 and ITB Sub-Clause 30.2; and

9.4 A pre-bid meeting shall be conducted only if strictly necessary to clarify doubts and concerns of the Bidders prior to submission of Bids. If the pre-bid meeting is required, the purchaser shall carry out face-to-face with the owner or the bidder’s representative who will be authorised to prepare tender/sign the contract agreement after the award of the contract. The person representing the bidder in the pre-bid meeting shall be required to furnish power of attorney/self-declaration form. The identity of the person attending the meeting shall be verified by the procuring agency. Minutes of the pre-bid meeting shall be circulated to all the participating bidders ~~that have purchased Bidding documents~~.

**Note:** The Power of Attorney or other written authorization to sign may be for a determined period or limited for a specific purpose.

### Amendment of Bidding Documents

10.1 At any time prior to the deadline for submission of Bids the Purchaser may amend the Bidding Documents by issuing an addendum. This may be done either on the Purchaser’s own initiative or in response to a clarification request from a prospective Bidder;

10.2 Any addendum thus issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser. Such addendum shall be binding on the prospective Bidders, and shall require that prospective Bidders confirm receipt of it before the time established for the opening of Bids;

10.3 The Purchaser may, at its discretion, extend the deadline for submission of Bids pursuant to ITB Sub-Clause 30.2 to allow prospective Bidders reasonable time in which to take the addendum into account in preparation of their Bids.

## **QUALIFICATION CRITERIA**

### Financial Capacity

11.1. The bidder shall have the minimum level of financial capacity if so specified in the BDS to qualify for supply of goods and related services under the contract.

### Experience and technical capacity

12.1. The bidder shall have the following minimum level of experience to qualify for supply of goods and related services under the contract:

* + 1. the minimum number of years of experience in the supply of goods and related services if so specified in the BDS;
    2. specific experience in the supply of similar goods and related services if so specified in the BDS; and
    3. minimum production capacity or availability of the equipment if so specified in the BDS.

## **PREPARATION OF BIDS**

### Cost of Bidding

13.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

### Language of Bid

14.1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the BDS, in which case, for the purposes of interpretation of the Bid, such translation shall govern. All supporting documents like type test certificates, warranty certificates, ISO certificates shall be in English language. In case of the documents of other languages, they must be translated into English and notarized**.**

### Documents Comprising the Bid

* 1. The Bid shall comprise the following:
     1. Bid Submission Sheet and the applicable Price Schedules in accordance with ITB Clauses 16, 17, 19 and 21;
     2. Bid Security, in accordance with ITB Clause 27;
     3. Written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 28;
     4. Documentary evidence in accordance with ITB Clause 22 establishing the Bidder’s eligibility to bid;
     5. Documentary evidence in accordance with ITB Clause 23 that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
     6. Documentary evidence in accordance with ITB Clauses 24 and 36 that the Goods and Related Services conform to the Bidding Documents;
     7. Documentary evidence in accordance with ITB Clause 25 establishing the Bidder’s qualifications to perform the contract if its Bid is accepted;
     8. Alternative Bids, if permissible, in accordance with ITB Clause 18;
     9. Documentary evidence or certified statements that the Bidder is not in any of the exclusion categories stipulated in ITB Sub- Clause 4.1;
     10. Integrity Pact Statement, in accordance with ITB Sub-Clause 2.1 (e) as specified in BDS; and
     11. Any other document required in the BDS.

15.2 In addition to the requirements under ITB 15.1, Bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement

### Bid Submission Sheet

16.1 The Bidder shall submit the Bid Submission Sheet using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

### Price Schedules

17.1. The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms.

### Alternative Bids

18.1. Unless otherwise indicated in the BDS alternative Bids shall not be considered.

### Bid Prices and Discounts

19.1. The prices and discounts quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified below.

19.2 All lots and items in the Schedule of Supply must be listed and priced separately in the Price Schedules.

19.3. The price to be quoted in the Bid Submission Sheet shall be the total price of the Bid excluding any discounts offered.

19.4. The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Submission Sheet.

19.5. The terms EXW, CIF, CIP and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce as specified in the BDS.

19.6. Unless otherwise stated in the BDS, Prices shall be quoted inclusive of all applicable taxes and levies, insurance, transportation, handling costs and any other associated cost to fulfil the contractual obligations, as specified in the Price Schedule forms for Goods and related services included in Section IV Bidding Forms. However, to avail margin of preference, prices shall be quoted as specified in the Price Schedule for Goods Manufactured in Bhutan in section IV Bidding Forms. The disaggregation of price components shall be solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered. In quoting prices the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V, Eligible Countries. Prices shall be entered in the following manner:

* + 1. For goods manufactured in Bhutan:
       1. the price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all Customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
       2. any Bhutan sales and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
       3. the price for inland transportation, insurance and other local services required to deliver the Goods to their final destination (Project Site) specified in the BDS.
    2. For Goods manufactured outside the Purchaser’s Country, to be imported:
       1. the price of the Goods, quoted CIP named place of destination, in the Purchaser’s Country, as specified in the BDS;
       2. the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the BDS;
    3. For Goods manufactured outside the Purchaser’s Country, already imported:
       1. the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;
       2. the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
       3. the price of the Goods, obtained as the difference between (i) and (ii) above;
       4. any Purchaser’s Country sales and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and
       5. the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified **in the BDS**.

(d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Supply, the price of each item comprising the Related Services (inclusive of any applicable taxes).

19.7 If so indicated in ITB Sub-Clause 1.1, Bids are being invited for individual ~~items, lots or~~ packages. Unless otherwise indicated in the BDS, prices quoted shall correspond to one hundred percent (100%) of the items specified for each lot and to one hundred percent (100%) of the quantities for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Price reductions or discounts shall be submitted in accordance with ITB Sub-Clause 18.4, provided the Bids for all lots are submitted and opened at the same time.

### Price Variation

20.1. Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the Contract and not subject to variation on any account, unless otherwise specified in the BDS. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected pursuant to ITB Clause 36 unless adjustable price quotations are permitted by the BDS. If, in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

### Currencies of Bid

21.1. The unit rates and prices shall be quoted by the Bidder entirely in Ngultrum (Nu). Foreign currency requirements shall be indicated and shall be payable at the option of the Bidder in up to three foreign currencies. In case of International procurement, bidders may express the unit rates and prices in fully convertible currency. If the bidders wish to be paid in a combination of amounts in different currencies, it may quote its price accordingly up to three foreign currencies

21.2. The rates of exchange to be used in arriving at the local currency equivalent shall be the selling rates for similar transactions established by RMA on the day of bid opening. These exchange rates shall apply for all payments so that no exchange risk shall be borne by the Bidder.

21.3. Bids shall be evaluated as quoted in Ngultrum (Nu.) in accordance with ITB Sub-Clause 21.1, unless a Bidder has used different exchange rates than those prescribed in ITB Sub-Clause 21.2, 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 21.2.

21.4. Bidders shall indicate details of their expected foreign currency requirements in the Bid.

21.5. Bidders may be required by the Employer to clarify their foreign currency requirements and to substantiate that the amounts included in the rates and prices, if required in the BDS, are reasonable and responsive to ITB Sub-Clause 21.1.

21.6 In case of International Procurement from countries other than India, the procuring agency may invite bids in convertible currencies. The bids shall however, be evaluated in accordance with Sub-Clause 21.3 above, but the payment shall be made in the currency of bid.

### Documents Establishing the Eligibility of the Bidder

22.1. To establish their eligibility in accordance with ITB Clause 3, Bidders shall complete the Bid Submission Sheet included in Section IV, Bidding Forms.

### Documents Establishing the Eligibility of the Goods and Related Services

23.1 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms included in Section IV, Bidding Forms.

### Documents Establishing the Conformity of the Goods and Related Services

24.1. To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Supply.

24.2. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specifications and, if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Supply.

24.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDS following commencement of the use of the Goods by the Purchaser.

24.4 Standards for workmanship, process, material and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Supply, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names and/or catalogue numbers, provided that it demonstrates to the Purchaser’s satisfaction that the substitutions ensure equivalence or are superior to those specified in the Schedule of Supply.

### Documents Establishing the Qualifications of the Bidder

* 1. The documentary evidence of the Bidder’s qualifications to perform the contract if its Bid is accepted shall establish to the Purchaser’s satisfaction:

(a) that, if required by the BDS, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Bhutan;

(b) that, if required in the BDS, in the case of a Bidder not doing business within Bhutan, the Bidder is or will be (if awarded the Contract) represented by an agent in Bhutan equipped and able to carry out the Supplier’s maintenance, repair and spare parts- stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications;

(c) that Bids submitted by a Joint Venture, Consortium or Association (JV/C/A) of two or more firms as partners comply with the following requirements:

(i) the Bid is signed so as to be legally binding on all partners;

(ii) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(iii) one of the partners is nominated as being in charge, authorized to incur liabilities, and to receive instructions for and on behalf of any and all partners of the JV/C/A;

(iv) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge; and

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

(d) that the Bidder meets each of the qualification criteria specified in Section III, Evaluation and Qualification Criteria.

(e) Documentary evidence that the PV plant and equipment corresponds to the purchaser’s requirement – a detailed description of the plant and equipment as well as essential technical and performance characteristics.

(f) Detailed description of the scope of project, methodology, work schedule including on site test and commissioning procedures,

(g) layout of the Solar PV System installation in AutoCAD or 3D format.

(h) List of major items of equipment, manufacturer’s names and country of origin.

(i) Type test reports for inventors, PV modules, batteries, etc.

(j) Schedule of key personnel

### Period of Validity of Bids

26.1. Bids shall remain valid for the period specified in the BDS from the Bid submission deadline prescribed by the Purchaser. A Bid valid for a shorter period shall be rejected by the Purchaser as non- responsive.

26.2. In exceptional circumstances, prior to expiry of the original Bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. The Bid Security shall also be extended for a corresponding period. A Bidder may refuse the request to extend the validity of its Bid without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in ITB Sub-Clause 26.3.

26.3. In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

### Bid Security

27.1. The Bidder shall furnish, as part of its Bid, a Bid Security in original form, denominated in Ngultrum or a freely convertible currency and in the amount specified in the BDS

27.2. The Bid Security shall:

* + 1. at the Bidder’s option, be in any of the following forms:
       1. an Unconditional Bank Guarantee; or
       2. a Banker’s Certified Cheque/Cash Warrant; or
       3. a Demand Draft;
    2. be issued by a financial institution in Bhutan acceptable to the Purchaser and selected by the Bidder. If the institution issuing the Bid Security is located outside Bhutan it shall have a correspondent financial institution located in Bhutan to make the Bid Security enforceable.
    3. in the case of a bank guarantee, be substantially in accordance with the form of Bid Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to Bid submission;
    4. be promptly payable upon written demand by the Purchaser in case any of the conditions listed in ITB Sub-Clause 26.6 are invoked;
    5. be submitted in its original form; copies shall not be accepted;
    6. remain valid for a period of thirty (30) days beyond the end of the validity period of the Bid, as extended, if applicable, in accordance with ITB Sub-Clause 26.2

27.3 Any Bid not accompanied by a responsive Bid Security shall be rejected by the Purchaser as non-responsive.

27.4 The Bid Securities of unsuccessful Bidders shall be discharged/ returned as promptly as possible upon award of contract, but in any event not later than thirty (30) days after the expiration of the period of bid validity prescribed by the procuring agency and the successful Bidder furnishing the Performance Security pursuant to ITB Clause 51.

27.5 The Bid Security of the successful Bidder shall be returned as promptly as possible after the successful Bidder has signed the Contract and furnished the required Performance Security

27.6. The Bid Security shall be forfeited:

* + 1. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Submission Sheet, except as provided in ITB Sub-Clause 25.2; or
    2. if the successful Bidder fails to:
       1. sign the Contract in accordance with ITB Clause 52;
       2. furnish a Performance Security in accordance with ITB Clause 53; or
       3. accept the correction of its Bid Price pursuant to ITB Sub- Clause 37.4.

27.7. The Bid Security of a JV/C/A must be in the name of the JV/C/A that submits the Bid. If the JV/C/A has not been legally constituted at the time of bidding the Bid Security shall be in the names of all future partners as named in the letter of intent.

### Format and Signing of Bid

28.1. The Bidder shall prepare ONE Original of the documents comprising the Bid as described in ITB Clause 14 and clearly mark it “ORIGINAL.” In addition, the Bidder shall submit copies of the Bid, in the number specified in the BDS, and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail

28.2. The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

28.3. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.

## **SUBMISSION AND OPENING OF BIDS**

### Submission, Sealing and Marking of Bids

29.1. Bids shall be delivered by hand, courier or registered post. The Bidder shall seal the original Bid and the number of copies stipulated in the BDS, including alternative Bids if permitted in accordance with ITB Clause 17, in separate inner envelopes contained within one outer envelope. All envelopes shall be sealed with adhesive or other sealant to prevent reopening.

29.2. The inner envelopes shall:

* + 1. be signed across their seals by the person authorized to sign the Bid on behalf of the Bidder; and
    2. be marked “ORIGINAL”, “ALTERNATIVE” (if any) and “COPY”;
    3. Bids

29.3.The outer envelope shall:

* + 1. be marked “Confidential”;
    2. be addressed to the Purchaser at the address provided in the BDS;
    3. bear the name and identification number of the Contract as defined in the BDS; and
    4. provide a warning not to open before the specified time and date for Bid Opening as defined in the BDS.

29.4 In addition to the identification required in ITB Sub-Clause 28.2, 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 pursuant to ITB Clause 30.

29.5 If the outer envelope is not sealed and marked as above, the Purchaser shall assume no responsibility for the misplacement or premature opening of the Bid.

29.6 In the Two-Stage Process, Bidders shall be advised to submit only the technical proposal in the first stage. In the second stage, Bidders shall be requested to submit both their technical proposals as modified and agreed with the Purchaser and the financial proposals based on the modified technical proposal simultaneously in two separate sealed envelopes.

29.7 When so specified in the BDS Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the procedures specified in the BDS.

### Deadline for Submission of Bids

30.1. Bids shall be delivered by hand, courier or registered post to the Purchaser at the address and no later than the date and time indicated in the BDS.

30.2. The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with ITB Clause 10, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### Late Bids

31.1. The Purchaser shall not consider any Bid that is submitted after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

### Withdrawal, Substitution and Modification of Bids

32.1. A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 28, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 27.2, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:

* + 1. submitted in accordance with ITB Clauses 27 and 28 (except that withdrawal notices do not require copies) and, in addition, the respective envelopes shall be clearly marked “**Withdrawal**”, “**Substitution**” or “**Modification**;” and
    2. received by the Purchaser prior to the deadline prescribed for submission of Bids, in accordance with ITB Clause 30;

32.2. Bids requested to be withdrawn in accordance with ITB Sub-Clause 32.1 shall be returned unopened to the Bidders.

32.3. No Bid may be withdrawn, substituted or modified in the interval between the deadline for submission of Bids and the expiry of the period of Bid validity specified by the Bidder on the Bid Submission Sheet or any extension thereof

32.2. Withdrawal of a bid between the deadline for submission of bids and expiration of the period of bid validity specified in the BDS or as extended pursuant to Clause 26.1, may result in the forfeiture of the Bid Security pursuant to Clause 27.6. If the lowest or the lowest evaluated bidder withdraws his bid between the periods specified in this clause, the bid security of the bidder shall be forfeited and in addition, the bidder shall pay to the employer the positive difference of sum, if any, with the next lowest bidder within fourteen (14) days of his withdrawal. If the bidder fails to pay the difference within the said date, the bidder shall be debarred by a competent authority as per law. In the case of framework contracts, the bid security shall be forfeited and the supply of the particular item will be re-tendered.

### Bid Opening

33.1. The Purchaser shall conduct the Bid Opening in public, in the presence of Bidders’ designated representatives who choose to attend, and at the address, date and time specified in the BDS. Any specific electronic Bid Opening procedures required if electronic bidding is permitted in accordance with ITB Sub-Clause 29.7 shall be as specified in the BDS.

33.2. Bidders, their representatives and other attendees at the Bid Opening shall not be permitted to approach any members of the Bid Opening Committee or any RGoB officials.

33.3. First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Bid shall not be opened, but shall be returned to the Bidder. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid Opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Bid being substituted. The substituted Bid shall not be opened, but shall be returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid Opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid Opening. Only envelopes that are opened and read out at Bid Opening shall be considered further.

33.4. All bids shall be opened one at a time. The Bidders’ names, the Bid prices, the total amount (or lot-wise) of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid withdrawals, substitutions or modifications, the presence or absence of Bid Security, responses to any Bidding Documents addenda, and such other details as the Purchaser may consider appropriate shall be announced by the Purchaser at the Bid Opening. This information also shall be written on a notice board for the public to copy. Any Bid price, discount or alternative Bid price not announced and recorded shall not be taken into account in Bid evaluation. No Bid shall be rejected at Bid Opening except for late Bids pursuant to ITB Clause 30. Substitution Bids and modifications submitted pursuant to ITB Clause 31 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.

33.5. The Purchaser shall prepare a record of the Bid Opening, which shall include the information disclosed to those present in accordance with ITB Sub-Clause 33.4. The minutes shall include, as a minimum:

* + 1. the Contract title and reference number;
    2. the Bid number;
    3. the Bid deadline date and time;
    4. the date, time and place of Bid Opening;
    5. Bid prices, per lot if applicable, offered by the Bidders, including

any discounts and alternative offers;

* + 1. the presence or absence of Bid Security and, if present, its

amount;

* + 1. the name and nationality of each Bidder, and whether there is a withdrawal, substitution or modification;
    2. the names of attendees at the Bid Opening, and of the Bidders

they represent (if any);

* + 1. details of any complaints or other comments made by attendees/ representatives attending the Bid Opening, including the names and signatures of the attendees/representatives making the complaint(s) and/or comment(s); and
    2. the names, designations and signatures of the members of the

Bid Opening Committee.

33.6. 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.

## **EVALUATION AND COMPARISON OF BIDS**

### Confidentiality

34.1 Information relating to the examination, evaluation, comparison and qualification of Bids, and recommendation of Contract Award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract Award.

34.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison and qualification of the Bids or Contract Award decisions may result in the rejection of its Bid.

34.3 Notwithstanding ITB Sub-Clause 34.2, from the time of Bid Opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.

### Clarification of Bids

35.1. To assist in the examination, evaluation, comparison and qualification of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered. The Purchaser’s request for clarification and the response shall be in writing or email (electronically). No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with ITB Clause 37.

### Responsiveness of Bids

36.1. The Purchaser’s determination of a Bid’s responsiveness shall be based on the contents of the Bid itself, and is to determine which of the Bids received are responsive and thereafter to compare the responsive Bids against each other to select the lowest evaluated Bid.

36.2. A substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bidding Documents without material deviation, reservation or omission. A material deviation, reservation or omission is one that:

* + 1. affects in any substantial way the scope, quality or performance of the Goods or Related Services required; or
    2. limits in any substantial way inconsistent with the Bidding Documents, the Purchaser’s rights or the Bidder’s obligations under the Contract; or
    3. if rectified would affect unfairly the competitive position of
    4. other Bidders presenting responsive Bids

36.3. If a Bid is not substantially responsive to the Bidding Documents it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

### Non-conformities, Errors and Omissions

37.1. Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

37.2. Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

37.3. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

* + 1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
    2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
    3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to ITB Sub-Clauses 37.3 (a) and (b) above.

37.4. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited

### Preliminary Examination of Bids

38.1. The Purchaser shall examine the Bids to confirm that all documents and technical documentation requested in ITB Clause 15 have been provided, and to determine the completeness of each document submitted.

38.2. The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

* + 1. Bid Submission Sheet, in accordance with ITB Sub-Clause 15.1 (a);
    2. Price Schedules, in accordance with ITB Sub-Clause 15.1 (a);
    3. Bid Security, in accordance with ITB Clause 27.

### Examination of Terms and Conditions; Technical Evaluation

39.1. The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

39.2. The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 24, to confirm that all requirements specified in Section VI, Schedule of Supply of the Bidding Documents have been met without any material deviation or reservation.

39.3. If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 36, the bid shall not be considered for evaluation.

### Conversion to Single Currency

40.1. For evaluation and comparison purposes, the Purchaser shall convert all Bid prices expressed in amounts in various currencies into a single currency and using the exchange rates specified in the BDS.

### Margin of Preference

41.1. A margin of preference may apply to domestic goods manufactured in Bhutan as provided for in the BDS. To avail a margin of preference, the bidder shall provide a value addition certificate from the Ministry of Industry, Commerce and Employment.

### Evaluation of Bids

42.1. The Purchaser shall evaluate each Bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

42.2. To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 42. No other criteria or methodology shall be permitted.

42.3. To evaluate a Bid, the Purchaser shall consider the following:

* + 1. evaluation shall be done for Items or Lots, as specified in the BDS;
    2. the Bid Price, as quoted in accordance with ITB Clause 19;
    3. price adjustment for correction of arithmetic errors in

accordance with ITB Clause 37.3;

* + 1. price adjustment due to discounts offered in accordance with ITB Clause 19.4;
    2. adjustments due to the application of the evaluation criteria

specified in the BDS from amongst those set out in Section III,

Evaluation and Qualification Criteria; and

* + 1. adjustments due to the application of a margin of preference, in accordance with ITB Clause 41, if applicable

42.4. The Purchaser’s evaluation of a Bid shall exclude and not take into account:

(a) in the case of Goods manufactured in Bhutan, sales and other similar taxes which will be payable on the Goods if the Contract is awarded to the Bidder;

(b) in the case of Goods manufactured outside Bhutan, already imported or to be imported, Customs duties and other import taxes levied on the imported Goods, sales and other similar taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and

(c) any allowance for price adjustment during the period of execution of the Contract, if provided in the Bid.

42.5. The Purchaser’s evaluation of a Bid may require the consideration of other factors in addition to the Bid Price quoted in accordance with ITB Clause 19. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, criteria and the methodology of application shall be as specified in ITB Sub-Clause 42.3 (e).

42.6. If so specified in the BDS, these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest evaluated lot combinations is specified in Section III, Evaluation and Qualification Criteria.

42.7. The purchaser shall ensure that the lowest evaluated bid price is consistent and reasonable with the current market prices. If the prices are unreasonable compared to prevailing market prices purchaser may reject the bid.

### Comparison of Bids

43.1. The Purchaser shall compare the evaluated costs of all substantially responsive Bids established in accordance with ITB 42 to determine the Bid that has the lowest evaluated cost. The comparison shall be on the basis of CIP (place of final destination) prices for imported goods and EXW prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the purchaser’s country, together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted CIP and sales and similar taxes levied in connection with the sale or delivery of goods.

### Abnormally Low Bid

44.1. An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns with the Purchaser as to the capability of the Bidder to perform the Contract for the offered Bid price.

44.2. In the event of identification of a potentially Abnormally Low Bid, the Purchaser shall seek written clarification from the Bidder, including a detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the bidding document.

44.3. After evaluation of the price analyses, in the event that the Purchaser determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered Bid price, the Purchaser shall reject the Bid.

### Seriously unbalanced Bids

45.1. If the Bid that is evaluated as the lowest evaluated cost is, in the Employer’s opinion, seriously unbalanced the Employer 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.

45.2. After the evaluation of the information and detailed price analyses presented by the Bidder, the Employer may as appropriate:

* + 1. accept the Bid and require that the amount of the Performance Security be increased at the expense of the Bidder to a level not exceeding twenty percent (20%) of the initial Contract price in addition to ten percentage(10) of the Performance Security**;** or
    2. reject the Bid.

### Rate Negotiation

46.1. Rate negotiations are usually not allowed. However, the purchaser reserves its right to negotiate with the lowest evaluated bidder, who is techno-economically suitable for the turnkey project, if the L-1 is above cost estimated.

### Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids

47.1 The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to Bidders.

**G. AWARD OF CONTRACT**

### Award Criteria

48.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Documents

### Purchaser’s Right to Vary Quantities at Time of Award

49.1. At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Supply, provided this does not exceed the percentages indicated in the BDS, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Documents.

### Letter of Intent to Award the Contract/Letter of Acceptance

50.1. The Employer shall notify the concerned Bidder whose bid has been selected in accordance with ITB 48 in writing (in the format in section IV-hereafter called the letter of Intent to award the contract) that the Employer has intention to accept its bid and the information regarding the name, address and amount of selected bidder shall be given to all other bidders who submitted the bid. Such notification should be communicated in writing, including by cable, facsimile, telex or electronic mail to all the bidders on the same day of dispatch. The Employer shall ensure that the same information is uploaded on their website on the same day of dispatch.

50.2. If no bidder submits an application pursuant to ITB 54 within a period of ten (10) days of the notice provided under ITB 50.1, prior to expiry of the period of Bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted

50.3. Until a formal Contract is prepared and executed, the letter of acceptance shall constitute a binding Contract.

50.4. Upon the successful Bidder furnishing the signed Contract Form and the Performance Security pursuant to ITB Clause 53the Purchaser:

* + 1. shall promptly notify each unsuccessful Bidder and discharge

its Bid Security, pursuant to ITB Sub-Clause 27.4; and

* + 1. publish a notification of award on the Purchaser’s website.

50.5. The notifications to all unsuccessful Bidders and the notification posted on the Purchaser’s website shall include the following information:

* + 1. the Bid and lot numbers;
    2. name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the Contract awarded; and
    3. the date of the award decision.

### Debriefing by the Employer

51.1. On receipt of the Employer’s Notification of Intention to Award referred to in ITB 50, an unsuccessful Bidder has three (3) working Days to make a written request to the Employer for a debriefing. The Employer shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.

51.2. Where a request for debriefing is received within the deadline, the Employer shall provide a debriefing within five (5) working days.

51.3. The Procuring Agency shall discuss only such Bid and not the bids of other competitors. The debriefing shall not include:

* + 1. point-by-point comparisons with another Bid; and
    2. information that is confidential or commercially sensitive to other Bidders.
    3. 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.

### Signing of Contract

52.1. At the same time as notifying the successful Bidder in writing that its Bid has been accepted the Purchaser shall send the successful Bidder the Contract Agreement and the Special Conditions of Contract.

52.2. Within fifteen (15) days of receipt of the Contract Agreement the successful Bidder shall sign, date and return it to the Purchaser.

52.3. Notwithstanding ITB Sub-Clause 52 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to Bhutan, or to the use of the products/Goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/Goods, systems or services, the Bidder shall not be bound by its Bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Purchaser that signing of the Contact Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and/or licences necessary for the export of the products.

### Performance Security

53.1. Within fifteen (15) working days of the receipt of letter of acceptance from the Purchaser, the Bidder shall submit the Performance Security in accordance with the GCC, using for that purpose any of the following security forms:

* + 1. unconditional bank guarantee in the form provided for in Section IX, Contract Forms, or another form acceptable to the Purchaser, or
    2. banker’s certified cheque/cash warrant, or
    3. demand draft.

53.2. If the Performance Security is provided by the successful Bidder in the form of a demand bank guarantee it shall be issued, at the Bidder’s option, by a financial institution located in Bhutan.

53.3. Failure by the successful Bidder to submit the above-mentioned Performance Security or to sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily. Such a failure shall be considered as “withdrawal” and all relevant clauses shall apply.

### Complaint and Review

54.1. If the Bidder has or is likely to suffer, loss or injury due to breach of a duty imposed on the Employer by the provisions of this bidding document, the Bidder shall submit the complaint in writing to the Employer within ten (10) days from the date of letter of intent to award the contract. In the first instance, the Bidder shall submit the complaint to the Employer.

54.2. The head of agency shall, within 7 days after the submission of the complaint, issue a written decision.

54.3. The Bidder may appeal to the Independent Review Body within 5 days of the decision of the Head of the Procuring Agency or, where no such decision has been taken, within 15 days of the original complaint and the copy of the appeal shall be given to procuring agency on the same day.

54.4. 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.

### Progress Report

55.1. The successful bidder shall submit the progress report monthly to the Project Manager, Shangsha Solar PV Electrification, Power System & Market Division, Department of Energy, MoENR, Thimphu. The Project office will have the right to depute the representative to ascertain the progress of contract at the project site.

### Insurance

56.1. The successful bidder shall be responsible and take an insurance policy for all the materials to cover all risks and liabilities for supply of materials on site basis, storage of materials at site, erection, testing and commissioning.

# **SECTION - II : BID DATA SHEET**

Introduction 31

Bidding Documents 31

Qualification Criteria 31

Preparation of Bids 31

Submission and Opening of Bids 32

Evaluation and Comparison of Bids 33

Award of Contract 34

**SECTION - II: BID DATA SHEET**

|  |  |
| --- | --- |
| **INTRODUCTION** | |
| **ITB 1.1** | The Purchaser is:  **Department of Energy**  **Ministry of Energy and Natural Resources**  **Thimphu, Bhutan** |
| **ITB 1.1** | The name, identification number and number of ~~lots~~ package within this procurement are: Design, Supply, Transportation, installation, Testing and Commissioning of ground-mounted 3kWp Solar plant for 10 Households (3kWp x 10HH =30kWp) including necessary civil works and boundary fencing at Sangsha Village, Lunana Gewog, Gasa. |
| **ITB 3.1** | Category of trade Licence eligible for this bidding process is: a valid Trade Licence issued by Ministry of Industry, Commence and Employment (MoICE) or erstwhile Ministry of Economic Affairs (MoEA) |
| **ITB 5.1** | All goods and related services to be supplied under the contract shall comply with: In conformity to the standards and specifications outlined in the technical specifications**.** |
| **BIDDING DOCUMENTS** | |
| **ITB 8.2** | For **clarification of Bid purposes** only, the Purchaser’s address is: **Attention: Mr. Sherab Lodhen**  **Address: Procurement Officer, Procurement Unit, Division of Support Services, MoENR, Thimphu. Bhutan**  **Facsimile number: +975-2-334217**  Electronic mail address: **slhoden@moenr.gov.bt** |
| **QUALIFICATION CRITERIA** | |
| **ITB 12.1** | The minimum amount of financial resource is: **30% of the total quoted price. The bidder is required to submit evidence in the form of a bank statement certified by any national financial institutions.** |
| **ITB 12.1 (a)** | The minimum number of years of experience in the supply of goods and related services is: three(3) years of experience. The bidder is required to submit evidence in the form of following documents:  i. Work/Supply Orders issued by the Procuring Agency (ies)  ii. Project completion certificate/letter issued by the procuring authority  The above cited evidence shall be furnished as specified in the Section III: Evaluation and Qualification Criteria. |
| **ITB 12.1 (b)** | The specific experience in the supply of similar goods and related services is: Not Required. However, the bidder shall a solar PV installer “certified and experienced” as specified in the Section III: Evaluation and Qualification Criteria |
| **ITB 12.1 (c)** | The minimum production capacity or availability of equipment is**: Not Applicable** |
| **PREPARATION OF BIDS** | |
| **ITB 14.1** | The language of the Bid is: **English** |
| **ITB 15.1 (j)** | The bidders shall submit a signed Integrity Pact: **Yes** |
| **ITB 15.1 (k)** | The Bidder shall submit with its Bid the following additional documents:  i. Valid Trade License and tax Clearance Certificate  ii. Detailed technical specification (Data sheet (Section-III)/Brochure) for PV module, off-grid Inverter, Battery, etc.  iii. IEC/IS certificate issued by the international standards organisations for PV module, Off-grid inverter, battery, etc.  iv. Key personnel with prior experience and certification in the installation, testing and commissioning of solar PV systems as specified in Section -III: Evaluation and Qualification Criteria.  v. Detailed design, layout, single line diagram, component sizing, et. As per the General Technical Requirement – specified under design Review Meeting(s), Drawings and Documentations. |

|  |  |
| --- | --- |
| **ITB 18.1** | Alternative Bids shall not be permitted. |
| **ITB 18.5** | The Incoterms edition is: **DDP/DAP 2020** |
| **ITB 19.6 (a)**  **(iii), (b) (ii) and (c) (v)** | The final destination (Project Site) is**: Shangsa Village, Lunana Gewog, Gasa Dzongkhag.** |
| **ITB 19.6(b) (i)**  **and (c)(v)** | Place of destination: **Shangsa Village, Lunana Gewog, Gasa Dzongkhag**. |
| **ITB 20.1** | The prices quoted by the Bidder shall not be adjustable. |
| **ITB 21.1** | The Bidder **is** required to quote in Ngultrum (BTN) the portion of the Bid Price that corresponds to expenditures incurred in Ngultrum (BTN) in Bhutan. |
| **ITB 24.3** | The period of time for which the Goods are expected to be functioning (for the purpose of spare parts, special tools, etc) is: 18 months from the date of commissioning. However, the respective components shall be covered by the warranty period specified by the manufacturing companies and shall be facilitated by the contractor in case of any malfunctioning. |
| **ITB 25.1 (a)** | Manufacturer’s authorization is not required. |
| **ITB 25.1 (b)** | After sales maintenance, repair, spare parts stocking and related services is required, and the Bidder therefore is required to be represented by a suitably equipped and able agent in Bhutan. |
| **ITB 26.1** | The Bid validity period shall be **60 (sixty)** days from date of bid Opening. |
| **ITB 27.1** | The amount and currency of the Bid Security is 2% of the Quoted Price. |
| **SUBMISSION AND OPENING OF BIDS** | |
| **ITB 28.1 and**  **29.1** | In addition to the original of the Bid, the number of copies is: Not applicable |
| **ITB 29.1 (c)** | The name and identification number of the Contract is: Design, Supply, transportation, installation, testing and commissioning of ground mounted 3kWp solar PV plant for existing ten (10) households (3kWp x 10HH= 30kWp) including necessary civil works and barbed wire fencing with wooden poles. |
| **ITB 29.2 (d)** | The time and date for Bid Opening is **5th July 2023** Bhutan time on **at 1400hours**. |

|  |  |
| --- | --- |
| **ITB 28.5** | Bidders shall not have the option of submitting their Bid electronically through e-GP. |
| **ITB 30.1** | For Bid submission purposes, the Purchaser’s address is: **Attention: Procurement Officer**  **Address: Ministry of Energy & Natural Resources, Thimphu, Bhutan.**  **The deadline for the submission of Bids is:** **Date: 5th July 2023**  **Time: 1400 hours Bhutan Standard Times.** |
| **ITB 33.1** | The Bid Opening shall take place at:  Address: **Procurement Office, MoENR,Thimphu, Bhutan.**  **Date: 5th July 2023**  **Time: 1400 Hours Bhutan standard Time.** |
| **EVALUATION AND COMPARISON OF BIDS** | |
| **ITB 40.1** | Bid prices expressed in different currencies shall be converted into Ngultrum (BTN).  The source of exchange rates shall be the Royal Monetary Authority of Bhutan.  The date for the exchange rates shall be the date of Bid Opening, as prescribed in ITB Sub-Clause 32.1. |
| **ITB 41.1** | A margin of ten percent (10%) Domestic Preference shall not apply. |
| **ITB 42.3 (a)** | Evaluation will be done for Lots  **Bids will be evaluated by lot (Turnkey contract). If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.** |

|  |  |
| --- | --- |
| **ITB 42.3 (e)** | The adjustments shall be determined using the following criteria from amongst those set out in Section III, Evaluation and Qualification Criteria: Not applicable |
| **ITB 42.6** | Bidders shall not be allowed to quote separate prices for one or more lots. |
| **AWARD OF CONTRACT** | |
| **ITB 48.1** | The contract will be awarded to the “**Best Evaluated Bid” combined technical and financial responsiveness.** |
| **ITB 49.1** | The maximum percentage by which quantities may be increased is **15%**  The maximum percentage by which quantities may be decreased is **15%** |

# **SECTION - III: EVALUATION AND QUALIFICATION CRITERIA**

1. **Domestic Preference (ITB 40) 36**
2. **Evaluation Criteria (ITB 41.3 (e)) 36**
3. **Multiple Contracts (ITB 41.6) 37**

#### **Domestic Preference (ITB 40**)

* 1. If the Bidding Data Sheet (BDS) so specifies, the purchaser may grant a margin of preference to goods manufactured in the Purchaser’s country for the purpose of bid comparison, in accordance with the procedure outlined in subsequent paragraphs:
  2. Bids will be classified in one of the three groups, as follows:
     1. Group A: Bids offering goods manufactured in Bhutan, for which (i) labour, raw materials and components form within the country account for more than thirty (30) percent of the EXW price; and (ii) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of bid submission.
     2. Group B: All other bids offering Goods manufactured in Bhutan
     3. Group C: Bids offering Goods manufactured outside Bhutan that have been already imported or that will be imported.
  3. The price quoted for goods in bids of Group A and B shall include all duties and taxes paid or payable on the basic materials or components purchased in the domestic market or imported, but shall exclude the sales and similar taxes on the finished product. The price quoted for goods in bids of Group C shall be on CIF or CIP (place of destination), which is exclusive of customs duties and other import taxes already paid or to be paid.
  4. In the first step, all evaluated bids in each group shall be compared to determine the lowest bid in each group. Such lowest evaluated bids shall be compared with each other and if, as a result of this comparison, a bid from Group A or Group B is the lowest, it shall be selected for the award.
  5. If as a result of preceding comparison, the lowest evaluated bid is a bid from Group C, the lowest evaluated bid from Group C shall be further compared with the lowest evaluated bid from Group A after adding to the lowest evaluated price of goods offered in the bid from Group C, for the purpose of this further comparison only, an amount equal to five (5) percent of the CIF or CIP bid price. The lowest evaluated bid determined form this last comparison shall be selected for the award.

#### **Evaluation Criteria (ITB 41.3 (e))**

The Purchaser’s evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with ITB Sub-Clause 18.6, one or more of the following factors as specified in ITB Sub-Clause 41.3(e) and in the BDS referring to ITB Sub-Clause 41.3(e), using the following criteria and methodologies.

1. Deviation in Payment Schedule. (insert one of the following)
   1. Bidders shall state their Bid price for the payment schedule outlined in the SCC. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid Price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced Bid Price offered by the Bidder selected on the basis of the base price for the payment schedule outlined in the SCC.

or

* 1. The SCC stipulates the payment schedule specified by the Purchaser. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate per annum specified in BDS Sub-Clause 41.3 (e).

1. Cost of major replacement components, mandatory spare parts, and service. (insert one of the following)
   1. The list of items and quantities of major assemblies, components and selected spare parts likely to be required during the initial period of operation specified in BDS Sub-Clause ITB 23.3 is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Bid, shall be added to the Bid Price, for evaluation purposes only.

**or**

* 1. The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in BDS Sub-Clause ITB 23.3. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the Bid Price, for evaluation purposes only.

1. Availability in Bhutan of spare parts and after sales services for equipment offered in the Bid.

An adjustment equal to the cost to the Purchaser of establishing the minimum service facilities and parts inventories, as outlined in BDS Sub-Clause ITB 41.3 (e), if quoted separately, shall be added to the Bid Price, for evaluation purposes only.

1. Projected operating and maintenance costs.

Operating and maintenance costs. An adjustment to take into account the operating and maintenance costs of the Goods will be added to the Bid Price, for evaluation purposes only, if specified in BDS Sub-Clause ITB 41.3 (e). The adjustment will be evaluated in accordance with the methodology specified in the BDS Sub-Clause ITB 41.3 (e).

1. Performance and productivity of the equipment. (insert one of the following)
   1. Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the plant will be added to the Bid Price, for evaluation purposes, if specified in BDS Sub-Clause ITB 41.3(e). The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Bid below the norm of 100, using the methodology specified in BDS Sub-Clause ITB 41.3 (e).

**or**

* 1. An adjustment to take into account the productivity of the Goods offered in the Bid will be added to the Bid Price, for evaluation purposes only, if specified in BDS Sub- Clause ITB 41.3 (e). The adjustment will be evaluated based on the cost per unit of the actual productivity of the Goods offered in the Bid with respect to minimum required values, using the methodology specified in BDS Sub-Clause ITB 41.3 (e).

1. Specific additional criteria

The evaluation criteria listed below are critical and prerequisite to fulfil this contract. Therefore, non-fulfilment of any of these requirements may lead to the rejection of the bids.

**i. Key Personnel (10%):**

The bidder must demonstrate that it will have the personnel for the key positions that meet the following requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Position | Minimum of years of working experience | Points |
| 1 | Project Manager | 10 | 10 |
| 2 | Site Electrical Engineer | 5 | 6 |
| 3 | Technician (electrical) | 3 | 4 |

The adequacy of the qualification of Key Personnel will be assessed on the following:

|  |  |
| --- | --- |
| Project Manager | The project manager shall be responsible for the management of the project. He shall have the following minimum qualification:   * A Bachelor degree * Has successfully completed the implementation of one (1) such similar project. |
| Site Electrical Engineer | The site engineer shall be responsible for the supervision of the installation, testing and commissioning of the solar system.  - A degree/diploma in Electrical or Electronic Engineering or equivalent  - Has successfully completed the implementation of similar projects |
| Technician | The technician shall be responsible for wiring and connection of the electrical equipment.   * VTI in electrical wiring * Has successfully completed similar wiring works. |

Note: Qualification and experience must be backed by documentary evidence

**ii. Equipment (5%)**

The bidder shall submit the equipment listed required for installation, testing and commissioning:

|  |  |  |
| --- | --- | --- |
| Sl. No. | Equipment Type | Minimum number required |
| 1 | Digital Multi-meter with both DC and AC voltage up to 1000B | 1 No. |
| 2 | Digital Clamp Ampere meter with measurement capacity from 0 to 50A (both DC and AC) | 1 No. |
| 3 | Solar Irradiance measurement meter | 1 No. |
| 4 | Hand Drill machine (heavy duty) | 1 No. |
| 5 | Screw Driver, Slide wrench, spanner, Hammer, pliers, wire cutter, cable lugs, punch machine sets, angle gauge, level equipment, etc. | 1 set |

The bidder shall provide further details of proposed items of equipment, and installations of containers using the Forms in Section V. Bidding Forms.

**iii. Experience (5%)**

Please fill in information about solar PV systems supplied and installed in last three (3) years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details | Calendar/Fiscal Year | | | | Total |
|  |  |  |  |  |
| Capacity of Solar PV Power Plants installed (in Kw) |  |  |  |  |  |
| Total Contract Amount |  |  |  |  |  |

Note: Above details without copies of orders/completion certificates/satisfactory performance reports from the users will not be considered for evaluation purpose.

**iv. Marking System**

|  |  |
| --- | --- |
| Technical Criteria | Marks |
| Technical compliance of goods | 80% |
| Key Personnel, equipment & experiences | 20% |
| Total | 100% |

#### **Multiple Contracts (ITB 41.6)**

The Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated combination of Bids (one contract per Bid).

The Purchaser shall:

1. evaluate only lots or contracts that include at least the percentages of items per lot and

quantity per item as specified in ITB Sub-Clause 18.7.

1. take into account:
   1. the lowest-evaluated Bid for each lot; and
   2. the price reduction per lot and the methodology for its application as offered by

the Bidder in its Bid.

# **SECTION – IV: BIDDING FORMS**

**TABLE OF FORMS**

[**Bid Submission Sheet 42**](#_heading=h.1opuj5n)

[**Price Schedule Forms 44**](#_heading=h.2mn7vak)

[**Price Schedule: Goods Manufactured Outside The Purchaser’s Country, To Be Imported 45**](#_heading=h.1302m92)

[**Price Schedule: Goods Manufactured Outside The Purchaser’s Country, Already Imported 46**](#_heading=h.3mzq4wv)

[**Price Schedule: Goods Manufactured In Bhutan. 47**](#_heading=h.2250f4o)

[**Price And Completion Schedule - Related Services 48**](#_heading=h.haapch)

[**Manufacturer’s Authorization 50**](#_heading=h.40ew0vw)

[**Integrity Pact 51**](#_heading=h.2fk6b3p)

[Letter Of Intent 54](#_heading=h.upglbi)

#### **Bidder Information Form**

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid submission]

Bid No.: [insert number of bidding process]

Page of\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name [insert Bidder’s legal name] |
| 2. In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:  [insert legal name of each party in JV/C/A] |
| 3. Bidder’s actual or intended Country of Registration: [insert actual or intended Country of Registration] |
| 4. Bidder’s Year of Registration: [insert Bidder’s year of registration] |
| 5. Bidder’s Legal Address in Country of Registration: [insert Bidder’s legal address in country of registration] |
| 6. Bidder’s Authorized Representative Information Name: [insert Authorized Representative’s name] Address: [insert Authorized Representative’s Address]  Telephone/Fax numbers: [insert Authorized Representative’s telephone/fax numbers]  E-mail Address: [insert Authorized Representative’s e-mail address] |
| 7. Attached are copies of the following original documents: [check the box(es) of the attached original documents]   * Articles of Incorporation or Registration of firms named in 1 above, in accordance with ITB Sub-Clause 3.1. * In the case of a JV/C/A, 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). * In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3. * Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder. |

# 

#### **Bid Submission Sheet**

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date of Bid submission]

Invitation for Bid No.: [insert number of IFB]

Alternative No.: [insert number, if this Bid is for an alternative]

To: [insert complete name of the Purchaser]

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda No.: [insert the number and date of issue of each addendum];
2. We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Supply the following Goods and Related Services: [insert a brief description of the Goods and Related Services];
3. The total price of our Bid, excluding any discounts offered in item (d) below is: [insert the Bid Price in words and figures, indicating the various amounts and their respective currencies];
4. The discounts offered and the methodology for their application are:

**Discounts.** If our Bid is accepted, the following discounts shall apply:

[Specify in detail each discount offered and the specific item of the Schedule of Supply to which it applies.]

**Methodology of Application of the Discounts.** The discounts shall be applied using the

following methodology:

[Specify in detail the methodology that shall be used to apply the discounts];

1. Our Bid shall be valid for a period of [insert number] days from the date fixed for the Bid submission deadline in accordance with ITB Sub-Clause 29.1, and it shall remain binding upon us and may be accepted at any time before expiry of that period;
2. If our Bid is accepted, we commit to provide a Performance Security in accordance with ITB Clause 51 and GCC Clause 19 for the due performance of the Contract;
3. We are not participating, as Bidders, in more than one Bid in this bidding process, other than any alternative offers submitted in accordance with ITB Clause 17;
4. We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C/A, and the nationality each subcontractor and supplier]
5. We have no conflict of interest pursuant to ITB Sub-Clause 3.2;
6. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan, in accordance with ITB Sub-Clause 3.4;
7. The following commissions, gratuities or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name of Recipient |  | Address |  | Reason |  | Amount |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

(If none has been paid or is to be paid, indicate “none.”)

1. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
2. We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid Submission Sheet]

Name: [insert complete name of person signing the Bid Submission Sheet]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]

#### **Price Schedule Forms**

[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in Column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Supply.]

**Price Schedule: Goods Manufactured Outside the Purchaser’s Country, to be Imported**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Group C Bids, goods to be imported) Currencies in accordance with ITB 17 | | | | | | | | Date:  RFB No:  Alternative No:  Page Nof | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| Line Item N | Description of Goods | Country of Origin | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price cip [insert place of destination] in accordance  with ITB | CIP Price per line item (Col. 5x6) | Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to | Total Price per Line item (Col. 7+8) | |
|  |  |  |  |  | 18.6(b)(i) |  | their final destination specified in BDS |  | |
| [insert number of the item] | [insert name of good] | [insert country of origin of the Good] | [insert quoted Delivery Date] | [insert number of units to be supplied and name | [insert unit price CIP per unit] | [insert total CIP price per line item] | [insert the corresponding price per line item] | [insert total price of the line item] | |
|  | of the |  |  |  |  | |
|  | physical |  |  |  |  | |
|  | unit] |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
|  | | | | | | | | Total Price |  |

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [Insert Date]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Scope of Project | Qty. | Total households | Rate  (Nu.) | Amount  (Nu.) |
| 1 | Design, Supply, Transportation, Installation, Testing & Commissioning of Solar PV power plant of 3kWp solar PV ground-mounted for 10 households (3kWp x 10 HH = 30kWp) at Shangsa Village, Lunana Gewog, Gasa including user training & warrantee. | List as per BoQ | 10 |  |  |

46

Section IV. Bidding Forms

Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Group C Bids, Goods already imported) Currencies in accordance with ITB 20 | | | | | | | | | Date:  RFB No:  Alternative No:  Page Nof | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Line Item  N | Description of Goods | Country of Origin | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price including Custom Duties and Import Taxes paid,  in accordance with ITB 18.6(c)(i) | Custom Duties and Import Taxes paid per unit in  accordance with ITB 18.6(c)(ii) ,  [to be supported  by documents] | Unit Price net of custom duties and import taxes, in accordance with ITB 18.6  (c) (iii) (Col. 6 minus  Col.7) | Price per line item net of Custom Duties and Import Taxes paid,  in accordance with ITB 18.6(c)(i)  (Col. x58) | Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the goods to their final destination, as specified in BDS in accordance with ITB  18.6 (c)(v) | Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 18.6(c)(iv) | Total Price per line item (Col. 9+10+11) |
| [insert number of the item] | [insert name of Goods] | [insert country of origin of the Good] | [insert quoted Delivery Date] | [insert number of units to be supplied and name of the physical unit] | [insert unit price per unit] | [insert custom duties and taxes paid per unit] | [insert unit price net of custom duties and import taxes] | [insert price per line item net of custom duties and import taxes] | [insert price per line item for inland  transportation and other services required in the Purchaser’s Country] | [insert sales and other taxes payable per item  if Contract is awarded] | [insert total price per line item] |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | Total Bid Price |  |

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]

[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Purchaser. For clarity the Bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those value



Section IV. Bidding Forms

47

**Price Schedule: Goods Manufactured in Bhutan.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Currencies in accordance with ITB Clause 18 | | | | | | | | Date:  IFB No:  Alternative No:  Page No: of | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Line | Description | Delivery | Quantity | Unit price | Total EXW | Price per line | Cost of local | Sales and other | Total Price |
| Item N | of Goods | Date as defined by Incoterms | and physical unit | EXW | price per line item (Col. 4x5) | item for inland transportation, insurance and other  services required in | labor, raw materials and components  with origin in | taxes payable per line item if Contract is  awarded [in | per line item  (Col. 6+7+9) |
|  |  |  |  |  |  | Bhutan to convey | Bhutan | accordance with |  |
|  |  |  |  |  |  | the Goods to their final destination (project Site) | % of Col. 5 | ITB Sub-Clause  18.6 (a) (ii)] |  |
| [insert | [insert name | [insert | [insert | [insert | [insert | [insert the | [Insert cost of | [insert sales | [insert total |
| number of the item] | of Good] | quoted Delivery Date] | number of units to be supplied and name  of the | EXW unit price] | total EXW price per line item] | corresponding price per line item] | local labor, raw material and components from within  Bhutan as a | and other taxes payable per line item if Contract is awarded] | price per item] |
|  |  |  | physical |  |  |  | % of the EXW |  |  |
|  |  |  | unit] |  |  |  | price per line item] |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | Total Price |  |

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]



48

Section IV. Bidding Forms

**Price and Completion Schedule - Related Services**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Currencies in accordance with ITB Clause 18 | | | | | Date:  IFB No:  Alternative No:  Page No: of | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Service N | Description of Services (excludes inland transportation and other services required in Bhutan to convey the Goods to their final  destination) | Country of Origin | Delivery Date at place of Final destination | Quantity and physical unit | Unit price | Total Price per Service  (Col. 5 6 or estimate) |
| [insert number  of the | [insert name of Services] | [insert country  of origin | [insert delivery date at place of  final destination | [insert number of units to be supplied and  name of the physical | [insert unit price per item] | [insert total price per item] |
| Service] |  | of the Services] | per Service] | unit] |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | | Total Bid Price | |  |

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]

#### **Bid Security (Bank Guarantee)**

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]



[insert Bank’s Name, and Address of Issuing Branch or Office]

**Beneficiary:** [Name and Address of Purchaser]

Date:

BID GUARANTEE No.:

We have been informed that [insert name of the Bidder] (hereinafter called “the Bidder”) has submitted to you its Bid dated (hereinafter called “the Bid”) for the execution of [insert name of Contract] under Invitation for Bids No. [insert IFB number] (“the IFB”).

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

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

1. has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
2. having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) thirty days after the expiration of the Bidder’s Bid.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.



[signature(s)]

#### **Manufacturer’s Authorization**

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the **BDS.**]

Date: [insert date of Bid Submission]

Invitation for Bid No.: [insert IFB number]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [insert complete name of the Purchaser]

WHEREAS

We [insert complete name of the Manufacturer], who are official manufacturers of [insert type of Goods manufactured], having factories at [insert full address(es) of the Manufacturer’s factory/ies], do hereby authorize [insert complete name of Bidder] to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us, namely [insert name and/or brief description of the Goods], and subsequently to negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 29 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of the authorized representative(s) of the Manufacturer]

Title: [insert title(s) of the authorized representative(s) of the Manufacturer]

Duly authorized to sign this Authorization for and on behalf of [insert complete name of the Bidder]

Dated on the [insert number] day of [insert month], [insert year].

#### **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 **“Employer”** 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 at the time of purchase of bidding documents and submitted along with the tender document. This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

1. **Objectives:**

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process**15 and **contract administration**16, with a view to:

* 1. Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
  2. 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.

1. **Scope:**

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

1. **Commitments of the Employer:**

The Employer Commits itself to the following:-

* 1. The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
  2. The Employer further confirms that its officials shall not favor any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.



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

bid submission, bid processing, and bid evaluation.

1. Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub- contracting and contract handing/taking over.
   1. Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
   2. Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.
2. **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 Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
  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.

1. **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 De-barment 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.

1. **Monitoring and Administration:**
   1. The respective procuring agency shall be responsible for administration and monitoring of

the IP as per the relevant laws.

* 1. The bidder shall have the right to appeal as per the arbitration mechanism contained in the

relevant rules.

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

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

Affix Legal Stamp

Affix Legal Stamp

EMPLOYER BIDDER/REPRESENTATIVE

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CID: |  |  |  |  |  |  |  |  |  |  |  | CID: |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |

Witness: Witness:

Name: Name:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CID: |  |  |  |  |  |  |  |  |  |  |  | CID: |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |

#### **Letter of Intent**

(Letterhead paper of the Employer)

|  |
| --- |
| **Notes on standard form of letter of Intent**  This issuance of Letter of Intent(always before letter of acceptance) is the information of the selection of the bid of the successful bidder by the Employer and for providing information to other unsuccessful bidders who participated in the bid as regards the outcome of the procurement process  The Employer shall allow 10 days as described in ITB 35.2 between this letter of intent and letter of acceptance to allow aggrieved bidders to complaint the decision if they feel they have treated unfairly. |

(Insert date)

To: [Name and address of the Supplier]

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 and name of currency] as corrected and modified [if any corrections] in accordance with the Instructions to Bidders or (for item-wise contract insert list of items price schedule as attachement)

Authorized Signature: -----------------------------------------------------------------------

Name and Title of Signatory:---------------------------------------------------------------

Name of Agency: -----------------------------------------------------------------------------

CC:

#### [Insert name and address of all **other** suppliers who submitted the bid]

## Section V: Eligible Countries 55

# **SECTION - V: ELIGIBLE COUNTRIES**

**Eligibility for the Provision of Goods and Related Services in RGoB-financed Procurement**

The RGoB permits firms and individuals from all countries to offer Goods and Related Services for RGoB-financed projects. As an exception, firms of a Country, Goods manufactured in a Country or services provided from or by a Country may be excluded if:

* 1. as a matter of law or official regulation, the RGoB prohibits commercial relations with that Country; or
  2. 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, the RGoB prohibits any import of Goods from that Country or any payments to persons or entities in that Country.

For the information of Bidders, at the present time firms, Goods and Services from the following countries are excluded from this bidding:

1. With reference to Paragraph 1.1 above:

[insert list of countries prohibited under the law or official regulations of Bhutan]

1. With reference to Paragraph 1.2 above:

[insert list of countries which are barred under UN Security Council Chapter V)

# **PART 2**

# **SUPPLY REQUIREMENTS**

## 58 Section VI: Schedule of Supply

# **SECTION - VI: SCHEDULE OF SUPPLY**

1. List of Goods and Delivery Schedule 60
2. List of Related Services and Completion Schedule 61
3. Technical Specifications 62
4. Drawings 64
5. Inspections and Tests 65

## Section VI: Schedule of Supply 59

**Notes for Preparing the Schedule of Supply**

The Schedule of Supply shall be included in the Bidding Documents by the Purchaser, and shall cover, at a minimum, a description of the Goods and Services to be supplied and the delivery schedule.

The objective of the Schedule of Supply is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Supply, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of Contract pursuant to ITB Clause 47.

The date or period for delivery should be carefully specified, taking into account(a) the implications of delivery terms stipulated in the Instructions to Bidders pursuant to the Incoterms rules (i.e., EXW; or CIF, CIP, FOB, FCA where “delivery” takes place when the Goods are delivered **to the carriers**), and (b) the date prescribed herein from which the Purchaser’s delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).



60

Section VI: Schedule of Supply

* 1. **List of Goods and Delivery Schedule**

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s Offered Delivery Date”, which is to be filled by the Bidder]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item N** | **Description of Goods** | **Quantity** | **Physical unit** | **Final (Project Site) Destination as specified in BDS** |  | | |
| **Delivery Date** | | **Bidder’s Offered Delivery Date [to be provided by the Bidder]** |
|  |  |  |  |  | [insert the number of days following the date of effectiveness of the Contract] | |  |
| [insert item No] | [insert description of Goods] | [insert quantity of item to be supplied] | [insert physical unit for the quantity] | [insert place of Delivery] | [insert the number of days following the date of effectiveness the Contract] |
| 1 | Design, Supply, Transportation, Installation, Testing & Commissioning of Solar PV power plant of 3kWp solar PV ground-mounted for 10 households (3kWp x 10 HH = 30kWp) at Shangsa Village, Lunana Gewog, Gasa including user training & warrantee. (Turnkey Contract) | As per price schedule | As per price schedule | Shangsa Village, Lunana Gewog, Gasa | 6 months from date of signing of Contract Agreement |  |  |

General Technical Requirements

Table of Contents

[**PART 1 : BIDDING PROCEDURES 5**](#_heading=h.gjdgxs)

[SECTION I. INSTRUCTIONS TO BIDDERS 6](#_heading=h.30j0zll)

[A](#_heading=h.1fob9te) GENERAL 6

[A.](#_heading=h.1664s55) Introduction 31 31

[B.](#_heading=h.3q5sasy) Bidding Documents 31 31

[C.](#_heading=h.25b2l0r) Qualification Criteria 31 31

[D.](#_heading=h.kgcv8k) Preparation of Bids 31 31

[E.](#_heading=h.34g0dwd) Submission and Opening of Bids 32 31

[F.](#_heading=h.1jlao46) Evaluation and Comparison of Bids 33 31

[G.](#_heading=h.43ky6rz) Award of Contract 34 31

[or 37](#_heading=h.2afmg28)

[or 38](#_heading=h.11si5id)

[or 38](#_heading=h.pkwqa1)

[**Bid Submission Sheet 43**](#_heading=h.48pi1tg)

[**Price Schedule Forms 46**](#_heading=h.2nusc19)

[**Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported 48**](#_heading=h.3mzq4wv)

[Date: 49](#_heading=h.319y80a)

[BID GUARANTEE No.: 49](#_heading=h.1gf8i83)

[**Manufacturer’s Authorization 50**](#_heading=h.40ew0vw)

[**INTEGRITY PACT 51**](#_heading=h.2fk6b3p)

[**Letter of Intent 54**](#_heading=h.upglbi)

[Section V: Eligible Countries](#_heading=h.3ep43zb)55 55

[58](#_heading=h.3s49zyc)Section VI: Schedule of Supply 58

[Section VI: Schedule of Supply](#_heading=h.meukdy)59 59

[**1.**](#_heading=h.1ljsd9k) **Project Information 62**

[3.1](#_heading=h.45jfvxd)Solar Photovoltaic (PV) Modules 64

[3.2](#_heading=h.2koq656)Modules Mounting Structure 66

[3.3](#_heading=h.zu0gcz)Off-grid Inverter 66

[3.4](#_heading=h.3jtnz0s)Maximum Power Point Tracker (MPPT) 67

[3.5](#_heading=h.1yyy98l)Array Junction Box 67

[3.6](#_heading=h.4iylrwe)DC Distribution Box (DCDB) 67

[3.7](#_heading=h.2y3w247)AC Distribution Box (ACDB) 68

[3.8](#_heading=h.1d96cc0)Battery/Inverter room 68

[3.9](#_heading=h.3x8tuzt)Battery Bank 68

[3.10](#_heading=h.2ce457m)Protections and Switchgears 69

[3.10.1](#_heading=h.rjefff) Earthing Protection 69

[3.10.2](#_heading=h.3bj1y38) Lightning Protection 69

[3.10.3](#_heading=h.1qoc8b1) Surge Protection & switchgears 69

[3.11](#_heading=h.4anzqyu)Cables & Accessories 70

[3.12](#_heading=h.2pta16n)Energy Meter 70

[3.13](#_heading=h.14ykbeg)Miscellaneous 70

[**Tools & Tackles and Spares 70**](#_heading=h.3oy7u29)

[**5**](#_heading=h.243i4a2) **Fire Extinguishers 71**

[3.14](#_heading=h.j8sehv)Drawings and Manuals 71

[**6.**](#_heading=h.338fx5o) **Contractor Responsibility: 71**

[4.1](#_heading=h.1idq7dh)Access to Site 71

[4.3](#_heading=h.2hio093)Operation & Maintenance (O&M) Training 72

[4.4](#_heading=h.wnyagw)Personal Protection Equipment (PPE) 72

[4.5](#_heading=h.3gnlt4p)First - aid facilities 72

[4.6](#_heading=h.1vsw3ci)Labor Work Permits, Accommodation and Insurance 72

[4.7](#_heading=h.4fsjm0b)Protection of the Environment 72

[4.8](#_heading=h.2uxtw84)Emergency Planning/Emergency Response 73

[**5.**](#_heading=h.1a346fx) **Design Review Meeting (s), Drawings and Documentations 73**

[**6.**](#_heading=h.3u2rp3q) **Erection, Testing and Commissioning 74**

[Contract Agreement](#_heading=h.2981zbj) 92 91

[Performance Security](#_heading=h.odc9jc) 94 91

[Bank Guarantee for Advance Payment](#_heading=h.38czs75) 95 91

[Letter of Acceptance](#_heading=h.1nia2ey) 96 91

[Attachment: Contract Agreement 98](#_heading=h.47hxl2r)

# **General Technical Requirements**

# **Project Information**

The Department of Energy(DoE), Ministry of Energy and Natural Resources (MoENR) (hereinafter refer as Purchaser) intends to set up a 3kWp solar PV ground-mounted for 10 households (3kWp x 10 HH = 30kWp) at Shangsa Village, Lunana Gewog, Gasa Dzongkhag under Bhutan For Life (BFL) funding.



Figure 1: Existing household location in the google map.

The site has no access to grid electricity except with standalone solar lighting and with motorable road up to Koina, Laya Gewog, Gasa Dzongkhag.

Location of the ground-mounted Solar PV plant is indicated below**:**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Parameters | Value |
| 1 | Name of the Implementing Agency | Department of Energy, Ministry of Energy and Natural Resources, Thimphu |
| 2 | Beneficiary of the System/Location | Shangsa village, Lunana Gewog, Gasa Dzongkhag |
| 3 | Geographical Coordinate (google map) | Latitude: 28o01’ 22”  Longitude:90o04’40” |
| 4 | Altitude | >3,600 masl |
| 5 | Ambient Temperature |  20oC |
| 6 | Average annual rainfall | 62mm |
| 7 | Climate zone | Ranging from temperate to alpine with extremely cold winter and short pleasant summer |
| 8 | Relative humidity | 55-90% |
| 9 | Average Snow Incidence and Period | 240 mm (October to April) |
| 10 | Solar Insolation (GHI) | 4.322kWh/m2/day |

1. **Scope of Supply**

The scope of project consists of a total “turnkey contract” including Design, Supply, Transportation, Installation, Testing and Commissioning of ground-mounted 3kWp solar PV plant for existing 10 households (3kWp x 10 HH= 30kWp) including necessary civil works for mounting structures, wiring up to distribution board, control room for inverter/battery and barbed wire fencing.

The ground mounted solar PV system shall consist of following equipment and components but not limited to:

i. Solar PhotoVoltaic (SPV) module

ii. Module Mounting Structures

iii. Off-grid Inverter

iv. Battery bank

v. Array Junction Boxes

vi. AC Distribution Box

vii. Protections and switchgears-Earthing, Lightning, Surge, etc.

viii. Cables

ix. Energy Meter

x. Control room

xi. Miscellaneous items such as hardware, rack pipes, connecting pipes, brackets, ground lock, connectors, elbows, cable clips, etc.

xii. Barbed wire fencing

xiii. Drawing & Manuals

The Contractor shall be solely responsible for any shortages of materials during the execution of the contract. The Contractor shall submit the design and drawings of the proposed solar PV power plant to the purchaser along with the bidding documents.

The successful bidder (hereinafter referred to as the “Contractor”) shall provide one year warranty period for each equipment listed in the Bill of Quantity (BoQ) and provide Operation & Maintenance (O&M) training to the end users including the project team during the testing and commissioning.

The components and spare parts used in the solar PV system should conform to the IEC or other national/international specifications and standards, wherever such specifications are available and applicable.

1. **System Parameters**

Off-grid ground-mounted solar PV system comprises half cut monocrystalline (PERC) Si PV modules with intelligent inverter with Maximum Power Point Tracking (MPPT) charging technology which feeds uninterrupted quality AC power to electrical loads. Battery storage will be charged from solar energy by a charge controller integrated in the inverter or by an external charge controller with MPPT technology. The balance of system (BOS) consists of module mounting structures, appropriate DC and AC cables, string combiner boxes (SCB), AC and DC distribution boxes with protection equipment, lightning arrester, earthing systems, etc.

|  |  |  |
| --- | --- | --- |
| Sl. No. | Parameters | Value |
| 1 | Type of system | Off-grid Battery Storage Solar Photovoltaic Power system |
| 2 | Total Capacity/system size | 3kWp x 10 HH = 30kWp |
| 3 | PV Module | Half cut mono-crystalline PERC panel |
| 4 | Minimum peak power required at load per household | 3.6kW |
| 5 | Minimum energy required by load per day per household | 8kWh/day |
| 6 | Storage days of autonomy | 1 day |

## **Solar Photovoltaic (PV) Modules**

The ground mounted solar PV plant comprises half cut monocrystalline (PERC) Si PV modules. The module type used must qualify to the latest edition of IEC standards or equivalent IS standards i.e. IEC 61215/IS 14286, IEC 61853- Part I/ IS 16170 – Part I and IEC 62804 (PID). For PV modules to be used in a high altitude throughout the lifetime, they must qualify to IEC 61730 Part-1 Part-2 for safety qualification, requirement for construction and testing. Certificate for module qualification from IEC or equivalent shall be submitted as part of the bid offer. Salt Mist Corrosion testing as per IEC 61701.

The provided PV module should be of best quality available in the market with cell efficiency >18% and the rated output power of any supplied module shall have tolerance of . The PV module has an ability to function well with high-voltage input inverters/charge controllers.

The solar PV module shall perform satisfactorily in humidity up to 100% with temperature between -20C and +55C. Since the module would be used in a very high altitude and extreme cold weather conditions, the Contractor shall carefully design and accommodate requisite parameters to achieve the rated power in the project proposal submitted to the purchase. The Contractor shall carry out on each module high altitude tests and a test certificate must be submitted at the time of execution.

The predicted electrical degradation at the end of the period of ten (10) years shall be less than ten percent (10%) of the full rated original output.

The front glass shall meet the following specifications:

1. The facing glass must be Tempered, PV grade with Low iron and high transmission.
2. The transmission shall be > 93 %
3. Textured to trap more light
4. The glass shall have an Anti-reflective coating for the better transmission and light absorption.
5. Tempered glass to meet the external load conditions

Manufacturers/suppliers should confirm whether they are supplying PV modules using a RF identification tag (RFID), which must contain the following information. The RFID can be inside or outside the module laminate, but must be able to withstand harsh environmental conditions.

i. Name of the manufacturer of PV Module

ii. Name of the Manufacturer of Solar cells

iii. Month and year of the manufacture (separately for solar cells and module)

iv. Country of origin (separately for solar cells and module)

v. I-V curve for the module

vi. Peak Wattage, open circuit voltage(Voc), Im, Vm, Isc and FF for the module

vii. Temperature coefficient (%/) and nominal operating cell temperature (NOCT)

viii. Module efficiency (%)

viii. Unique Serial No and Model No of the module

ix. Date and year of obtaining IEC PV module qualification certificate

x. Name of the test lab issuing IEC certificate

xi. Other relevant information on traceability of solar cells and modules as per ISO 9000 series.

Other general requirement for the PV modules and subsystems shall be the following:

1. Modules alignment and tilt angle shall be calculated to provide the maximum annual energy output. This shall be decided based on the location of array installation.
2. The peak-power point voltage and the peak-power point current of any supplied module and/or any module string (series connected modules) shall not vary more than three (3) percent from the respective arithmetic means for all modules and/or for all module strings, as the case may be.
3. Except where specified, the front module surface shall consist of impact resistant, low-iron and high-transmission toughened glass.
4. The module shall be provided with a junction box with either provision of external screw terminal connection or sealed type and with arrangement for provision of by**-**pass diode. The box shall have hinged, weather proof lid with captive screws and cable gland entry points or may be of sealed type and IP65 rated.
5. Solar panel should have packed properly for safe transportation to the project site.

## **Modules Mounting Structure**

Ground mounts shall be designed so that the fixed structure can withstand the load of the PV modules with an adequate strength for footing to meet site-specific soil types, snow load/thickness and high wind velocities. PV modules can be mounted in either portrait or landscape orientation, depending on the rack.

The Contractor shall design the PV arrays’ mounting systems based upon standard industry practice and the manufactures requirement, including the requirements of applicable codes, standards, as well as the specifications provided by the module manufacturer. The supporting structure shall be able to withstand strong wind gusts. The designs for wind velocity withstanding capacity has to be certified by a recognized Lab/institution/certified engineers and submit the wind loading calculation sheet to the purchaser.

The mounting structure shall be made of a corrosion-resistant material, which shall be electrolytically compatible with the structural material used in the frame, its fasters, nuts and bolts. The material for supporting structures of the PV panels is hot dip galvanized steel and should resist corrosion.

Structures shall be supplied complete with all members to be compatible for allowing easy installation. The structures shall be designed for simple mechanical and electrical installation. There shall be no requirement of welding or complex machinery at the installation site.

The Contractor shall specify installation details of the PV modules and the support structures with appropriate diagrams and drawings.

Regarding civil structures, the Contractor needs to take care of the load bearing capacity of the solar modules and need to arrange suitable structures based on the geographical location of the selected site. Shading shall be avoided all over the year (around) from 30 minutes after the sunrise to 30 minutes before sun set and also to allow regular cleaning of the solar modules, they should be easily accessible for personnel (for installation purpose only).

The ground-mounted structure has to be provided with proper fencing with wooden posts for safety purposes.

All drawings and installation details shall be approved by the purchaser prior to installation.

## **Off-grid Inverter**

All-in-one solar inverter with pure sine wave output. The off-grid inverter combines the function of battery charging, solar charging and power inverter into one unit. 48Vdc off-grid inverter should designed for a wide range of operating temperatures from and also come with a built-in MPPT charger controller and selectable charging current based on the applications and compatible with lithium-iron phosphate (LiFEPO4) batteries.

The inverter shall have the provision for GSM communication link.

Common Technical Specification:

Control Type : min. 3.6kW off-grid inverter, Voltage source, microprocessor

assisted, output regulation

Output voltage : single phase, 230Vac   
Frequency : 50 Hz (±2%)

Reactive Power : 0.95 inductive to 0.95 capacitive  
DC link voltage range : 40-60V  
Total Harmonic Distortion : less than 3 or 4% at maximum power output

(THD)

Inverter efficiency : 98% and above at full load  
Power Control : MPPT

Overloading capacity :at least 120%  
Protection degree : IP65 or better

The inverter shall include appropriate self-protective and self-diagnostic features to protect itself and the PV array from damage in the event of inverter component failure or from parameters beyond the inverter’s safe operating range due to internal or external causes. The self-protective features shall not allow signals from the inverter front panel to cause the inverter to be operated in a manner which may be unsafe or damaging. Faults due to malfunctioning within the inverter, including commutation failure, shall be cleared by the inverter protective devices.

The Contractor shall submit the assumptions, factors taken into consideration and calculations for the inverters and array sizing for approval by the Purchaser.

The Contractor shall provide a warranty of at least 10 years on inverters used in this project.

## **Maximum Power Point Tracker (MPPT)**

Maximum power point tracker shall be integrated in the Inverter to maximise energy drawn from the array. The MPPT should be microprocessor based to minimise power losses. The details of the working mechanism of MPPT shall be mentioned.

## **Array Junction Box**

The junction boxes are to be provided in the PV array for termination of connecting cables. The Junction Boxes (JBs) shall be made of GRP/FRP/Powder Coated aluminium/cast aluminium alloy with full dust, water & vermin proof arrangement. All wires/cables must be terminated through cable lugs. The JBs shall be such that input & output termination can be made through suitable cable glands. Suitable markings shall be provided on the bus-bars for easy identification and cable ferrules will be fitted at the cable termination points for identification.

Copper bus bars/terminal blocks housed in the junction box with suitable termination threads Conforming to IP 65 or better standard and IEC 62208 Hinged door with EPDM rubber gasket to prevent water entry, Single/double compression cable glands should be provided.

Polyamide glands and MC4 Connectors may also be provided. The rating of the junction box shall be suitable with adequate safety factor to interconnect the Solar PV array.

Suitable markings shall be provided on the bus bar for easy identification and the cable ferrules must be fitted at the cable termination points for identification.

Junction boxes shall be mounted on the MMS such that they are easily accessible and are protected from direct sunlight and harsh weather.

## **DC Distribution Box (DCDB)**

## 

DC Distribution Box are to be provided to receive the DC output from the PV array field.

DCDBs shall be dust & vermin proof conform having IP 65 or better protection, as per site conditions.

The bus bars are made of EC grade copper of required size. Suitable capacity MCBs shall be provided for controlling the DC power output to the inverter along with necessary surge arrestors. MCB shall be used for suitable current ratings.

## **AC Distribution Box (ACDB)**

AC Distribution Panel Board (DPB) shall control the AC power from inverter, and should have necessary surge arrestors, if required.

All switches and the circuit breakers, connectors should conform to IEC 60947:2019, part I, II and III/ IS 60947 part I, II and III.

All the Panel’s shall be metal clad, totally enclosed, rigid, floor mounted, air -insulated, cubical type suitable for operation on 1-φ, 230 volts, 50 Hz (or voltage levels as per ERA regulations).

The panels shall be designed for minimum expected ambient temperature of 20 degree Celsius, 100 percent humidity and dusty weather.

All indoor panels will have protection of IP 54 or better, as per site conditions. All outdoor panels will have protection of IP 65 or better, as per site conditions.

Should conform to safety regulations of the Electricity Regulator Authority (till last amendment).

All the 415 or 230 volts (or voltage levels as per regulations of the ERA) AC devices/equipment like bus support insulators, circuit breakers, SPDs, Voltage Transformers (VTs) etc., mounted inside the switchgear shall be suitable for continuous operation and satisfactory performance under the following supply conditions.

i. Variation in supply voltage: as per ERA regulations

ii. Variation in supply frequency: as per ERA regulations

The inverter output shall have the necessary rated AC surge arrestors, if required and MCB/MCCB. RCCB shall be used for successful operation of the PV system, if the inverter does not have required earth fault/residual current protection.

## **Battery/Inverter room**

The battery bank should be housed in a vented compartment that prevents users from coming contact with batteries terminals. The compartment should be strong enough to accommodate the weight of the batteries. A mechanism to prevent opening and entry of the batteries should be provided.

The room should be well insulated to maintain the operating temperature of the battery and inverter.

## **Battery Bank**

The battery bank shall be stackable Lithium-Ferro-Phosphate (LiFePO4) sized according to the energy requirement and a separate Battery Management System is to be provided, if required.

Lithium-ion batteries of appropriate capacity with a complete battery management system should be used. The following information must be provided by the bidders:

i. Charging/Discharging efficiency

ii. Self-discharge

iii. the batteries must conform to the latest edition of IEC 62133 and/or IEC 61960 (whichever is applicable)

The battery must ensure safe and reliable operation in the whole range of ambient temperature of -20 and the usable capacity of batteries is 90%.

The maximum permissible self-discharge rate is 5% of rated capacity per month at 25 and service life of the batteries must be greater than 6000 cycles of discharge down to depth of discharge (DoD) of 90% discharge rate.

Battery shall have a warranty of minimum 10 years.

Batteries should be packed properly to withstand or damage during the transportation to project site.

## **Protections and Switchgears**

The system should be provided with all necessary protections as per the standards, rules and regulations of the Electricity Regulator Authority (ERA) as describe below but not limited to:

### Earthing Protection

Each array structure of the PV yard should be grounded properly in accordance with latest standards. In addition, the lightning arrestor/masts should also be provided inside the array field. Provision should be kept for shorting and grounding of the PV array at the time of maintenance work. All metal casing/shielding of the plant should be thoroughly grounded in accordance with safety codes and rules of the ERA/IE Rules. The earthing arrangement shall be followed as per the electrical drawing and interconnected with a copper strip. The resistance value of the earthing should be less than 2 ohms.

Each array structure of the PV yard and all electrical equipment, inverter, lightning arrestor, all junction boxes, etc. shall be grounded properly as per IS 3043-2018.

The complete earthing system should be electrically and mechanically connected to ensure an independent return path through earth. AC lines must be provided with proper earth connections and all DC grounding from the array junction boxes grounded separately to an earth.

The Contractor shall provide details of the earthing drawing for approval.

### Lightning Protection

The Solar PV power plant shall be provided with lightning & over voltage protection. The entire space occupying the Solar PV array shall be suitably protected against lightning by deploying the required number of lightning arrestors. Lightning protection should be provided as per NFC17-102:2011/IEC 62305 standard.

Lightning protection shall be provided by the use of metal oxide varistors (MOVs) and suitable earthing such that induced transients find an alternate route to earth. Protection shall meet the safety rules of the ERA.

The current carrying cable from lightning arrestor to the earth pit should have sufficient current carrying capacity according to IEC 62305.

### Surge Protection & Switchgears

MCBs and surge protection devices on AC and DC side must be sized accordingly as per relevant standard.

All boxes/ panels should be equipped with appropriate functionality, safety (including fuses, grounding, etc.) and protection.

The terminals will be connected to bus-bar arrangements of proper sizes to be provided. The panels/ boxes will have suitable cable entry points fitted with cable glands of appropriate sizes for both incoming and outgoing cables.

Adequate rating fuses & isolating RCD/RCCD/ ELCB should be provided.

The boxes/ panels shall be dust, vermin, and waterproof and made of thermoplastic/metallic in compliance with IEC 62208, which should be sunlight/ UV resistive (for outdoor) as well as fire retardant & must have minimum protection to IP 65(Outdoor)/ IP 20(indoor) and Protection Class II.

The proposed PV system shall include, at a minimum, one fused DC disconnect and one fused AC disconnect for safety and maintenance concerns. The AC disconnect switch should be installed next to the inverter.

## **Cables & Accessories**

Copper as per IS standard and design; calculations based on site conditions. Wire losses in DC circuits to be < 1.5% and in AC circuits to be < 1.5%. UV protected solar cablesmust be used. The length of cable should be kept as minimum as possible to reduce voltage drop. Cables should be protected with stainless steel/aluminium or equivalent appropriate pipes outside and flexible plastic/stainless steel/aluminium inside the building.

Cable should have an operating temperature range of -20C to + 80C and voltage rating of 660/1000V.

The electric cables for DC systems for rated voltage of 1500 V shall conform to BIS 17293:2020.

All cable/wires are to be routed in a RPVC pipe/ GI cable tray and suitably tagged and marked with proper manner by good quality ferrule or by other means so that the cable is easily identified. Any change in cabling schedule/sizes if desired by the Contractor be approved after citing appropriate reasons. All cable schedules/layout drawings have to be followed as per the electrical drawings provided. All cable tests and measurement methods should conform to IEC 60189.

## **Energy Meter**

A suitable single phase digital energy meter (0.2S Accuracy Class) shall be installed for the measurement of energy.

## **Miscellaneous**

Proposed tentative BOQ indicating major components shall be submitted

All items against which no make has been mentioned must confirm to ISI standards

For complete work, the Contractor shall carry out the work as per the drawings (both civil and electrical), technical specifications and instructions provided by the Purchaser.

Electrical safety of the installation(s) must be taken into account and all the safety rules & regulations applicable as per ERA safety codes must be followed.

1. **Tools & Tackles and Spares**

After completion of installation & commissioning of the solar power plant, necessary tools & tackles are to be provided free of cost by the Contractor for maintenance purpose. List of tools and tackles to be supplied by the Contractor for approval of specifications and make.

The contractor shall stock adequate recommended spares at site for operation and maintenance of solar PV plants.

1. **Fire Extinguishers**

The fire-fighting system for the proposed power plant for fire protection shall be consisting of:

1. Portable fire extinguishers for fire caused by electrical short circuits
2. Sand buckets
3. The fire extinguishers shall be inside the plant premise.
4. **Drawings and Manuals**

Bidders shall provide complete technical data sheets for each equipment giving details of the specifications along with reputed make/makes in their bid along with basic design of the power plant along with protection equipment.

For complete works, the Contractor shall carry out the work in accordance with the drawings (civil & electrical both), technical specifications and instruction provided by the Purchaser.

Operation & Maintenance manual/user manual, engineering and electrical drawings shall be supplied along with the power plant.

The manual shall include complete system details such as array lay out, schematic of the system, inverter details, working principle, etc.

The Manual should specify all Dos & Don’ts of solar power plant along with Graphical Representation with indication of proper methodology for cleaning, Operation and Maintenance, etc. including step by step maintenance and troubleshooting procedures.

1. **Contractor Responsibility:**

## **Access to Site**

The Project site (Shangsa village) is not accessible by motorable road. Therefore, the Contractor shall bear all expenses in connection with the transportation of materials to the project site including labour camp, site office, warehouse rent, handling and other charges, which may occur for the purpose of the Contract.

All expenses towards mobilization at project site and demobilization including bringing in equipment, workforce, materials, clearing of site after completion of work shall be deemed to be included in the offer and no separate payments shall be entertained. The Contractor shall leave the Site and work clean and safe to the satisfaction of the Project Manager, without which final invoice shall be withheld.

During the execution of the contract the contractor shall ensure a responsible person with authority to take decisions to be available at site. Such persons deputed by the contractor shall report to the Project Manager, DoE for smooth execution and timely completion of the works. The contractor shall abide by the instructions of the Project Manager/Project team, if given in this regard.

The Contractor shall make all arrangements for any temporary electricity supply and adequate supply of water for construction and drinking purposes that he may require for the execution of the works.

## **Electrical Studies**

The Contractor shall perform all necessary studies and detailed design drawings to conform equipment characteristics and to enable orderly and expeditious procurement, construction and ultimately installation and commissioning on site. The Electrical studies shall include but not be limited to the following:

i). Photovoltaic equipment sizing to meet the requirement of this tender;

ii). Inverter Sizing to meet the requirement of this tender;  
iii). Cables Sizing;  
v). Earthing system proposed PV solar plant;

vi.) Protection Studies for the proposed PV solar Plant;  
vi) Any other studies deemed necessary to determine the choice of the different equipment and

materials;  
vii). All studies and calculations shall be submitted by the Contractor for review and approval by the

Purchaser prior to manufacturing, ordering and installation.

viii) The Purchaser reserves the right to request the Contractor to carry out additional studies prior to ordering.

## 

## **Operation & Maintenance (O&M) Training**

The Contractor shall provide a training plan for all aspects of operation and maintenance procedures, which shall after approval by Purchaser, from the basis of the training program. Contractor shall impart training on site to Purchaser’s engineers and at least one (1) person from each household in O&M of solar PV plant and its associated equipment. The Contractor shall ensure that the training imparted is sufficient for the operation and maintenance activities of the plant.

## **Personal Protection Equipment (PPE)**

As per the Labour and Employment Act of Bhutan and Regulation, the Contractor shall provide to his employee with appreciated Personal Protective Equipment (PPE) such as helmets, footwear, protective clothing, etc. to be used in the workplace and ensure employees use the PPE at all the times while performing work at site.

All PPE shall be periodically checked to ensure worn so that damaged equipment is replaced expeditiously.

## **First - aid facilities**

The contractor shall make available first-aiders/first-aid boxes at the work site for the project team. First-aides' names shall be prominently displayed.

The first-aid boxes shall display contents of medical and medicinal articles with quantity maintained. if the contents is exhausted, the Contractor shall replenish stock promptly.

## **Labor Work Permits, Accommodation and Insurance**

The Contractor shall be responsible to ensure that all grades of expatriate labour have the current and correct work permits and or Visas, and to comply in every way with the immigration and or emigration regulations. The contractor shall also ensure that they comply with the labour laws of the country and the requirements for leave, accommodation and insurance of all his employees and the employees of his sub-contractors. The Contractor in all dealings with labour in his employ shall have due regard to all recognized festival days of rest and religious or other customs.

## **Protection of the Environment**

The Contractor shall take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation, and shall preserve and protect all existing vegetation and trees on or adjacent to the Site which do not unreasonably interfere with the execution of the project. The Contractor shall be held responsible for all unauthorized cutting off and damage to trees, by careless operation of his plant, equipment or materials and stockpiling of materials etc. and Purchaser shall have no responsibility on this account.

## **Emergency Planning/Emergency Response**

Contractor shall designate his emergency team at work site to coordinate with Purchaser or local health staff for liaising with Government agencies and community during emergency. The contractor shall display the emergency telephone/mobile numbers of key contact person, police, ambulance, etc.

## **Design Review Meeting (s), Drawings and Documentations**

A design review meeting shall be held at the Purchaser’s premises at a suitable time in order to expedite agreement of the proposed layout and wiring diagrams of the solar PV plant.

All drawings shall be to scale and fully detailed with a preferred maximum drawing size of A1. All-important dimensions shall be given and the materials of which each part is to be constructed shall be indicated

All drawings shall be black or coloured lines on a white background with all revisions clearly marked and identified on the drawings.

All documents and drawings prepared by the contractor shall be clearly marked or stamped with one of the following indications:

i. For Approval ii. For Comments iii. Released for Construction iv. For Information v. As Built

Documents submitted to Purchaser without one of the above statuses will not be considered.

**List of data to be submitted at each stage of bidding process is given below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Particular | Number of copies to be submitted at | | | |
| Time of Bidding | Approval Stage | | As Built documents |
| Review | Record |
| 1 | List of manufacturer/supplier’s documents | 1 |  | 2 |  |
| 2 | Detail design drawing with schematic layout | 1 | 2 | 2 | 2 |
| 3 | Single line diagram (SLD) | 1 | 2 | 2 | 2 |
| 4 | Catalogues | 1 |  | 1 |  |
| 5 | Calculations for : panel sizing, inverter, battery, cables and protection, etc. | 1 |  | 2 | 2 |
| 6 | Installation, Operational and maintenance manual |  |  | 2 |  |
| 7 | Inspection & type test certificate for all equipment to be supplied | 1 |  | 1 |  |
| 8 | Technical deviation list, if any | 1 |  |  |  |

1. **Erection, Testing and Commissioning**

The scope of installation, testing and commissioning for the plant facilities shall include, but not limited to the following:

1. Erection of module structures and Installation of PV modules on module mounting structures and interconnection of PV modules.
2. Laying of solar cables through suitable conduit from PV Modules to off-grid inverter along with termination at both the ends.
3. Installation, testing and commissioning of solar PV panels, battery bank, inverters and switchgears panels.
4. Installation, testing and commissioning of energy meters, lightning protection system for entire plant facilities.
5. Earthing of PV modules, module mounting structures, inverters, switchgears, lighting arrestors, and all other electrical equipment.
6. Installation of fire protection system for the entire plant facilities.
7. Pre-commissioning checks and tests for all equipment.
8. All other works related to installation, testing and commissioning which are not mentioned but required to complete the solar power plant facilities in all respects.
9. The following inspections shall be performed upon receiving the components:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particular** | **Inspection** |
| 1 | PV Modules | Physical inspection and validation with specification and datasheet provided |
| 2 | Inverter | Physical inspection and validation with specification and datasheet provided |
| 3 | Batteries and cables | Physical inspection and validation with specification and datasheet provided |
| 4 | Mounting structures | Physical inspection and validation with specification and datasheet provided |
| 5 | Switchgear and protection | Physical inspection and validation with specification and datasheet provided |
| 6 | Battery/Inverter Room | Physical inspection and validation with specification and datasheet provided |
| 7 | Barbed wire fencing | Physical inspection and validation with specification and datasheet provided |

**Section II: The Standard Compliance Requirement is as follows:**

|  |  |
| --- | --- |
| **Particulars** | **International Standards** |
| Low voltage electrical installation | IEC 60364 Electrical Installations for Buildings |
| Design of solar PV systems | IEC-62738: General guidelines and recommendations for design and installation of ground mounted Solar PV plants  IEC 62548: Safety and design requirements |
| Surge protection device | IEC 61643-12 Low-voltage surge protection devices – Part 12: Surge protection devices connected to low-voltage power distribution systems – Selection and application principles |
| Solar PV modules | IEC 61 215 Crystalline silicon terrestrial photovoltaic (PV) modules – Design qualification and type approval  IEC 61 721 Photovoltaic (PV) module safety qualification – Part 1: Requirements for construction  Thin Film Terrestrial PV Modules IEC 61646 (latest edition)  Concentrator PV Modules & Assemblies IEC 62108 (latest edition) |
| Inverter | IS16221 Part II, clause 5 - All the Inverters should contain clear and indelible Marking Label & Warning Label.  IEC 61000-3 Electromagnetic compatibility (EMC)  IEC 62109 Safety of power converters for use in photovoltaic power systems - Part 1: General requirements - Part 2: Particular requirements for inverters |
| Battery | IEC 61427 - this series gives general information relating to the requirements for the secondary batteries used in photovoltaic energy systems (PVES) and to the typical methods of test used for the verification of battery performances.  IEC 60896 - applies to all stationary lead-acid cells and Monobloc batteries of the valve regulated type for float charge applications, (i.e. permanently connected to a load and to a DC power supply), in a static location (i.e. not generally intended to be moved from place to place) and incorporated into stationary equipment or installed in battery rooms for use in telecom, uninterruptible power supply (UPS), utility switching, emergency power or similar applications.  IS 15549:2005 - this standard specifies capacities and performance requirements and corresponding test methods for all types of high integrity series stationary Valve regulated lead acid batteries.  IEC 62133 requirements and tests for the safe operation of portable sealed secondary lithium cells and batteries containing non-acid electrolyte, under intended use and reasonably foreseeable misuse.  IEC 62620 defines marking, tests and requirements for lithium secondary cells and batteries used in industrial applications including stationary applications.  IEC 61951-2 |
| Solar cables | IEC 60228 Conductors of insulated cables  IEC 60332-1 Tests on electric and optical fiber cables under fire conditions (category C2)  IEC 61034-2: Measurement of smoke density of cables burning under defined conditions  IEC 60754 Test on gasses evolved during combustion of materials from cables (halogen-free)  IEC 60216 Electrical insulating materials – Thermal endurance properties  IEC 60 811-2-1 Common test methods for insulating and sheathing materials of electric and optical cables Part 2-1: Methods specific to elastomeric compounds  – Ozone resistance, hot set and mineral oil immersion tests |
| Cables in trenches | IEC 60502-1: Power cables with extruded insulation and their accessories for rated voltages from 1 kV (Um = 1,2 kV) up to 30 kV (Um = 36 kV) – Part 1: Cables for rated voltages of 1 kV ((Um = 1,2 kV) and 3 kV (Um = 3,6 kV) |
| Hot-dip galvanization and  anti-corrosion treatment | ISO 1461 Hot dip galvanized coatings on fabricated iron and steel articles -- Specifications and test methods  ISO 12944: Paints and varnishes -- Corrosion protection of steel structures by protective paint systems |
| Design calculations standards | EN 1991: (Eurocode 1) Actions on structures  EN 1999: (Eurocode 9) Design of aluminium structures  EN 1993: (Eurocode 3) Design of steel structures  ISO 4354 Wind actions on structures  ISO 22111 Bases for design of structures – General requirements  ISO 13823 General principles on the design of structures for durability |
| Cable trays | IEC 61 537 Cable management – Cable tray systems and cable ladder systems |
| Off-Grid Inverters | TS 62257-9-8 sets the baseline requirements for the quality, durability and advertising accuracy for stand-alone renewable energy products and amendment thereof. |
| Switchgear | IEC 60439 Low-voltage switchgear and control gear assemblies  IEC 60947 Low-voltage switchgear and control gear |

**Section III: Data Sheet to be submitted by Bidder with technical bid:**

**1. Solar PV Modules**

|  |  |  |
| --- | --- | --- |
| **Component** | **Technical Specification** | **Proposed by Bidder** |
| **PV panels/ modules** | 1. Name of the manufacturer of PV Module 2. Name of the Manufacturer of Solar cells 3. Total number of module per household 4. Month and year of the manufacture (separately for solar cells and module); 5. Country of origin (separately for solar cells and module) 6. I-V curve for the module 7. Peak Wattage, Im, Vm, I sc, Voc and FF for the module 8. Module Efficiency >18%. 9. Normal Operating cell temperature 10. Operating module temperature 11. Maximum voltage dc 12. Maximum load 13. Dimensions(mm) 14. Weight (kg) 15. X-pitch and Y-pitch 16. Unique Serial No and Model No of the module 17. Date and year of obtaining IEC PV module qualification certificate; 18. Name of the test lab issuing IEC certificate 19. Other relevant information on traceability of solar cells and modules as per ISO 9000 series.   The front glass shall meet the following specifications:   1. The facing glass must be Tempered, PV grade with Low iron and high transmission. 2. The transmission shall be > 93% 3. Thickness shall be min 3.2 mm 4. Textured to trap more light 5. The glass shall have an Anti-reflective coating for the better transmission and light absorption. 6. Tempered glass to meet the external load conditions   Details in case of any deviation from the technical specifications as specified in the tender document  Enclosed/attached supporting documents, if any | **Use Separate page with proper page no.** |

**2. Battery**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Details regarding | Proposed by Bidder |
| 1 | Name of the manufacturer & make/brand |  |
| 2 | Battery/ Model Type |  |
| 3 | Energy Storage per household, kWh |  |
| 4 | No. of battery |  |
| 5 | Battery Voltage, V |  |
| 6 | Battery capacity, Ah |  |
| 7 | No. of battery per household |  |
| 8 | Battery management system |  |
| 9 | Operating temperature & altitude |  |
| 10 | Dimension of Battery (size) |  |
| 11 | Enclosed supporting documents if any | From page no…….. to …. |
| 12 | Details in case of any deviation from the technical specifications as specified in the tender document |  |

**3**. **Off-Grid Inverter (all-in one)**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Details regarding | Proposed by Bidder |
| 1 | Name of the manufacturer & Make/brand |  |
| 2 | Size of the inverter, kW |  |
| 3 | Type |  |
| 4 | Voltage range |  |
| 5 | Battery type |  |
| 6 | Operating temperature & altitude |  |
| 7 | Inbuilt MPPT (Yes/No) |  |
| 8 | Enclosed supporting documents if any | From Page No……. to …. |
| 9 | Details in case of any deviation from the technical specifications as specified in the tender document |  |

**4. Array Junction Boxes**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Details regarding | Proposed by Bidder |
| 1 | Name of the manufacturer & Make/brand |  |
| 2 | Model & Type |  |
| 3 | Number of cable entries |  |
| 4 | Rated dc voltage |  |
| 5 | Number of MCB |  |
| 6 | Size and number of input cable entry |  |
| 7 | Size and number of output cable entry |  |

**List of Bill of Quantity (BoQ)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Description** | **Qty.** | **Unit** |
| 1 | Solar PV Module | Half Cut Monocrystalline PERC Panel with minimum efficiency of 18% 300Wp, | 10 | Number |
| 2 | Inverter | 3.6 kW, pure sine wave, Single-phase off-grid inverter with integrated MPPT charge controller/ battery charger. | 1 | Number |
| 3 | Battery/Inverter Room | Well insulated Battery/Inverter Room (To store battery and inverter), Complete set prefabricated material with high insulation & ventilation facility. Must be minimum 20 years warranty | 1 | Lumpsum |
| 4 | Module Mounting Structures | Complete set of GI frames with fittings for 10 modules | 1 | Set |
| 5 | Battery | Minimum of 10 kWh integrated LiFePO4 (Lithium-Iron Phosphate) Battery pack with integrated Battery Management System (BMS) | 3 | Number |
| 6 | Protection and accessories | DC SPD, Fuses, Isolators, MC 4 connectors, DC cables, AC cables, ACDB, Fasteners, Cable Tie, Earthing Kit, Lighting Arrestor, Crimping Tool, Earthing Kit, Lighting Arrestor, nut bolts. |  | Set |
| 7 | Energy Meter | Smart energy meter with CTs (1 Phase) | 1 | Set |
| 8 | Solar PV Fencing | Barbed wire fence with wooden post | 1 | Number |

Certified that:

i. Above rates are in accordance with the specifications, various terms, conditions and requirements mentioned in the bidding document to perform the supply of goods satisfactorily.

ii. The rates are inclusive of all taxes and duties whatsoever.

(Signature of Bidder)

Seal



Section VI: Schedule of Supply

61

**PART 3**

**CONTRACT**

**SECTION VII. GENERAL CONDITIONS OF CONTRACT**

**TABLE OF CLAUSES**

1. Definitions 69
2. Contract Documents 70
3. Fraud and Corruption 70
4. Interpretation 71
5. Language 72
6. Joint Venture, Consortium or Association 72
7. Eligibility 72
8. Notices 73
9. Governing Law 73
10. Settlement of Disputes 73
11. Inspections and Audit 74
12. Scope of Supplies 74
13. Delivery and Documents 74
14. Supplier’s Responsibilities 74
15. Purchaser’s Responsibilities 74
16. Contract Price 74
17. Terms of Payment 75
18. Taxes and Duties 75
19. Performance Security 75
20. Copyright 76
21. Confidential Information 76
22. Subcontracting 77
23. Specifications and Standards 77
24. Packing and Documents 77
25. Insurance 78
26. Transportation 78
27. Inspections and Tests 78
28. Liquidated Damages 79
29. Warranty 79
30. Patent Indemnity 80
31. Limitation of Liability 81
32. Change in Laws and Regulations 81
33. Force Majeure 81
34. Change Orders and Contract Amendments 82
35. Extensions of Time 83
36. Termination 83
37. Export Restriction 84

**SECTION VII. GENERAL CONDITIONS OF CONTRACT**

|  |  |
| --- | --- |
| **1. Definitions** | * 1. The following words and expressions shall have the meanings hereby assigned to them:      1. **Award of Contract** means the decision of the Purchaser to enter into a Contract with the Supplier for supply and delivery of the specified Goods, including any Related Services.      2. **Bid** means an offer to supply Goods, including any Related Services, made in accordance with the terms and conditions set out in the Bidding Documents that preceded the placement of the Contract of which these GCC form a part. The term “tender” is synonymous with the term “Bid”.      3. **Bidder** means an eligible individual or legal entity that participated in the bidding process governed by the Bidding Documents that preceded the placement of the Contract of which these GCC form a part.      4. **Bidding Documents** means the set of Bidding Documents that preceded the placement of the Contract of which these GCC form a part, which were sold or issued by the Purchaser to potential Bidders, and in which the specifications, terms and conditions of the proposed procurement were prescribed.      5. **Contract Documents** means the documents listed in the   Contract Agreement, including any amendments thereto.   * + 1. **Contract Price** means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom as may be made pursuant to the Contract.     2. **Day** means calendar day.     3. **Delivery** means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract Documents.     4. **GCC** means the General Conditions of Contract.     5. **Goods** means all of the commodities, raw materials, machinery and equipment, and/or other materials, including any object in solid, liquid or gaseous form that has an economic utility or value and which can be exchanged or traded, that the Supplier is required to supply to the Purchaser under the Contract.     6. The **Project Site,** where applicable, means the place named in the SCC.     7. **Purchaser** means the entity purchasing the Goods and Related Services, as specified in the SCC.     8. **Related Services** means the services incidental to the supply of the Goods, such as insurance, installation, training and initial maintenance and other obligations of the Supplier under the Contract |

|  |  |
| --- | --- |
|  | 1. **SCC** means the Special Conditions of Contract. 2. **Subcontractor** means any natural person, private or government entity, or a combination thereof, including its legal successors and permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier. 3. **Supplier** means the natural person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier. |
| **2. Contract**  **Documents** | 2.1. Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary and mutually explanatory. The Contract Agreement shall be read as a whole. |
| **3. Fraud and Corruption** | * 1. If the Purchaser determines that the Supplier has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in executing the Contract then the Purchaser may, after giving fourteen (14) days notice to the Supplier, terminate the Supplier’s employment under the Contract and cancel the Contract, and the provisions of GCC Clause 36 shall apply as if such termination has been made under GCC Sub-Clause 36.1.   2. Should any employee of the Supplier be determined to have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice during the purchase of the Goods, then that employee shall be removed.   3. For the purposes of this Sub-Clause:      1. “corrupt practice”17 is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value18 to influence improperly the actions of another party;      2. “fraudulent practice”19 is any intentional act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; |



1. “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes staff and employees of other organizations (including any institutions providing finance for the Goods) taking or reviewing procurement decisions.
2. “anything of value” includes, but is not limited to, any gift, loan, fee, commission, valuable security or other asset or interest in an asset; any office, employment or contract; any payment, discharge or liquidation of any loan, obligation or other liability whatsoever, whether in whole or in part; any other services, favour or advantage, including protection from any penalty or disability incurred or apprehended or from any action or proceeding of a disciplinary or penal nature, whether or not already instituted and including the exercise or the forbearance from the exercise of any right or any official power or duty.
3. a “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

|  |  |
| --- | --- |
|  | 1. “collusive practice”20 is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; 2. “coercive practice”21 is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; 3. “obstructive practice” is    1. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order materially to impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or    2. acts intended materially to impede the exercise of the inspection and audit rights of the Purchaser and/or any other relevant RGoB agency provided for under GCC Clause 11.   3.4. Any communications between the Supplier and the Purchaser related to matters of alleged fraud or corruption must be made in writing. |
| **4. Interpretation** | * 1. If the context so requires it, singular means plural and vice versa.   2. Incoterms      1. Unless inconsistent with any provision of the Contract or otherwise specified in the SCC, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.      2. The terms EXW, CIF, CIP and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the SCC and published by the International Chamber of Commerce in Paris, France.   3. Entire Agreement   The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.   * 1. Amendment   No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. |

1. “parties” refers to participants in the procurement process (including public officials) and an “improper purpose” includes attempting to establish bid prices at artificial, non competitive levels.
2. a “party” refers to a participant in the procurement process or contract execution.

|  |  |
| --- | --- |
|  | * 1. Non-waiver      1. Subject to GCC Sub-Clause 4.5 (b) below, no relaxation, forbearance, delay or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.      2. Any waiver of a party’s rights, powers or remedies under the Contract must be in writing, dated and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.   2. Severability   If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract. |
| **5. Language** | * 1. The Contract, as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, the translation shall govern.   2. The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier. |
| **6. Joint Venture, Consortium or Association** | 6.1. If the Supplier is a joint venture, consortium or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment 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 Purchaser. |
| **7. Eligibility** | 7.1. The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. |

|  |  |
| --- | --- |
|  | 7.2. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the Goods have been grown, mined, cultivated, produced, manufactured or processed; or through manufacture, processing or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. |
| **8. Notices** | * 1. Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form, including electronic communication, with proof of receipt.   2. A notice shall be effective when delivered or on the notice’s effective date, whichever is later. |
| **9. Governing Law** | 9.1. The Contract shall be governed by and interpreted in accordance  with the laws of Bhutan. |
| **10. Settlement of Disputes** | * 1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.   2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.   3. Notwithstanding any reference to arbitration herein,      1. the parties shall continue to perform their respective obligations   under the Contract unless they otherwise agree; and   * + 1. the Purchaser shall pay the Supplier any monies due the   Supplier. |

|  |  |
| --- | --- |
| **11. Inspections and Audit** | 11.1. The Supplier shall permit the Purchaser and/or persons appointed by the Purchaser to inspect the Supplier’s offices and/or the accounts and records of the Supplier and its Subcontractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Purchaser if so required by the Purchaser. The Supplier’s attention is drawn to GCC Clause 3, which provides, inter alia, that acts intended materially to impede the exercise of the inspection and audit rights provided for under this GCC Sub-Clause 11.1 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under ITB Sub-Clause 2.1 (c) of the Instructions to Bidders that preceded the placement of the Contract of which these GCC form a part). |
| **12. Scope of Supplies** | * 1. The Goods and Related Services to be supplied shall be as specified in the Schedule of Supply.   2. Unless otherwise stipulated in the Contract, the Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery of the Goods and Completion of the Related Services as if such items were expressly mentioned in the Contract. |
| **13. Delivery and Documents** | 13.1. Subject to GCC Sub-Clause 34.1, the delivery of the Goods and completion of the Related Services shall be in accordance with the delivery and completion requirements specified in the Schedule of Supply. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC. |
| **14. Supplier’s Responsibilities** | 14.1. The Supplier shall supply all the Goods and Related Services included in the Scope of Supplies in accordance with GCC Clause 12, and the delivery and completion requirements as per GCC Clause 13. |
| **15. Purchaser’s Responsibilities** | 15.1. Whenever the supply of Goods and Related Services requires that the Supplier obtain permits, approvals and/or import and other licenses or similar permissions from Bhutanese public authorities, the Purchaser shall, if so required by the Supplier, use its best efforts to assist the Supplier in complying with such requirements in a timely and expeditious manner, but without incurring any costs. |
| **16. Contract Price** | * 1. The Contract Price shall be as specified in the Contract Agreement subject to any additions and adjustments thereto or deductions therefrom as may be made pursuant to the Contract.   2. Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in the SCC. |

|  |  |
| --- | --- |
| **17. Terms of**  **Payment** | * 1. The Contract Price, including any Advance Payments, if applicable,   shall be paid as specified in the SCC.   * 1. The Supplier’s request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfilment of all the obligations stipulated in the Contract.   2. Payments shall be made promptly by the Purchaser, no later than thirty (30) days after the submission of verified invoice or request for payment by the Supplier, and the Purchaser has accepted it.   3. The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid Price is expressed.   4. In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the SCC, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the SCC, for the period of delay until payment has been made in full, whether before or after judgement or arbitrage award. |
| **18. Taxes and Duties** | * 1. For Goods manufactured outside Bhutan the Supplier shall bear and pay all applicable taxes, stamp duties, licence fees and other similar levies imposed outside Bhutan.   2. For Goods manufactured within Bhutan the Supplier shall bear and promptly pay all applicable taxes, duties, licence fees and other similar levies incurred until delivery of the contracted Goods to the Purchaser.   3. If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Bhutan the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent. |
| **19. Performance Se- curity** | * 1. The Supplier shall, within fifteen (15) working days of the notification of contract award, provide a Performance Security for the due performance of the Contract in the amount and currency specified in the SCC.   2. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract. |

|  |  |
| --- | --- |
|  | * 1. The Performance Security shall be denominated in the currency (ies) of the Contract or in a freely convertible currency acceptable to the Purchaser, shall be valid until the successful completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, and shall be in one of the forms stipulated by the Purchaser in the SCC.   2. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC,. |
| **20. Copyright** | 20.1. The copyright in all drawings, documents and other materials containing data and information furnished to the Purchaser by the Supplier shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party. |
| **21. Confidential Information** | * 1. The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor(s) such documents, data and other information as it receives from the Purchaser to the extent required for the Subcontractor(s) to perform its/their work under the Contract, in which event the Supplier shall obtain from such Subcontractor(s) an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 21.   2. The Purchaser shall not use such documents, data and other information received from the Supplier for any purposes unrelated to the Contract. Similarly, the Supplier shall not use such documents, data and other information received from the Purchaser for any purpose other than the design, procurement or other work and services required for the performance of the Contract.   3. The obligation of a party under GCC Sub-Clauses 21.1 and 21.2 above, however, shall not apply to information that:      1. the Purchaser or Supplier needs to share with the RGoB or other institutions participating in the financing of the Contract;      2. now or hereafter enters the public domain through no fault of that party; |

|  |  |
| --- | --- |
|  | 1. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or 2. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.    1. The above provisions of GCC Clause 21 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.    2. The provisions of GCC Clause 21 shall survive completion or   termination, for whatever reason, of the Contract. |
| **22. Subcontracting** | * 1. The supplier shall not subcontract, in whole or in part, their obligations under this Contract, except with the prior written consent of the purchaser.   2. Subcontracts shall comply with the provisions of GCC Clauses 3 and 7. |
| **23. Specifications and Standards** | * 1. Technical Specifications and Drawings:      1. The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards stipulated in Section VI, Schedule of Supply and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods’ country of origin.      2. The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.      3. Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the editions or the revised versions of such codes and standards shall be those specified in the Schedule of Supply. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 34. |
| **24. Packing and Documents** | 24.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case sizes and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit. |

|  |  |
| --- | --- |
|  | 24.2. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser. |
| **25. Insurance** | 25.1. Unless otherwise specified in the SCC the Goods supplied under the Contract shall be fully insured, in a freely convertible currency from an eligible country, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC. |
| **26. Transportation** | 26.1. Unless otherwise specified in the SCC, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms. |
| **27. Inspections and Tests** | * 1. At its own expense and at no cost to the Purchaser the Supplier shall carry out all such tests and/or inspections of the Goods and Related Services as are specified in the SCC.   2. The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods’ final destination, or in another place in Bhutan as specified in the SCC. Subject to GCC Sub-Clause 27.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.   3. The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 27.2, provided that the Purchaser bears all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.   4. The Purchaser may require the Supplier to carry out any test and/ or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards under the Contract, provided that the Supplier’s reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier’s performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.   5. The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection. |

|  |  |
| --- | --- |
|  | * 1. The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 27.4.   2. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 27.6, shall release the Supplier from any warranties or other obligations under the Contract. |
| **28. Liquidated Damages** | 28.1. Except as provided for under GCC Clause 33, if the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract, the Purchaser may, without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 36. |
| **29. Warranty** | * 1. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.   2. Subject to GCC Sub-Clause 23.1 (b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the conditions prevailing in Bhutan.   3. Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.   4. The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects. |

|  |  |
| --- | --- |
|  | * 1. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.   2. If, having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract. |
| **30. Patent Indemnity** | * 1. The Supplier shall, subject to the Purchaser’s compliance with GCC Sub-Clause 30.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs and expenses of any nature, including attorney’s fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:      1. the installation of the Goods by the Supplier or the use of the   Goods in Bhutan; and   * + 1. the sale in any country of the products produced by the Goods. Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or reasonably to be inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant or materials not supplied by the Supplier, pursuant to the Contract.   1. If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 30.1, the Purchaser shall promptly give the Supplier notice thereof, and the Supplier may at its own expense and in the Purchaser’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.   2. If the Supplier fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.   3. The Purchaser shall, at the Supplier’s request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing. |

|  |  |
| --- | --- |
|  | 30.5. The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs and expenses of any nature, including attorney’s fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification or other documents or materials provided or designed by or on behalf of the Purchaser. |
| **31. Limitation of Liability** | * 1. Except in cases of gross negligence or wilful misconduct:      1. neither party shall be liable to the other party, whether in contract, tort or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and      2. the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement. |
| **32. Change in Laws and Regulations** | 32.1. Unless otherwise specified in the Contract if, after the date thirty  (30) days prior to the date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated or changed in Bhutan (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery/ Completion Schedule and/or the Contract Price, then such Delivery/ Completion Schedule and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Sub-Clause 16.2. |
| **33. Force Majeure** | 33.1. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. |

|  |  |
| --- | --- |
|  | * 1. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.   2. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. |
| **34. Change Orders and Contract Amendments** | * 1. The Purchaser may at any time order the Supplier through notice in accordance with GCC Clause 8 to make changes within the general scope of the Contract in any one or more of the following:      1. drawings, designs or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;      2. the method of shipment or packing;      3. the place of delivery; and      4. the Related Services to be provided by the Supplier. |
|  | * 1. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within thirty (30) days from the date of the Supplier’s receipt of the Purchaser’s change order.   2. Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.   3. Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment by the parties. |

|  |  |
| --- | --- |
| **35. Extensions of Time** | * 1. If at any time during performance of the Contract the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier’s notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.   2. Except in case of Force Majeure, as provided under GCC Clause 33, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 28, unless an extension of time is agreed upon, pursuant to GCC Sub- Clause 35.1. |
| **36. Termination** | * 1. Termination for Default      1. The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:         1. if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Sub-Clause 35.1; or         2. if the Supplier fails to perform any other obligation under   the Contract; or   * + - 1. if the Supplier, in the judgement of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.     1. In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 36.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.   1. Termination for Insolvency   The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser. |

|  |  |
| --- | --- |
|  | * 1. Termination for Convenience.      1. The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.      2. The Goods that are complete and ready for shipment within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:         1. to have any portion completed and delivered at the   Contract terms and prices; and/or   * + - 1. to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier. |
| **37. Export**  **Restriction** | 37.1. Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to Bhutan, or to the use of the products/Goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/Goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/Goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Purchaser’s convenience pursuant to Sub-Clause 36.3. |

|  |  |
| --- | --- |
| **SECTION VIII. SPECIAL CONDITIONS OF CONTRACT** | |
| The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC. [The Purchaser shall select and insert the appropriate wording using the sample below or other acceptable wording and delete the text in italics.] | |
| **1.1 (k)** | The Project Site(s)/Final Destination(s) is/are: Shangsa Village, Lunana Gewog, Gasa Dzongkhag |
| **1.1 (l)** | The Purchaser is: Department of Energy, Ministry of Energy & Natural Resource, Thimphu |
| **GCC 4.2 (a)** | The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: DAP/DDP |
| **GCC 4.2 (b)** | The version of Incoterms shall be: 2020 |
| **GCC 5.1** | The language shall be: English |
| **GCC 8.1** | For **notices**, the addresses shall be:  **For the Purchaser:**  **Attention:Karma Namgyel, Executive Engineer**  **Address: Department of Energy, Ministry of Energy & Natural Resources.**  **Telephone: 17561322**  **E-mail address: karmanamgyel@moenr.gov.bt** |
| **GCC 9** | The governing law shall be the law of the Kingdom of Bhutan. |
| **GCC 10.2** | The rules of procedure for arbitration proceedings pursuant to GCC Sub-Clause  10.2 shall be as follows:  [The Bidding Documents should contain one clause to be retained in the event of a Contract with a foreign Supplier and one clause to be retained in the event of a Contract with a Bhutanese Supplier. At the time of finalizing the Contract, the respective applicable clause should be retained in the Contract. The following explanatory note should therefore be inserted as a header to GCC Sub-Clause 10.2 in the Bidding Documents.  “Clause 10.2 (a) shall be retained in the case of a Contract with a foreign Supplier and Clause 10.2 (b) shall be retained in the case of a Contract with a Bhutanese Supplier.”]  **(a) Contract with a foreign Supplier:**  [For Contracts entered into with foreign suppliers, international commercial arbitration may have practical advantages over other dispute settlement methods. Among the rules to govern the arbitration proceedings, the Purchaser may wish to consider the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976, the Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC), the Rules of the London Court of International Arbitration or the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.] |

|  |  |
| --- | --- |
|  | **If the Purchaser chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:**  GCC 10.2 (a)—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 the UNCITRAL Arbitration Rules as at present in force.  **If the Purchaser chooses the Rules of ICC, the following sample clause should be inserted:**  GCC 10.2 (a)—All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.  **If the Purchaser chooses the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce, the following sample clause should be inserted:**  GCC 10.2 (a)—Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce. |
|  | **If the Purchaser chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:**  GCC 10.2 (a)—Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.  **(b) Contract with a Bhutanese Supplier:**  In the case of a dispute between the Purchaser and a Bhutanese Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Bhutan. |
| **GCC 13.1** | Details of Shipping and other Documents to be furnished by the Supplier are [insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer’s or Supplier’s warranty certificate, inspection certificate issued by nominated inspection agency, Supplier’s factory shipping details etc].  The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. |

|  |  |
| --- | --- |
| **GCC 16.2** | The prices charged for the Goods supplied and the related Services performed  shall not be adjustable. |
| **GCC 17.1** | **Sample provision**  GCC 17.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:  **Payment for Goods supplied from abroad:**  Payment of the foreign currency portion shall be made in (Nu.)  (i) **Advance Payment:** Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of a claim and an advance payment guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in the Bidding Documents. |
|  | 1. **On Delivery of all the goods and equipment to the project site**: 50% of the Contract Price of the goods received shall be paid upon delivery, verification and acceptance of the goods by the project team within 30 days. 2. **On installation, testing and Commissioning**: 20% of the Contract price shall be paid upon successful installation, testing and commissioning of the solar PV system and user training to the end users upon verification by the project team. 3. **On Acceptance:** Ten percent (10%) of the Contract Price shall be paid to the Contractor within thirty (30) days of expiry of defect liability period of 18 months from the date of acceptance of the installation works by the purchaser in working condition. However, the amount could be released if the contractor submit an unconditional bank guarantee cashable in any financial institutions in Bhutan that covers defective liability period. This amount shall be used as retention money to serve as guarantee that any defects discovered during the defect liability period shall be covered. receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser. |
| **GCC 17.5** | The payment delay period after which the Purchaser shall pay interest to the  supplier shall be 30 days.  The interest rate that shall be applied is as per PRR 2019 |

|  |  |
| --- | --- |
| **GCC 19.1** | The amount of the Performance Security shall be: 10% of the Contract |
| **GCC 19.3** | The types of acceptable Performance Securities are:   1. Unconditional bank guarantee issued by financial institution located in Bhutan and acceptable to the Purchaser, in the form provided for in the Contract or in any other form acceptable to the Purchaser, or 2. Cash warrant, or 3. Demand draft. |
| **GCC 19.4** | Discharge of Performance Security shall take place: as per the GCC subclause 19.4 |
| **GCC 24.2** | The packing, marking and documentation within and outside the packages shall be:  The Contractor shall pack all the Goods as is required to prevent damage or deterioration in transit to the final destination indicated in the Bidding Documents. The packing should be sufficient to withstand rough handling and exposure to extreme temperature , salt and precipitation during transit and/or storage. The materials shall be individually packed with external transducer box, rubber gasket for vibration proof, cardboard, etc. and then packed in strong non-returnable wooden crates. |
| **GCC 25.1** | The insurance coverage shall be as specified in the Incoterms.  If not in accordance with Incoterms, insurance shall be as follows:  The responsibility to insure all goods and equipment order under the contract against any risks during transportation and related charges shall be borne by the Contractor. |
| **GCC 26.1** | Responsibility for transportation of the Goods shall be as specified in the Incoterms.  If not in accordance with Incoterms, responsibility for transportation shall be as follows: The Contractor is responsible to transport the Goods to the Project site including the insurance, storage and related costs. |
| **GCC 27.1** | The inspections and tests shall be: The purchaser has the reserve the rights to inspects and tests all Goods and equipment if required. |
| **GCC 27.2** | Inspections and tests shall be conducted at: Shangsa Village, Lunana Gewog, Gasa Dzongkhag. |
| **GCC 28.1** | The liquidated damages shall be: 0.1 % per day. |
| **GCC 28.1** | The maximum amount of liquidated damages shall be: 10 %. |
| **GCC 29.3** | The period of validity of the Warranty shall be: The respective components shall be covered the warranty period offered by the manufacturing companies and the Contractor shall facilitate in case of any malfunctioning.  For the purposes of the Warranty the place(s) of final destination(s) shall be: Department of Energy, Ministry of Energy and Natural Resources, Thimphu. |
| **GCC 29.5**  **and 29.6** | The period for repair or replacement shall be: 45 days. |

**~~Attachment: Price Adjustment Formula~~**

~~If, in accordance with GCC 16.2, prices shall be adjustable, the following method shall be used to calculate the price adjustment:~~

* 1. ~~Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:~~

~~P~~~~1~~ ~~= P~~~~0~~ ~~[a + bL~~~~1~~ ~~+ cM~~~~1~~~~] - P~~~~0~~

~~L~~~~0~~ ~~M~~~~0~~

~~a+b+c = 1~~

~~in which:~~

~~P~~~~1~~ ~~= adjustment amount payable to the Supplier.~~

~~P~~~~0~~ ~~= Contract Price (base price).~~

~~a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen percent (15%).~~

~~b = estimated percentage of labor component in the Contract Price.~~

~~c = estimated percentage of material component in the Contract Price.~~

~~L~~~~0~~~~, L~~~~1~~ ~~= labor indices applicable to the appropriate industry in the country of origin on~~

~~the base date and date for adjustment, respectively.~~

~~M~~~~0~~~~, M~~~~1~~ ~~= material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.~~

~~The coefficients a, b, and c as specified by the Purchaser are as follows:~~

~~a = [insert value of coefficient] b = [insert value of coefficient] c = [insert value of coefficient]~~

~~The Bidder shall indicate the source of the indices and the base date indices in its bid. Base date = thirty (30) days prior to the deadline for submission of the bids.~~

~~Date of adjustment = [insert number of weeks] weeks prior to date of shipment (representing the mid-point of the period of manufacture).~~

~~The above price adjustment formula shall be invoked by either party subject to the following further conditions:~~

* + 1. ~~No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.~~
    2. ~~If the currency in which the Contract Price P~~~~0~~ ~~is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to~~

~~the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.~~

* + 1. ~~No price adjustment shall be payable on the portion of the Contract Price paid to the~~

~~Supplier as advance payment.~~

**SECTION IX. CONTRACT FORMS**

**TABLE OF FORMS**

Contract Agreement 92

Performance Security 94

Bank Guarantee for Advance Payment 95

Letter of Acceptance 96

**CONTRACT AGREEMENT**

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the [insert number] day of [insert month], [insert year],

BETWEEN

1. [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Bhutan, or corporation incorporated under the laws of Bhutan] and having its principal place of business at [insert address of Purchaser] (hereinafter called “the Purchaser”), and
2. [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency/ies] (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 Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
   1. This Contract Agreement;
   2. The Special Conditions of Contract;
3. The General Conditions of Contract;
4. Technical Requirements (including Schedule of Supply and Technical Specifications);
5. The Supplier’s Bid and original Price Schedules;
6. The Purchaser’s Notification of Award of Contract;
7. The form of Performance Security;
8. The form of Bank Guarantee for Advance Payment;
9. insert here any other document(s) forming part of the Contract]
10. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
11. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
12. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services 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 hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert signature] [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert signature] [insert identification of official witness]

**PERFORMANCE SECURITY**

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Bid submission]

IFB No. and title: [insert no. and title of bidding process]

Bank’s Branch or Office: [insert complete name of Guarantor]

**Beneficiary:** [insert complete name of Purchaser]

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

We have been informed that [insert complete name of Supplier] (hereinafter called “the Supplier”) has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods and related Services] (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 Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s)22 in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year],23 and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[signatures of authorized representatives of the bank and the Supplier]



1. The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.
2. Date established in accordance with Clause 19.4 of the General Conditions of Contract (“GCC”). The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee.

**BANK GUARANTEE FOR ADVANCE PAYMENT**

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

[bank’s letterhead]

Date: [insert date (as day, month, and year) of Bid submission]

IFB No. and title: [insert number and title of bidding process]

**Beneficiary:** [insert legal name and address of Purchaser]

**ADVANCE PAYMENT GUARANTEE No.:** [insert Advance Payment Guarantee no.]

We, [insert legal name and address of bank], have been informed that [insert complete name and address of Supplier] (hereinafter called “the Supplier”) has entered into Contract No. [insert number] dated [insert date of Contract] with you, for the supply of [insert types of Goods to be delivered] (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.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert amount(s)24 in figures and words] upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

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 Supplier in its account [insert number and domicile of the account]

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [insert date25]. We agree to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.



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



1. The bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.
2. Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee

**LETTER OF ACCEPTANCE**

[use letterhead paper of the Purchaser]

To: [name and address of the Supplier]

Subject: **Notification of Award Contract No.** . . . . . . . . ..

[date]

This is to notify you that your Bid dated **[insert date]** for supply of the **[insert name of the contract and identification number, as given in the SCC]** for the Accepted Contract Amount of **[insert amount in numbers and words and name of currency]**, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency or (for item-wise contract insert list of items price schedule as attachment)

You are requested to furnish the Performance Security within 15 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the bidding document.

Authorized Signature: Name and Title of Signatory: Name of Agency:

Attachment: Contract Agreement

1. “parties” refers to participants in the procurement process (including public officials) and an “improper purpose” includes attempting to establish bid prices at artificial, non-competitive levels. [↑](#footnote-ref-1)
2. a “party” refers to a participant in the procurement process or contract execution. [↑](#footnote-ref-2)