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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

TERMS OF REFERENCE

A. SCOPE OF SERVICES

1. Royal Insurance Corporation of Bhutan Limited (RICB), a company incorporated under the Companies Act of the Kingdom of Bhutan 2016, having its registered office at Norzin Lam, Building No. 16, Post Box No. 315, Thimphu (hereinafter called the 'institute' or the 'employer'), wishes to receive bids for **site development and rain gutter and pipe replacement** at Gelephu, RICBL office during the Guarantee Period as per the Bid documents.
2. The successful bidder shall be responsible for the following:
 - a. Completing the site development work as per the specifications provided in the tender documents.
 - b. Replacing all existing rain gutters and pipes with new ones as per the specifications provided in the tender documents.
 - c. Ensuring the quality of materials and workmanship meets the required standards.
 - d. Completing the project within the stipulated timeframe of two (2) months.
 - e. Handing over the completed work to RICB in a clean and functional condition.
3. RICB reserves the right to reject any bid deemed non-compliant or not meeting the required standards.
4. Contract shall be awarded to the lowest bidder.
5. The contractor shall take all precaution for safety of the workmen. If any accident/mishap occurs, the department shall not be responsible for the same. Consequently, any compensation payable shall be at the contractor's cost.
6. The Agency shall indemnify and hold RICBL harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works or services provided under this contract.
7. If the work is carried out in more than one shifts or during night to meet the time period of completion or in accordance with availability of working area, nothing extra shall be paid on this account. The



Corporate Office, Thimphu, Post Box No 315 EPABX: +975 02 321161/323487

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contractor has to work in accordance with programme, time schedule as directed by Engineer-in-Charge.

8. Payments shall be made based on the bills submitted by the Contractor and certified by the concerned RICBL Engineer to the effect that the works are performed as per the scope of the work. TDS @2% shall be deducted from every bill.
9. The employer has the full right to reduce/exempt the quantum of penalty depending upon the circumstances/the reasons/ as per the request of the contractor, if deemed fit.
10. RICB reserves the right to amend these Terms of Reference at any time before the deadline for submitting bids.
11. The final dateline for submitting the bid is 25th August, 12:30 PM and shall be opened in the same day at 3:00 PM in the Board room.
12. All clarifications regarding the tender documents should be conducted in written form. For clarification related to the project please contact, Mr. Tenzin (tenzin@ricb.bt / 77227920, During office hours).

B. ELIGIBILITY CRITERIA

13. The bidder must be a Bhutanese construction firm holding a valid Small License and tax clearance at the time of bid submission (proof of registrations and tax clearance certificate must be submitted with the bid).
14. Reputed firm / related firm/ specialised firm with more than 3 years in the market with experience in such services.
15. The bid must be addressed to the following address enclosed in an envelope.

**The Chairman Tender Committee
Royal Insurance Corporation of Bhutan Ltd.
Post Box No. 315
Thimphu: Bhutan**

Management



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Undertaking Form

(The bidder who failed to sign this form may be subject to rejection of the bid)

1. I..... (Name of Bidder) hereby undertake to carry out the *site development and rain gutter and pipe replacement at Gelephu RICB properties*, at Thimphu of Royal Insurance Corporation of Bhutan Limited, Head Office Thimphu. The rate quoted by above-mentioned name in this bid document is final.
2. I hereby would like to certify and reconfirm that I have understood all terms and conditions for the aforementioned service as mentioned in ToR.
3. I reconfirm that the Validity of the above-mentioned trade license is till
4. I would like to confirm that all relevant taxes have been cleared and a copy of the Tax Clearance Certificate is attached (Verify copy).

Signature of Bidder with date: -.....

Name: -.....

Address: -.....
.....
.....

Telephone/Mobile No: -.....

Email Address: -.....

Affix Legal





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Bid Form

SL. No	BSR Code	Description	Qty	Unit	Rate (Nu.)		Amount(Nu.)
					Figure	Words	
1. Dismantling							
1.1	DD0045	Dismantling G.I sheets including ridges, hips, valleys, gutters & stacking materials within 50m lead	1.53	sq.m			
1.2	DD0001	Demolishing cement concrete 1:3:6 & richer, including disposal of materials within 50m lead	8.36	cu.m			
1.3	CG0001	Clearing grass including removal of rubbish within 50m of site	12.32	sq.m			
2. Site development							
2.1	RW0321	Providing and laying Chequered precast cement concrete tiles 25 mm thick in footpath & courtyard, jointed with neat cement slurry mixed with pigment to match the shade of tiles, including rubbing and cleaning etc. complete, on 20 mm thick bed of cement mortar 1:4 (1 cement: 4 coarse sand) - Chequered tiles, Paver tiles. 25mm thick. Colour.	1.54	sq.m			
2.2	FL0152	Providing & laying 20mm thick black and white marble stone flooring over 20mm thick base of cement mortar 1:4, jointed with grey cement	0.836	sq.m			



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		slurry mixed with pigment where necessary, rubbing & polishing complete.				
3. Gutter						
3.1	RF0014	Providing & fixing semi-circular/half round Poly Vinyl Chloride (PVC) roof gutter of 180mm dia 3.04m long, including fittings (brackets, bolts, nuts, washer, end cap, tee end cap etc) excluding the cost of pipes.	51	m		
3.2	PO0372	Providing & fixing P.V.C soil waste and vent pipes, single or double socketed, including pipe clip complete (excluding the cost of PVC fittings) - 110mm dia.	20	m		
3.3	PO0380	Providing & fixing P.V.C Pipe connector - 110mm dia.	10	each		
3.4	PO0407	Providing & fixing P.V.C plain bend - 110mm dia.	10	each		
3.5	PO0457	Providing & fixing P.V.C Double Tee plain.	10	each		
Total Project Cost (Nu.)						

Seal and sign of the bidder



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